

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	<p>Fax documents to 860-713-7040</p> <p>Use the Registry FAX cover sheet (found under General Information – Forms)</p>	<p>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).</p> <p>Note: there will be only one email upon receipt and processing of first aid / cpr / med admin / emergency meds.</p>
2. Upload it myself	<p>Log in to your account, go to Document Management and Upload (see below for more detail).</p> <p>Do not include a cover sheet</p> <p>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.</p> <p>For more detail, click the guidance link below.</p>	<p>When you successfully upload you get a pop up and email telling you the document has been received by the system.</p> <p>You get another email when the document was processed (verified, denied or identifying we need something else from you to process the document).</p> <p>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.</p>

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.

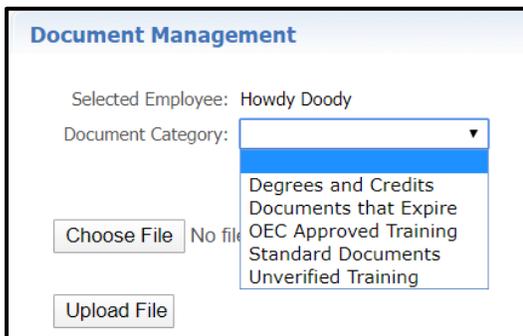
Please do NOT send the following:

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

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

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

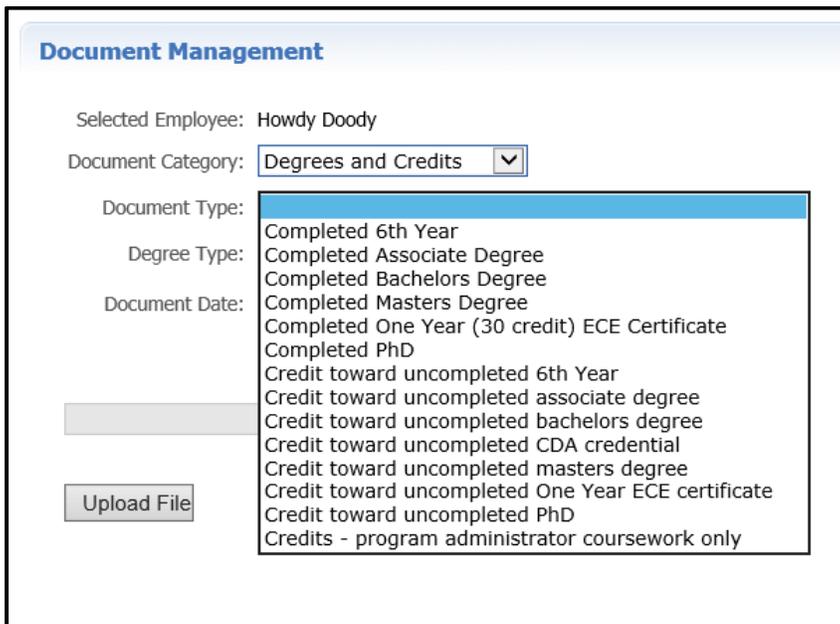
1. Choose the document category:



The screenshot shows the 'Document Management' interface. At the top, it says 'Selected Employee: Howdy Doody'. Below that is a 'Document Category:' dropdown menu. The dropdown is open, showing a list of categories: 'Degrees and Credits', 'Documents that Expire', 'OEC Approved Training', 'Standard Documents', and 'Unverified Training'. To the left of the dropdown are two buttons: 'Choose File' and 'Upload File'. The text 'No file' is visible between the buttons.

2. Then choose the Document Type from the drop down. Review the lists below for options and tips.

a. Degrees and Credits



The screenshot shows the 'Document Management' interface with 'Degrees and Credits' selected in the 'Document Category' dropdown. The 'Document Type:' dropdown is open, showing a list of options: 'Completed 6th Year', 'Completed Associate Degree', 'Completed Bachelors Degree', 'Completed Masters Degree', 'Completed One Year (30 credit) ECE Certificate', 'Completed PhD', 'Credit toward uncompleted 6th Year', 'Credit toward uncompleted associate degree', 'Credit toward uncompleted bachelors degree', 'Credit toward uncompleted CDA credential', 'Credit toward uncompleted masters degree', 'Credit toward uncompleted One Year ECE certificate', 'Credit toward uncompleted PhD', and 'Credits - program administrator coursework only'. There is a greyed-out 'Upload File' button on the left.

- 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. Documents that Expire

Document Management

Selected Employee: Howdy Doody

Document Category:

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

- **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.
 - Certificates must be current (not expired).
 - Attendee's name must match the user's account name.
 - **Licensed programs** must send proof of [OEC licensing approved First Aid and CPR](#).
 - **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. Standard Documents

Document Management

Selected Employee: Howdy Doody

Document Category:

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

d. OEC Approved Training

Document Management

Selected Employee: Howdy Doody

Document Category:

Document Type:

- 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:*

Enter the completion date:*

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

No file chosen

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.

Document Management

Use this tool to **upload documents** or to **view documents** already on file.

Preparing to upload:

1. See [Submit Documentation](#) under *My Resources* on the list to the left.
2. Only upload what is on the list.
3. The account owner will receive an email when we review what was uploaded.

To upload:

1. Click Upload New Document
2. Choose the category
3. Find your file and click Upload File

To view: Click on the name of the document to open it.

Contact your regional Education Advisor with questions (Click [Contact Us](#) at the bottom of the page).

[Upload New Document](#)

Current Files:

File Name	Status
100006572_Credits_EE_01012020.docx	Pending
100006572_Teacher_Cert_EXP_08012021.docx	Verified
100006572_C4K_OnlineCert_07052019.docx	Verified
100006572_HT_EVF_06072019.pdf	Verified
100006572_not_form_07172018.docx	Verified

Archived Files:

File Name	Status
Unable to convert email to pdf using Nitro Pro.docx	Verified
Howdy Doody TEST doc QSM-PDG-Class 11-10-15.pdf	Verified
Howdy Doody TEST Univ of CT bachelor degree transcript 12-01-16 registry quiz.docx	Verified

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.

Program Administration

Test Oec Program

Administration

- » [Edit Program Details](#)
- » [Building/Managing Rooms](#)
- » [Building/Managing Staff](#)
- » [Staff Confirmation](#)
- » [Employment Confirmation](#)
- » [Care4Kids Administration](#)
- » [Program File Manager](#)

Program Reports

- » [Staff Qualifications Detail Report](#)
- » [Staff Qualifications Summary Report](#)
- » [Scholarship Request Report](#)
- » [Staff Education And Training Report](#)
- » [NAEYC Report](#)
- » [Designated QSM Compliance Report For State Funded Program](#)
- » [Designated QSM Summary Report For State Funded Programs](#)
- » [Classroom Detail Summary Report](#)
- » [Staff Assignment Summary Report](#)
- » [OEC Health And Safety Orientation Report](#)

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

Document Management

Use this tool to **upload program documents** or to **view program documents** already on file. Please do NOT upload documents for individual staff here.

Preparing to upload:

1. See [Submit Documentation](#) under *My Resources* on the list to the left.
2. Only upload what is on the list.
3. You will receive an email when we review what was uploaded.

To upload:

1. Click Upload New Document
2. Choose the category
3. Find your file and click Upload File

To view: Click on the name of the document to open it.

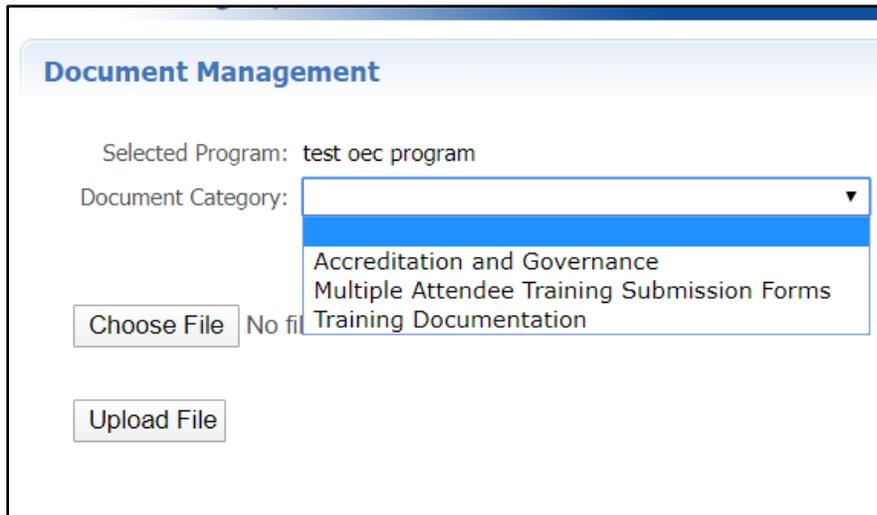
Contact your regional Education Advisor with questions (Click [Contact Us](#) at the bottom of the page).

[Upload New Document](#)

Current Files:

File Name	Status
1914_CCDFTraining_01072020.jpg	Pending
1914_MATS_MAEPI_EXP_EXP_01012022.docx	Denied
Denied Reason: Incomplete Document – cutoff margins Denied Reason: Incomplete Document – missing page(s)	
1914_ConsentOrder_01032020.docx	Processing
1914_MATS_FACPR_EXP_EXP_01012022.docx	Pending

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

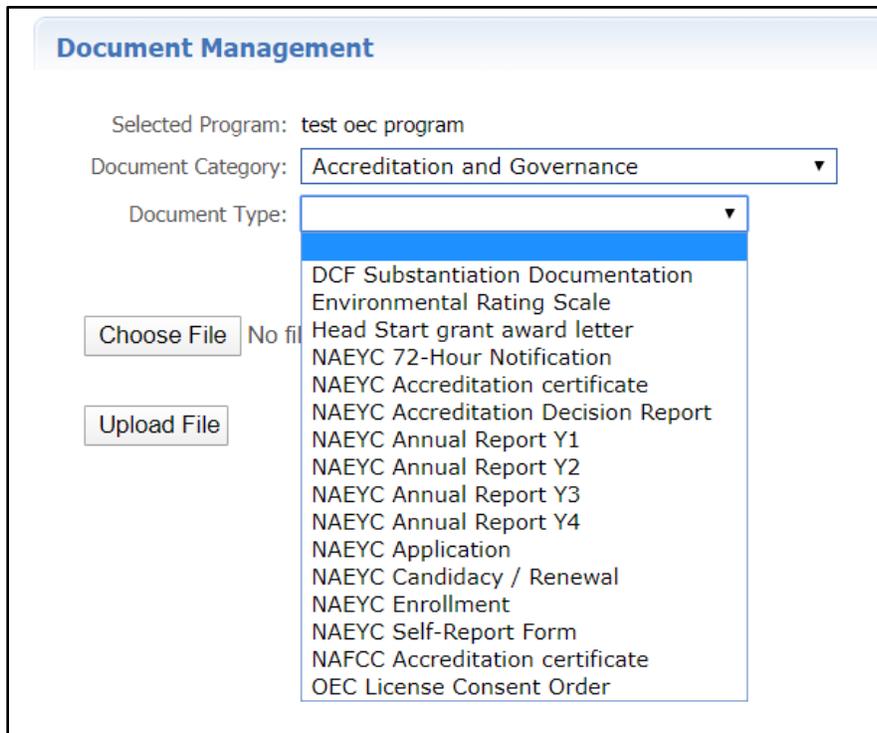


The screenshot shows a web interface titled "Document Management". It features a "Selected Program" field with the value "test oec program". Below it is a "Document Category" dropdown menu that is open, showing three options: "Accreditation and Governance", "Multiple Attendee Training Submission Forms", and "Training Documentation". To the left of the dropdown is a "Choose File" button with the text "No file selected" next to it. Below these elements is an "Upload File" button.

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.



The screenshot shows the same "Document Management" interface. The "Document Category" dropdown is now set to "Accreditation and Governance". Below it is a "Document Type" dropdown menu that is open, displaying a long list of document types including: "DCF Substantiation Documentation", "Environmental Rating Scale", "Head Start grant award letter", "NAEYC 72-Hour Notification", "NAEYC Accreditation certificate", "NAEYC Accreditation Decision Report", "NAEYC Annual Report Y1", "NAEYC Annual Report Y2", "NAEYC Annual Report Y3", "NAEYC Annual Report Y4", "NAEYC Application", "NAEYC Candidacy / Renewal", "NAEYC Enrollment", "NAEYC Self-Report Form", "NAFCC Accreditation certificate", and "OEC License Consent Order". The "Choose File" button and "Upload File" button are also visible.

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
Medication Administration and Anaphylaxis Medication (EpiPen)

No

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

No file chosen