Submitting documents? Easy as 1-2-3!
Submitting documents correctly will get your documents processed more quickly.

Select one way to submit (below)	How do I do that?	How do I know my document was received and processed?
1. FAX	Fax documents to 860-713-7040 Use the **Registry FAX cover sheet** (found under General Information – Forms)	**You will receive an email confirming what has been received** (typically within 2-5 business days), and then a **second email confirming when the document has been uploaded** to your account (typically within 5-10 business days). Note: there will be only one email upon receipt and processing of first aid / cpr / med admin / emergency meds.
2. Upload it myself	**Log in to your account, go to Document Management and Upload (see below for more detail).** Do not include a cover sheet **Administrative Access / MSA Access Users:** Under Document Management you may upload documents for **INDIVIDUALS** to any confirmed staff member. Under Program Administration: Program File Manager you can upload **PROGRAM** related documents such as NAFCC / NAEYC and, Multiple Attendee Training Submission forms. For more detail, click the guidance link below.	When you successfully upload you get a pop up and email telling you the document has been received by the system. You get another email when the document was processed (verified, denied or identifying we need something else from you to process the document). **Administrative Access / MSA Access Users:** When you upload for an **INDIVIDUAL** staff member, correspondence goes to the account holder, not to you. When you upload **PROGRAM** documents, correspondence goes to you.

Once documents are uploaded to your account, you can **view your documents** after you log in under Document Management.

You can **view completions coded to your account** under My Tools and Settings – My Education and Training Report.

Please do NOT send the following:

Thrive first aid / cpr / med admin / emergency meds certificates, or CCEI online training certificates (completions are automatically uploaded to your Education and Training Report)
Expired credentials of any type
High school diplomas or GEDs (unless required by an Education Advisor for a Head Teacher application)
Pay stubs or income tax returns
Training certificates for Diabetes / Diastat / other meds for a specific child requiring OEC licensing approval
NAEYC Worksheets

<u>Knowing What to Fax / Upload – INDIVIDUAL accounts (for PROGRAM uploads go to page 6):</u>

Tip: Please always allow for pop-ups as you use these tools!

1. Choose the document category:
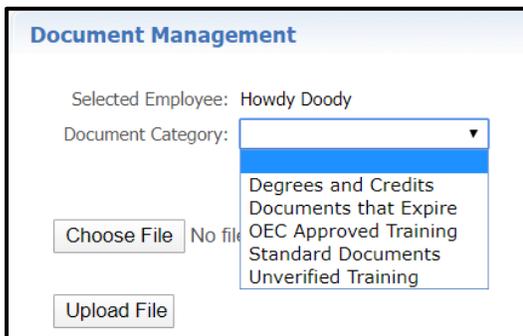
2. **Then choose the Document Type from the drop down.** Review the lists below for options and tips.

    a. **Degrees and Credits**

- Send transcripts noting credit toward an unfinished degree OR a completed degree.

- Unofficial transcripts are acceptable so long as they show key information including the student name (submit name change documentation if it differs), college name, dates, grades. Document information may not be tampered with. The OEC Registry staff may request official transcripts as needed.
- For degrees completed: Please send the diploma AND final transcript (it should have the date of conferral noted).
- All credit work must be from a regionally accredited college / university. For more information about regional accreditation, go to www.chea.org.
- **Foreign Higher Education Degrees and Credits** are recognized if evaluated course-by-course by an evaluation service approved by the National Association of Credential Evaluation Services (find a list of evaluation services at www.naces.org). The evaluation must specify that the credits and/or degree are the equivalent of credits and/or degrees from a regionally accredited U.S. institution of higher learning. If the evaluation service is not a member of NACES, or if the NACES equivalency is specified at the regionally accredited college level, the credits and/or degree will not be entered.

b. <u>Documents that Expire</u>

Document Management

Selected Employee: Howdy Doody

Document Category: Documents that Expire ▼

Document Type:
- CDA Credential
- Director Credential (NAEYC Recognized)
- Health and Safety: CPR and Med Admin and Emergency Meds EpiPen
- Health and Safety: CPR Certificate ONLY
- Health and Safety: Emergency Medication-EpiPen ONLY
- Health and Safety: First Aid and CPR
- Health and Safety: First Aid Certificate ONLY
- Health and Safety: First Aid CPR and Med Admin
- Health and Safety: First Aid CPR Emergency Meds / EpiPen
- Health and Safety: First Aid CPR Med Admin and Emergency Meds EpiPen
- Health and Safety: Medication Administration and Emergency Meds-EpiPen
- Health and Safety: Medication Administration Certificate ONLY
- Health and Safety: Multiple Attendee Training Submission (Administrators ONLY)
- Medical License
- State Administrative Endorsement
- State Teaching Endorsement

Expiration Date:

Upload

- **Combinations of health and safety documents to be uploaded as one bundle**. This only includes first aid, CPR, medication administration, and emergency meds / EpiPen certificates.
  - o Certificates must be current (not expired).
  - o Attendee's name must match the user's account name.
  - o **Licensed programs** must send proof of OEC licensing approved First Aid and CPR.
  - o **License-exempt programs** may send proof of non-licensing approved First Aid and CPR and it will be entered as such. Note that if the program accepts Care4Kids, OEC licensing approved First Aid and CPR is REQUIRED.
- **For Administrative Access / MSA Access Users:** the Multiple Attendee Training Submission form should be used for every group training for first aid, CPR, med admin, emergency meds / EpiPen. Upload this form to Program Administration: Program File Manager.
- **For state teaching and administrative endorsements:** If a renewal is future dated, please be sure to include the CURRENT endorsement certificate as well.

c. <u>Standard Documents</u>

Document Management

Selected
Employee: Howdy Doody

Document
Category: Standard Documents ▼

Document
Type:

Administrative Access Form - Administrator of one site
Administrative Access Form - Multiple Site Access form with attached letter
Correspondence directly requested by my Registry Education Advisor
Course Description / Syllabus
ECTC IRR letter Associate Level
ECTC IRR letter Bachelor Level
Foreign Degree Translation / Equivalency
High School Diploma / GED
OEC Licensing Head Teacher Certificate
OEC Licensing Head Teacher Experience Verification Form
Pathways Exam Results Letter - not transcript
Proof of Name Change with ALL names listed
Scholarship Evidence of FAFSA Application
Scholarship Evidence of Institution Financial Aid Application
Scholarship Plan of Study or Graduation Evaluation
TA Providers ONLY: Code of Ethics Attestation Form
TA Providers ONLY: Resume

Upload

d. OEC Approved Training

Document Management

Selected Employee: Howdy Doody

Document Category: OEC Approved Training ▼

Document Type:

Care4Kids Health and Safety Online Training Certificate Only

Browse...

Upload File

- This category is specific to OEC Approved training. All other training can be submitted under Unverified Training (see below).
- OEC Approved versions of CT ELDS, CT DOTS, CKC, and Pyramid training are submitted by your trainer to the OEC Registry. Please do NOT upload these certificates here.
- **Please do NOT send/upload Thrive first aid / cpr / med admin / emergency meds certificates or other CCEI certificates** as these are automated uploads to your account.

e. **Unverified Training**
- **OEC Registry staff do NOT process these documents**. This is a place for you to store documentation of your other trainings, have them generically listed on your Education and Training Report by federal topic area, and have available for audits.
- This category allows you to upload any training NOT captured in the categories above.

Document Management

If you have training that OEC does not automatically upload, please fill out the information as prompted then upload your document.

Selected Employee: Howdy Doody

Document Category: Unverified Training ▼

Enter the total hours on the training certificate:* `0`

Enter the completion date:* `mm/dd/yyyy`

Specify the amount of time from the training applied to each area below (note: the total time must add up to the total training hours):

Prevention and control of infectious diseases, including immunization	0
Building and physical premises safety	0
Emergency preparedness and response planning	0
Storage of hazardous materials and bio-contaminants	0
Recognition and reporting of child abuse and neglect	0
Child development	0
SIDS and use of safe sleep practices	0
Prevention of shaken baby syndrome and abusive head trauma	0
Nutrition	0
Prevention/response to food allergies	0
Administration of medication (NOT resulting in certification. For certification, use the Documents that Expire upload.)	0
First-aid and CPR (NOT resulting in certification. For certification, use the Documents that Expire upload.)	0
Precautions in transporting children	0
Other	0
Total*	0

Choose File | No file chosen

Upload File

Helpful Notes

You will see a pop up indicating **successful upload**. Notice the **processing time** in the pop up. Also notice the file is marked Pending in the Status column for any document other than Unverified Training (those documents are not processed). When the file is processed, you can view the status change.

Note: Any files you had in your account before the upload system was made show in your Archive Files and are accessible to you there

When the file has been processed by the OEC Registry staff, the status will change. You will be able to view the status change, and you will receive an email with the results.

- Pending = New; yet to be processed
- Processing = Being worked on; awaiting more information
- Verified = Document acceptable and content noted in the account
- Denied = Document is not acceptable and a reason will have been selected to indicate why.

The OEC Registry Unit will review all documentation in the first 4 categories and will follow the steps of the Fraud Policy if there are any concerns around authenticity.

1. The OEC Registry Unit may require official transcripts or other attestations as needed for verification.
2. Course descriptions may be requested to verify if coursework meets Connecticut's Common Standards for Early Childhood and School-Age Credits and Degrees (see General Information).

Remember: If you don't see it, don't send it!
Only upload what is on the list. If you have questions, contact your regional education advisor.

PROGRAM Document Uploading

Administrative / MSA access users have access to upload PROGRAM specific documents separately under their Program Administration tools.

Newly uploaded program documents are visible, as is the file processing status.

To upload: select Upload New Document, then choose a Document Category from the drop down.

Document Categories

1. Accreditation and Governance

This section contains selections required of state funded programs, as well as family child care programs with NAFCC Accreditation seeking the higher Care4Kids rate.

2. **Multiple Attendee Training Submission Form**
- This selection is for submission of the Multiple Attendee Training Submission form, used only for first aid / cpr / med admin / emergency meds.
- Individual certificates should NOT be uploaded here.

Document Management

Selected Program: test oec program
Document Category: Multiple Attendee Training Submission Forms ▾
Document Type: _____ ▾

Expiration Date:

Anaphylaxis Medication (EpiPen) Only
CPR Only
First Aid and CPR
First Aid Only
Medication Administration
Choose File No Medication Administration and Anaphylaxis Medication (EpiPen)

Upload File

3. **Training Documentation**

This selection is for evidence of group training of federal CCDF topic area, i.e. sign in / sign out sheet with name and Registry ID#s for attendees. Information is not coded to individual accounts.

Document Management

Selected Program: test oec program
Document Category: Training Documentation ▾
Document Type: _____ ▾

CCDF Topic Area Training Evidence

Choose File No file chosen

Upload File