

How Employers Can 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.

HOW TO SUBMIT DOCUMENTS AS AN EMPLOYER

ECE professionals can submit their own documents (transcripts, permits, training documents, etc.) either by email, mail or the upload tool in the Registry. Alternatively, employers can also submit documents on behalf of their staff in one of the following three ways:

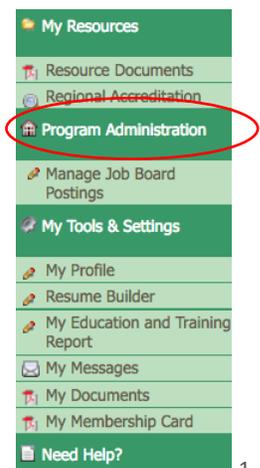
- 1) Write the professionals' Registry ID numbers on their documents* and email a scanned copy to Registry staff at CARegistry@ccala.net
- 2) Write the professionals' Registry ID numbers on their documents* and mail a copy to: Registry Office, Child Care Alliance of Los Angeles, 812 Colorado Blvd., Suite C, Los Angeles, CA 90041
- 3) Upload scanned copies on the Registry website using the instructions below.

You and the staff members you submit documents for will both receive an email from Registry staff once the process is complete.

*The easiest way to look up your staff's Registry ID number is to click on "Program Administration" in the menu on the far left, and then the "Staff Report" link in the box for the site which the staff person works.

HOW TO UPLOAD DOCUMENTS AS AN EMPLOYER

- 1) *Administrative Access*: To manage staff data and upload education and training documents, employers, or their administrative designees will need Administrative Access to their program(s) in the CA ECE Workforce Registry. If you already have access, follow the steps below. To gain Administrative Access, read the tip sheet on Administrative Access at <http://sfoece.org/data-reporting>
- 2) *Checking Which Documents Need to be Uploaded*: Once you log in at www.caregistry.org, click on **Program Administration** on the left navigation menu. Then click on **Staff Education and Training Report** to view the education and training data for your staff, or click on **Staff Confirmation** to view the documents already submitted for current employees. Once you see which documents have already been submitted, determine which documents need to be uploaded. *Note: Participation in training coordinated by First 5 San Francisco any time after Jan 1, 2018 will be submitted to the Registry by*

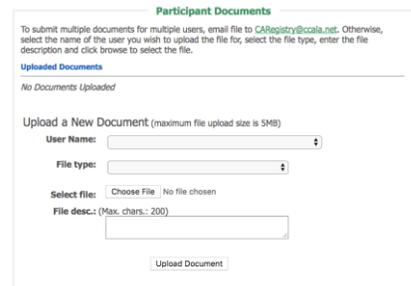


First 5 SF staff if staff supply their Registry ID when signing up for the training.

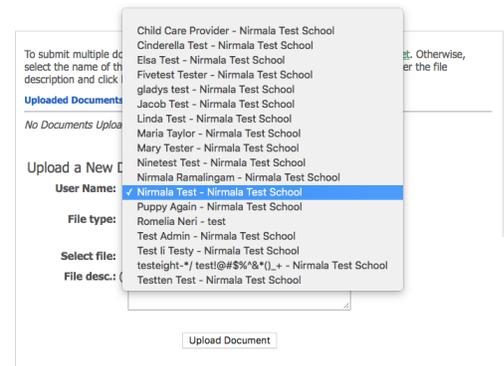
3) *Uploading documents for staff:*

a. Click on **Upload Files for Users** located at the top of the **Program Administration** screen. Employers with only a few sites will see the **Participant Documents** upload utility box (see image to the right). (Note: Employers with many sites should scroll down to see the **Participant Documents** utility.)

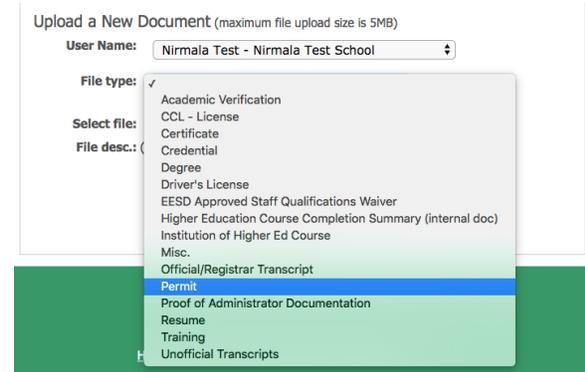
Participant Documents Utility



b. To upload a file, click on **User Name** to see a current list of employees in alphabetical order, and select an employee.



c. Next, select **File Type**. If permit or credential is selected, additional fields are displayed for data entry (Permit/Credential Name, Document Number, Issue Date, Expiration Date). Note: To ensure the verification of your staff's permit/credential, please be sure to accurately enter this information.



d. Select **Choose File** and browse in your computer files for the saved education and/or training document for the selected employee. You may add a brief description of the document, such as permit type, high education institution that issue the transcript, etc. It is not a required field.

e. Click **Upload Document**. Once complete, you will receive a message stating **Document successfully uploaded**, and you can view the document under **Uploaded Documents** and under **Staff Confirmation** for that employee (with an “unverified” status.) The uploaded document will also be visible to the employee. The document’s status will change to “verified” once Registry staff complete the verification process. Please allow 4 to 6 weeks for the verification of your documents.