



How to Submit Education/Certification/Training Documents to the Registry



OVERVIEW

The California Early Care and Education (ECE) Workforce Registry is web-based and collects a variety of educational and professional development information into an electronic portfolio.

Each ECE professional creates a profile, which includes their level of education and any permits or credentials they have earned. Professionals are required to submit evidence of:

- the education/permits/credentials they list in their profile
- any training they have attended

A profile is not complete unless the appropriate evidence has been submitted. Registry staff review and verify the evidence, and then enter the data into the professional's *Education and Training Report* within 4-6 weeks of receipt. Verified data can be used to share with employers, to calculate QRIS scores, or for participation in other programs.

4 WAYS TO SUBMIT YOUR DOCUMENTS

ECE professionals can submit their documents in any of the following four ways:

- 1) Upload a scanned copy using the "My Documents" page on the Registry website
- 2) Write your Registry ID* on your documents and email a scanned copy to Registry staff at CARegistry@ccla.net
- 3) Write your Registry ID* on your documents and mail a copy to: Registry Office, Child Care Alliance of Los Angeles, 812 Colorado Blvd., Suite C, Los Angeles, CA 90041
- 4) Your employer can submit them on your behalf (see the Administrative Access tip sheet at <http://sfoece.org/data-reporting/> for more information)

It typically takes Registry staff 4-6 weeks to review and verify submitted documents. You will receive an email from Registry staff once the process is complete.

* You can find your ID by clicking on the link to view your personal profile. It is on the second line after your name.

ACCEPTABLE EVIDENCE FOR DEGREES, COURSEWORK, PERMITS & CREDENTIALS

The following types of documents can be submitted as evidence you have earned degrees, permits, credentials or completed coursework. *Please note that copies of degrees are not accepted – only transcripts or course print outs.*

- **Unofficial or Official Transcripts** (*Registrar-printed, front and back of document*)

The following must be on the transcript:

- Institution Name
 - Individual's First and Last Name
 - Course Number(s) and Title(s)
 - Credit hours completed
 - Grade Earned
 - Semester/Quarter and year of completion
- **Internal Course Print Out by Institution of Higher Education** (i.e. City College of San Francisco's Banner Report) – ONLY if Registry receives it directly from the institution of higher education. The following must be on the print out:
 - Institution Name
 - Individual's First and Last Name
 - Course Number(s) and Title(s)
 - Credit hours completed
 - Grade Earned
 - Semester/Quarter and year of completion

- **CA Child Development Permit.** The following must be on the permit:
 - First and Last Name
 - Permit Level
 - Document Number
 - Issue Date
 - Expiration Date
- **Credential.** The following must be on the credential:
 - First and Last Name
 - Type of Credential
 - Document Number
 - Issue Date
 - Expiration Date
- **CDA - Child Development Associate.** The following must be on the document:
 - Name
 - Setting Type of CDA
 - Start Date
 - Completion Date
 - Number of hours completed

ACCEPTABLE EVIDENCE FOR TRAINING

If you participate in a training coordinated by First 5 San Francisco any time after Jan 1, 2018 and supply your Registry ID when you register for the training, First 5 SF will submit your attendance in the Registry for you.

If you want to submit documents as evidence of any other training, the documents must have the following information:

- Name person who attended the training
- Training title
- Training completion date
- Number of training hours or duration of time (*i.e.* 12pm – 3pm)
- Verification signature from trainer, supervisor, or professional growth advisor (*except for online certificates*)

The following types of documents can be submitted as evidence you have participated in training:

- **Training Certificates** (online certificates are acceptable)
- **Commission on Teacher Credentialing (CTC) Growth Activity Verification form**
- **Sign-in sheet with agenda**
- **Other form that verifies participation**

The CA ECE Workforce Registry staff reserve the right to deny submission of documents if they do not meet the standards outlined above. If Registry staff have questions about the validity of any documents submitted, the Registry reserves the right to require a validation from the issuing institution.