



Registry Document Fax Sheet

This cover sheet must be complete and legible for submission of documents.

ACCOUNT HOLDER INFORMATION			
*Name:			
**Registry ID#:	You must have a Registry account PRIOR to submitting documentation.		
E-mail:			
Date:		Phone #:	

DOCUMENT(S) FOR SUBMISSION (Check all that apply to this submission)			
<input type="checkbox"/>	College Transcript Must include institution name, student name, dates attended, course #s and names, grades and conferral date (if applicable). Do not mark or highlight information as this can negatively affect the ability to view content.		
<input type="checkbox"/>	College Diploma		
<input type="checkbox"/>	Current (non-expired) teacher / administrator endorsement OR Connecticut Director Credential		Current (non-expired)
<input type="checkbox"/>	Current (non-expired) CDA Credential Must be issued by the Council for Professional Recognition.		
<input type="checkbox"/>	Head Teacher Experience Verification Form		
<input type="checkbox"/>	Current (non-expired) First Aid certificate Certificates)	Current (non-expired) CPR certificate (no Thrive!	
<input type="checkbox"/>	Current (non-expired) Medication Administration certificate (no Thrive! Certificates)		
<input type="checkbox"/>	Current (non-expired) anaphylaxis / emergency meds (Epi-pen™) certificate (no Thrive! Certificates)		
<input type="checkbox"/>	Charter Oak State College – Pathways Exam award letter (not transcript; must have actual date of exam)		
<input type="checkbox"/>	Foreign degree translation and equivalency from CT approved service (www.naces.org)		
<input type="checkbox"/>	Administrator Access / Multi-Site Administrator (MSA) Access authorization letter		
<input type="checkbox"/>	Scholarship-related documents: application for institution's financial aid	Plan of study	Evidence of FAFSA application Evidence of
<input type="checkbox"/>	Other: Indicate		
Do NOT send the following items:		<ul style="list-style-type: none"> Resumes, portfolios, reference letters Non-credit training certificates (unless required for meeting NAEYC candidacy) PRAXIS results NAEYC worksheets 	
<input type="checkbox"/>	<ul style="list-style-type: none"> Thrive! or CCEI certificates High school diploma Expired credentials of any type Paystubs or income tax returns 		

Notes:

*If your name differs from that reflected on your documents for submission, you must submit proof of name change. Acceptable forms of evidence include LEGIBLE copies of the following: marriage or divorce decree; valid driver's license or passport with both names listed; HR attestation.

**Registry ID# is located in the top right corner of the screen after you log in to your account.