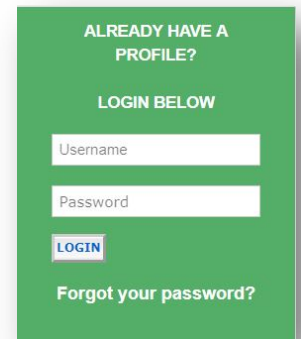


Registry participants can now securely upload and store their education and training documents online. This enables participants to build an electronic professional portfolio they are able to access anytime they need it. Additionally, participants' current employers will be able to access uploaded documents in order to support their employees' professional goals and report to regulatory and funding agencies.

Follow the instructions below to upload your education and training documents to your Registry profile. Please refer to [Education and Training Document Submission Tip Sheet](#) to learn more about which documents are acceptable for profile upload.

Step 1. Login to your Registry Profile

First, login to your Registry profile at www.caregistry.org. Enter your username (the complete email address associated with your Registry account) and password, and then click on "Login." If you forgot your password, click on "Forgot your Password?" to recover your password.



ALREADY HAVE A PROFILE?

LOGIN BELOW

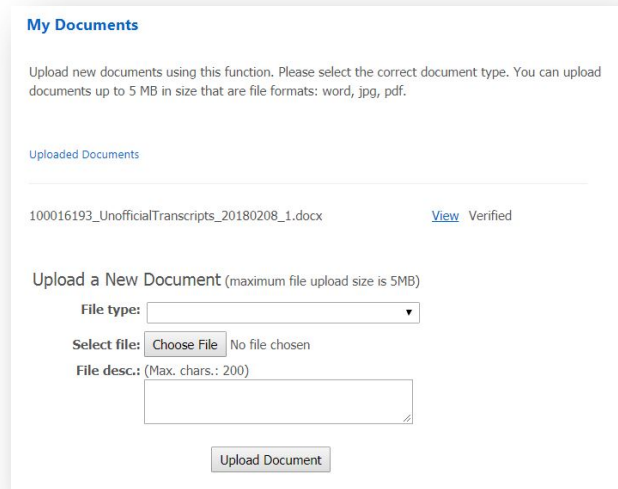
Username

Password

[Forgot your password?](#)

Step 2. Click on My Documents Quick Link

Next, click on the green **My Documents** Quick Link located in the bottom row of Quick Links. This will bring you to the document upload page. Here you will be able to see any document that you've previously submitted or uploaded to your Registry profile.



My Documents

Upload new documents using this function. Please select the correct document type. You can upload documents up to 5 MB in size that are file formats: word, jpg, pdf.

Uploaded Documents

100016193_UnofficialTranscripts_20180208_1.docx [View](#) Verified

Upload a New Document (maximum file upload size is 5MB)

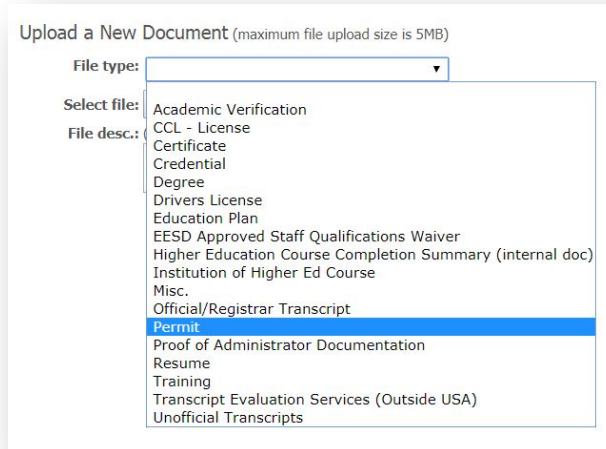
File type:

Select file: No file chosen

File desc.: (Max. chars.: 200)

Step 3. Select File Type

Select the type of file you would like to upload. If you are unsure of which category your document falls into, please contact the Registry Help Desk (see contact info below) for assistance.



Upload a New Document (maximum file upload size is 5MB)

File type:

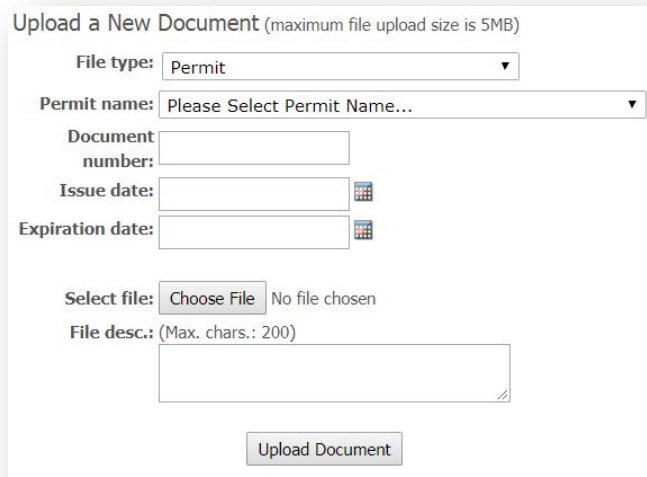
Select file:
File desc.:

- Academic Verification
- CCL - License
- Certificate
- Credential
- Degree
- Drivers License
- Education Plan
- EESD Approved Staff Qualifications Waiver
- Higher Education Course Completion Summary (internal doc)
- Institution of Higher Ed Course
- Misc.
- Official/Registrar Transcript
- Permit**
- Proof of Administrator Documentation
- Resume
- Training
- Transcript Evaluation Services (Outside USA)
- Unofficial Transcripts

Note: Please only upload **one** document at a time. For example, if you wanted to upload 2 training certificates, you would go through steps 3 and 4 for the first certificate and then repeat those steps for the second certificate. Uploading multiple documents in the same file may increase the time it takes to verify your documents.

If you upload a California Child Development Permit or California Teaching Credential, the Registry will prompt you to enter the name of your permit or credential, the document number, issue date, and expiration date before you can continue. **Please enter this information correctly.** If there is a mistake in this information, Registry staff may be unable to verify your document.

Complete the requested fields. You can find this information on your permit or credential. If you do not have this information, please visit www.ctc.ca.gov to access your document and find this information.





Upload a New Document (maximum file upload size is 5MB)

File type:

Permit name:

Document number:

Issue date: 

Expiration date: 

Select file: No file chosen

File desc.: (Max. chars.: 200)

Step 4. Find File in Computer

After indicating the file type and entering any necessary information, click on *Choose File* and browse your computer for the file you would like to upload. Files can be in .doc, .pdf, or .jpg formats. After you select the file, click on *Upload Document*. You will receive a message stating **Document successfully uploaded.**

Upload a New Document (maximum file upload size is 5MB)

File type: Permit

Permit name: Teacher

Document number: 123456789

Issue date: 03/02/2018

Expiration date: 03/02/2023

Select file: No file chosen

File desc.: (Max. chars.: 200)

Click *Choose File* to browse your computer files and select the document you would like to upload. Click *Upload Document* to finalize the upload.

Once uploaded, you will see a message in red here and see the new document appear under *Uploaded Documents*. The system creates a file name for each file. You can add a description if you would like.

My Documents

Upload new documents using this function. Please select the correct document type. You can upload documents up to 5 MB in size that are file formats: word, jpg, pdf.

Uploaded Documents

100016193_UnofficialTranscripts_20180208_1.docx	View	Verified
100016193_Permit_20180302_1.pdf	View	Unverified Delete

Upload a New Document (maximum file upload size is 5MB)

Document successfully uploaded.

File type:

Select file: No file chosen

File desc.: (Max. chars.: 200)

Step 5. Wait for Document Verification

After you upload your document, your document will be entered into a queue for verification by Registry staff. Registry staff will confirm the information on the document, input any relevant information to your Education and Training Report, and then verify the document. Once your document has been verified, Registry staff will email you informing you that your document has been verified and that your profile has been updated. If Registry staff cannot verify your document, they will email you explaining why the document could not be verified and assist you in submitting a verifiable document. Please permit 4 to 6 weeks for your document to be verified.

While Registry staff verify your documents, you will be able to view your document on your Registry profile. If your current employer has Administrative Access on the Registry, they will also be able to access your uploaded documents while you are waiting for your documents to be verified. Please note that your Education and Training Report will not be updated until Registry staff have completed the verification process. While your document remains unverified, you will be able to delete the document in case you mistakenly upload the wrong document and need to re-upload the correct one. Once the document has been verified, you will no longer be able to delete the document and will need to contact the Registry Help Desk if you would like to remove that document from your profile.

Need Help? Contact the Registry Help Desk

If you have questions about how to use the Document Upload Utility, please contact the Registry Help Desk by email or phone at caregistry@ccala.net or (888) 922-4453 (operated Monday to Friday from 8am to 5pm).