



How to Request Administrative Access on CA ECE Early Care and Education Registry

The California Early Care and Education (ECE) Workforce Registry (the Registry) takes the protection of members’ personal information seriously. Some information about Registry members can be shared with employers who have been authorized to receive Administrative Access. Sharing information with employers supports professional development planning and reduces the need for multiple submissions of child development permits, transcripts, training records, credentials and other documentation. Administrative Access helps to ensure that the Registry has current and accurate information about ECE programs and their staff. It also helps to streamline reporting to state agencies and other funders.

In order to receive Administrative Access, approved individuals must agree to do the following:

- Be an active-member of the Registry
- Maintain an accurate and complete Program Profile by confirming or updating information annually
- Maintain accurate information about employees by confirming or updating information
- Protect the security and integrity of personal information about employees in the Registry

Applying for Administrative Access is easy!

Step 1:

Apply by logging into the CA ECE Workforce Registry, clicking **Administrative Access Request** in the far left menu bar. After reviewing the process and agreement, click the box and “Continue.” If you are the Administrator of Record reported to the Department of Social Services Community Care Licensing for the site(s) you want Administrative Access to, you are finished.* You will receive an auto-response from the Registry that you can disregard. Once your request is approved, you will receive an email from Registry staff. If you are not listed as the Administrator of Record, proceed to Step 2.

*Note: If you are only the Administrator of Record for one site, and want Administrative Access to multiple sites in your program, proceed to Step 2 below for the type of documentation you must submit.

Step 2:

If you are not the Administrator of Records reported to the Department of Social Services Community Care Licensing for the site(s) you want Administrative Access to, please review the table below for the type of documentation you will need to submit.

Type of Business	Role of Person Requesting Administrative Access	Documentation You Need to Submit to the Registry
NON-PROFIT	Executive Director/ Director	A signed letter by the Executive Director of the organization on pre-printed letterhead. The letter should include the name and job title of the administrator and all facilities (sites) for which Administrative Access is being requested; include facility (site) name by CCL, license number, and address.
	Staff (e.g., Human Resources or Program Personnel)	A signed letter by the Executive Director of the organization on pre-printed letterhead that includes applicable staff name(s) and corresponding job title(s) and facilities (sites) for which requesting Administrative Access is being requested; include facility (site) name by CCL, license number, and address.

Type of Business	Role of Person Requesting Administrative Access	Documentation You Need to Submit to the Registry
FOR-PROFIT	Owner	A signed letter by the owner of the organization on pre-printed letterhead with owner name and title listed, and all facilities (sites) for which requesting Administrative Access; include facility (site) name by CCL, license number, and address.
	Staff (e.g., Human Resources or Program Personnel)	A signed letter by the owner of the organization on pre-printed letterhead applicable name(s), title(s), and all facilities (sites) for which requesting Administrative Access for staff; include facility (site) name by CCL, license number, and address.
FAMILY CHILD CARE HOME	Owner	Copy of FCC License
	Staff (e.g., family member, administrative staff)	Letter from FCC owner requesting access for staff: Needs to include CCL name of FCC, address, license number, and name of individual to be granted Administrative Access.
SCHOOL DISTRICT	Other Staff Access (e.g., HR Director, Program Director,)	Letter from Assistant Superintendent on letterhead requesting access for staff: First and last name(s), title(s), and all facilities (sites) for which requesting Administrative Access for staff.

*Administrator of Record identified are usually Directors, Owner, or Site Supervisors

Submit the required documentation using one of the following methods:

- a) upload to the Registry profile of the member requesting Administrative Access,
- b) attach to an email and send to email to CARegistry@ccala.net with the subject line: "Administrative Access Request"
- c) send by postal mail to: Child Care Alliance of Los Angeles, Attn: "CA ECE Workforce Registry – Administrative Access Request", 815 Colorado Blvd. Suite C, Los Angeles, CA 90041

If you have any questions, please contact OECE's Help Desk at [\(415\) 343-3358](tel:4153433358) or Emily Kraybill at ekraybill@childrencouncil.org. [SN1]