

## The Connecticut Early Childhood Professional Registry

### Instruction and Guidance for Program Administrators with Administrative Access to the OEC Registry

**For Registry purposes: A program administrator is an individual in charge of a program for young children.** The program administrator may have a title such as director, principal, site manager.

**Each program should have a leadership level staffer with administrative access to the OEC Registry.** Why? What is different for an administrative access user?

- An admin access user has access to all the program's tools, starting with **confirming who is employed at the program** (Only confirmed staff can access the free online training available via the OEC Registry, and may be eligible for OEC scholarship).
- **Data about all the confirmed staff roll up into useful reports** for professional development planning, accreditation reporting, and compliance for specific state funded and Care4Kids program requirements.
- **Admin access users build their program** by telling what classrooms exist in the program, what age group they serve, and what staff are assigned to each classroom.
- **Documents for confirmed staff AND the program** can be uploaded AND viewed by the admin access user.

Note that a site / program may have more than one program administrator for the purposes of shared responsibility, emergency planning and/or other leadership decision. This choice is up to the program and should be made with intentionality. Individuals with administrative access can view the profiles and employment confirmation information of all employees of the program, including wage data.

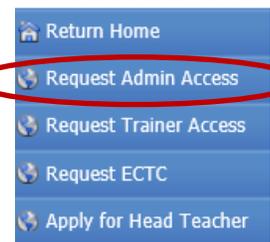
#### Getting Started: How to Apply for Administrative Access

After joining the Connecticut Early Childhood Professional Registry **and** selecting your specific place of employment:

1. Before you log in – click on Program Administration on the left menu, then Admin Access for the pdf form that must be completed by your supervisor or owner of the program. Have this completed and upload it (or fax it to 860-713-7040). This is NOT the application! Keep reading...
2. Log in at [www.ccacregistry.org](http://www.ccacregistry.org)
3. Now apply! From the left menu, click on Request Admin Access; indicate that you are an administrator of the site / program to which you have already said you are employed; agree to the terms and submit.

Notes if you are requesting as the **administrator of multiple sites**:

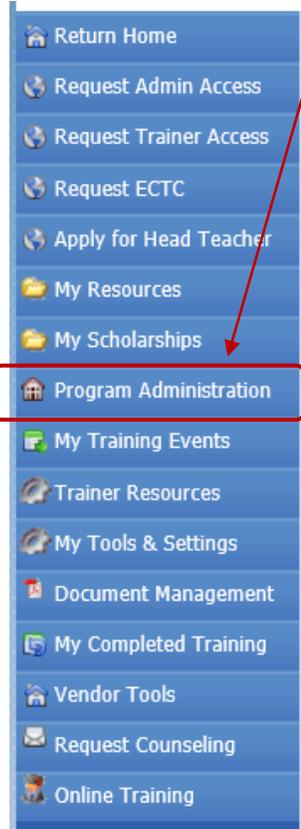
- The Admin Access pdf noted in #1 must be completed by your supervisor or owner of the program with each program noted for which you are applying for access.
- Follow steps #2 and 3. In step 3, check all the sites for which you are requesting administrative access, and click submit.



Once Registry staff review your documentation and your electronic application, you will receive a decision email confirming either approval of your access or denial with instructions on follow up.



When approved: after logging in to your account, the Menu Bar located on the left hand side of the screen will now have a tab called Program Administration.



When clicked, you will see options similar to the screen shot below. If you have Multi-Site Administrator Access, you will see a menu specific to EACH site / program.



**Your Guide to the program tools listed under the name of the program:**

1. The **Edit Program Details** tab links to the program’s profile, and **includes the program’s Registry ID# (also on all reports)**. Most fields are locked to protect data. Some types of funding are editable for you. Click on the edit button to make changes. Contact your Registry’s regional Education Advisor if locked information needs to be corrected.
 

**Tip:** This is a good place to start and then go to Staff Confirmation (read more below) to ensure the right staff are verified at your program.
2. The **Building / Managing Rooms** tab allows the admin access user to create an accurate description of the classroom / groups in the program by creating and naming the classrooms / groups at the program, assigning an age-group category, and providing classroom / group level information. Drop down bars have been provided to assist you with your choices.
 

**Tip:** If your program is using NAEYC Accreditation tools or must designate QSM (Qualified Staff Member) as a state funded program: Before log in, go to Program Administration and see **NAEYC Registry Tools** and **QSM Instructions** (for state-funded programs) for instructions and tips. *After logging in you have access to these same documents under My Resources on your left menu.*



3. The **Building / Managing Staff** tab allows the program administrator to create an accurate description of the staffing by placing each employee (who has been confirmed under Staff Confirmation) in a classroom / group and assigning a role. While Staff Confirmation allows for many different roles, Building / Managing Staff unites all programs by narrowing the choices to just 6 (The NAEYC Instructions referenced above have more detail about assigning staff):

- Operational Administrator
- Pedagogical Administrator
- Teacher
- Assistant Teacher / Aide
- Non-Teaching Leadership
- Non-Teaching Other

**Tip:** Your Staff Confirmation page roles and the Building / Managing Staff roles should correspond. Differences can slow things like scholarship requests. Make sure they align!

4. The **Staff Confirmation** tab shows staff who have indicated that they work at this particular program. Unconfirmed Participants appear in Light Pink and Confirmed Participants appear in Light Blue. For each staff member who is employed at this program, confirm their employment and complete the information in the boxes provided, then click Submit to save changes. **Only staff who you have confirmed will show up in your tools and reports.**



Clicking on a tab opens the list of staff.

Unconfirmed Participants	Confirmed Participants	<a href="#">+View All</a>
<a href="#">BOB, BUFFALO</a> Inactive		<a href="#">View Profile</a>
<a href="#">DOODY, HOWDY</a>		<a href="#">View Profile</a>
<a href="#">FLETCHER, FERB</a> Inactive		<a href="#">View Profile</a>
<a href="#">MAGNUM, THOMAS</a> Inactive		<a href="#">View Profile</a>
<a href="#">MEANS, KIM</a>		<a href="#">View Profile</a>
<a href="#">SNOWFLAKE, SUZY</a> Inactive		<a href="#">View Profile</a>
<a href="#">TAYLOR, MARIA TEST USER</a>		<a href="#">View Profile</a>

**Tip:** If an employee has Inactive next to their name, that person needs to log in and renew their account. They will not be able to use any Registry tools until they do so.



Clicking the person's name opens the record. Note that you can also click View All to open all the records at once.

Unconfirmed Participants | Confirmed Participants | [+View All](#)

**BOB, BUFFALO** Inactive [View Profile](#)

Job Title: Classroom Assistant Teacher or Teacher Aide

Start Date: 03/07/2017 End Date: mm/dd/yyyy

Primary Age: Preschoolers (3 to 5 years)

Compensation Type: Hourly Hourly Wage: 10.00 Hours/Week: 40 Weeks/Year: 52

Currently Enrolled In ECE Degree:  Yes  No Projected Graduation Year:

Institution: Please Select

Confirm:  Yes  No

- **If a confirmed staffer appears on this list that has left your employment**, please enter the "End Date" of their employment and click the "No" option next to Confirm, then click Submit to have the record removed.
- **If an unconfirmed participant appears on this list that is not an employee of your program**, click the "No" option and Submit to have the record removed.
- **If a data change is initiated** (i.e. a change to wages or title), the system will request the end date of the initial information and the start date of the new information (i.e. last day at old wage, first day at new wage). The system is NOT asking about the job's end date.

Tip: Confirmed staff names appear as hyperlinks. You can click into their account to view basic information and pertinent qualifications details for items such as Head Teacher and Qualified Staff Member.

Making and saving any change in a record, OR opening and clicking Submit in any record will change the last updated date. Whether or not you made updates, this will verify the last date this was completed.

Unconfirmed Participants | Confirmed Participants

Last Updated: 01/15/2020

**Why are there wage questions on Staff Confirmation?** The OEC Registry collects data about many workforce items, including wages. When wages are reported it gives us the opportunity to use the data anecdotally to advocate for wage incentives, bonuses, and rate increases. Wage data is visible by all authorized admin access users.

5. The **Employment Confirmation** tab allows the admin access user to verify past employment dates and details via requests by past employees. Always remember to select the **Save Information** tab to record entries.
6. Whether or not your program is currently accepting Care4Kids, the **Care4Kids Administration** tab allows the admin access user to designate a leader, know which staff are considered applicable under federal law, assess

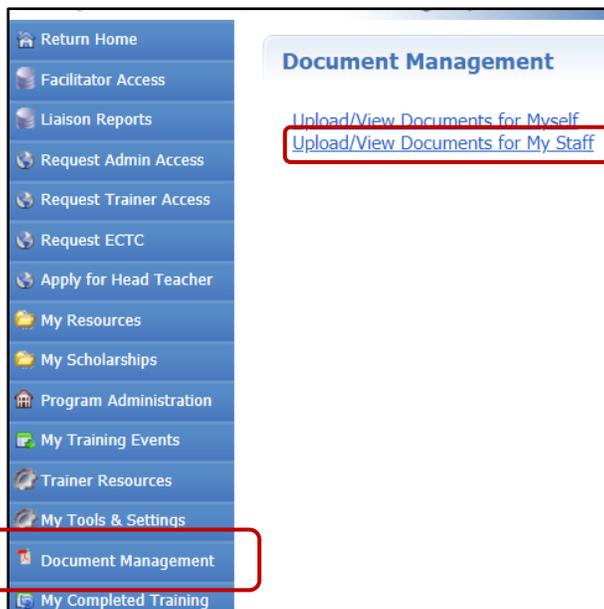


how staff meet one-time orientation requirements, and complete an attestation and training log for ongoing requirements.

**Tip:** Once a staff member shows as Yes on the OEC Health and Safety Orientation Report, they will maintain that standing.

- 7. The **Program File Manager** tab allows the admin access user to upload and view PROGRAM specific documents such as those for NAFCC / NAEYC Accreditation, and the [Multiple Attendee Submission Training form](#) for first aid / cpr / med admin / emergency meds. Stop by [Submit Documents](#) for all the details.

**Tip: Admin access users can upload documents for their confirmed staff under Document Management**



**Your Guide to Program Reports:**

These reports pull data about each confirmed employee in a program. The Program ID# is listed on each report.

The **Staff Qualification Detail Report** – is an Excel worksheet report showing the following for each employee:

- Staff Confirmation Page
- Participant Name
- Ladder Level
- Role
- Registry ID #
- Description of Ladder Level
- Date of Hire
- Account Status

There are also columns for ECE Student Status (from Staff Confirmation Page), Projected Graduation Year, and ECE Degree Institution Name. This helps us know how many degree seekers we have.

The final columns indicate if the participant meets education qualifications requirements for state-funded programs via the Qualified Staff Member (QSM) including QSM eligibility, QSM Expiration Date, and Designation as QSM to a particular classroom.

The **Staff Qualification Summary Report** – is an Excel worksheet report showing a summary of the following categories of education qualifications for the confirmed staff of the program:

Staff Confirmation Page Role	Number in Center	Careel Ladder Levels 1-5	Careel Ladder Level 6	Careel Ladder Levels 7-8	Careel Ladder Levels 9-10	Careel Ladder Levels 11-15
		Less than a CDA credential of 12 ECE credits	CDA credential or 12 ECE credits	CDA credential plus 12 ECE credits, or 1-year ECE certificate	Associate degree plus 12 or more EC credits	Bachelor degree or higher plus 12 or more EC credits or EC teacher certification

The **Scholarship Request Report** – shows information for each employee who has requested scholarship from the Office of Early Childhood, including the request date, what was requested, the status of the request (pending, approved, denied and why), and use-by date. This report is valuable to the program for tracking scholarship use for education and professional development advancement; for reporting outside scholarship dollars to owner, board or families; and for providing professional check-ins to be sure staff are using their award vouchers on time and successfully.

The **Staff Education and Training Report** – provides a print out of each employee’s education and training information as coded into the Registry. Admin access users may choose to use this report to quickly assess if an individual’s information is up to date. The report includes individual detail: participant ID#, career ladder, Qualified Staff Member (for working in a state funded program) as well as at-a-glance program employment information (in the top section):

- Current employer
- Employer’s Registry program ID#
- Job Title (from the Staff Confirmation page)
- Program Role (from Building / Managing Rooms and Staff)
- Employment Confirmed (yes / no)
- Access level (participant, administrator, trainer, etc.)



And Employer Details in the top right box - these details are used for quick reference for priority for the Quality Recognition and Improvement activities: State-Funded (accepting School Readiness, Child Day Care, State Head Start, Smart Start, Preschool Development Grant); Care4Kids Funded; Care4Kids ID#; Meets CCDF Orientation.

The four sections that follow are:

- Degrees and Certifications (including degrees earned, teacher / administrator endorsements, medication administration, first aid and CPR)
- Credit-Based Coursework (typically early childhood credits needed to move up the OEC career ladder or meet other requirements are called out here)
- Training (specific to only OEC Approved training)
- Unverified Training (for all other training; this section is not verified by OEC Registry staff – it is self-report only; see [Submit Documents](#) for all the details).



**Career Ladder Level:** 10  
**Career Ladder Level Description:** Associate degree in ECE.

**QSM eligible:** Yes  
**QSM Expiration Date:** 06/30/2029  
**QSM Notes:** Non-qualifying Degree

**Current Employer:** test oec program  
**Employer Registry ID:** 1914  
**Job Title:** Classroom Teacher  
**Program Role:** Teacher  
**Employment Confirmed:** Yes  
**Access Level:** Participant

Connecticut Early Childhood Professional Registry  
Participant Education and Training Report  
Registry ID: 100013653, Magnum, Thomas  
01/15/2020

**Employer Details**

<b>State-Funded:</b>	Yes
<b>Care4Kids Funded Employer:</b>	Yes
<b>Care4Kids ID:</b>	100000002
<b>Meets CCDF Orientation for Center/School:</b>	No

**Degrees and Certifications:**

TITLE	AWARDED BY	DATE	EXPIRATION DATE
Associates Degree [ECE/ASE] - Early Childhood Education	test	08/01/2017	

**Credit-Based Coursework:**

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	CREDITS	COURSE TYPE
HDFR 222	Activities Young Children Play Art Music	uconn	09/01/2013	3.00	ECE
ASPYC 01	Administration and Supervision in Programs for Young Children	Not Specified	06/25/2014	3.00	Admin/Lead
ECE 612	Administration Early Childhood Education	approved institution	09/01/2013	3.00	ECE
EDL 652	Advanced Topics in Educational Leadership	approved institution	09/01/2013	3.00	ECE
EDEC 553	Child Family and Community	approved institution	09/01/2013	3.00	ECE
EDUC 440	Student Teaching	test	08/01/2017	12.00	ECE

**Training:**

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	HOURS

**Unverified Training (past 12 months):**

TOPIC AREA	TOTAL HOURS
Child development	2
Nutrition	1
<b>TOTAL HOURS</b>	<b>3</b>



The **NAEYC Report** - allows an admin access user to complete final steps to view the program's room(s), staff, and education qualifications details in regard to NAEYC criteria, and to print the report for submission to NAEYC in lieu of uploading all diplomas and transcripts in the NAEYC portal.

**Tip:** Before log in, go to Program Administration and see **NAEYC Accreditation** for instructions and tips. After logging in you have access to these same documents under My Resources on your left menu.

The **Designated QSM Compliance Report for State Funded Programs** – viewable for state-funded programs only; provides a summary of how the program measures against legislated education qualification requirements.

**Tip:** Before log in, go to Program Administration and see **QSM Instructions** for information. After logging in you have access to these same documents under My Resources on your left menu.

The **Designated QSM Summary Report for State Funded Programs** - viewable for state-funded programs only; provides an at-a-glance of the Designated QSMs and percentages of compliance at each legislated benchmark.

The **Classroom Detail Summary Report** lists information entered by the admin access user under Building / Managing Rooms: classroom name, age group, hours each day, # of children, funding, and QSM details (when applicable).

Tip: Pull this report to quickly see if anything is outdated instead of opening each classroom's details.

The **Staff Assignment Summary Report** lists teaching staff information entered by the admin access user under Building / Managing Staff: staff member's name, Registry ID#, and then details of the classroom to which the staffer is assigned - Classroom name, Role, QSM status, classroom hours, classroom funding.

The **OEC Health and Safety Orientation Report** identifies all confirmed staff and their status in meeting the Care4Kids one time orientation (see #6 - **Care4Kids Administration** above for more information on where to find which staff are considered applicable by federal law and additional details.)