

Submitting documents?

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. Upload it myself | Log in to your account > go to Participant Documents > and Upload/View Documents for Myself | <p>When you successfully upload you get a pop up and then an email telling you the document has been received by the system.</p> <p>You get another email when the document has been reviewed (verified, denied or identifying we need something else from you to process the document).</p> <p>If a document is denied, the email will tell you why.</p> <p>To view your documents and status, go to Participant Documents > Upload/View My Documents for Myself.</p> <p>To see how verified items are coded to your account, go to My Tools and Settings – My Education and Training Report.</p> |
| 2. Admin / MSA Access user: upload for confirmed staff | <p>You may upload documents to any confirmed staff member by going to Participant Documents > Upload/View Documents for My Staff</p> <p>Tip: Upload <i>Multiple Attendee Training Submission (MATS)</i> forms to your PROGRAM files (Log in > Program Administration > Program File Manager), not your personal files.</p> | <p>Correspondence goes to the account holder, not to you.</p> <p>To view documents and status, go to Participant Documents > Upload/View Documents for My Staff and choose the staff member.</p> <p>To see how verified items are coded to staff accounts, go to Program Administration > Education and Training Reports.</p> |

Document Status

When the file has been reviewed 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 for a verified or denied document.

- Pending = New; yet to be processed
- Processing = Being worked on; awaiting more information
- Verified = Document acceptable and content noted in the account
 - Remember you may still have steps to take when a document is verified. For example, if you submit a plan of study toward a scholarship application, you must still apply for the scholarship.
- Denied = Document is not acceptable and a reason will have been selected to indicate why.

See below for more detail.

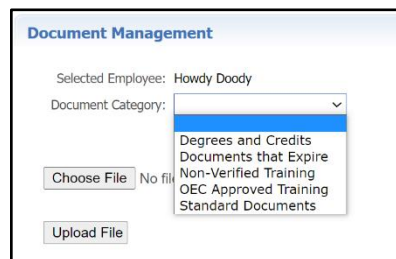
Uploading Documents

Help yourself:

1. If you don't see it here – please don't upload it!
2. Make sure the document is complete.

There are 5 categories to choose from and then sub choices:

1. Degrees and Credits
2. Documents that Expire
3. Non-Verified Training
4. OEC Approved Training
5. Standard Documents



Below is detail about each category.

1. Degrees and Credits

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
Credits - program administrator coursework only
Stand alone credit: Adult Learning Theory

After picking the option above, you will pick the degree type, if applicable, and then the document date.

Early Childhood
Elementary Education
Education Leadership
Non Early Childhood

- Send transcripts noting credit toward an unfinished degree OR a completed degree.
- Unofficial transcripts are accepted.
- For degrees completed: Please send the diploma AND final transcript (it should say degree conferred and 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.

2. Documents that Expire

If your document has an expiration date, this is the category for it!

CDA Credential
Director Credential (NAEYC Recognized)
FCC_substitute
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
Medical License
State Administrative Endorsement
State Teaching Endorsement

- **We allow combinations of health and safety documents to be uploaded as one bundle.** This only includes firstaid, CPR, medication administration, and emergency meds / EpiPen certificates.
- **Licensed programs** must send proof of [OEC licensing recognized CPR](#) and [OEC Approved First Aid](#).
- **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 recognized CPR and OEC approved First Aid versions are required when using the 5-hour online health and safety orientation option. Only medication administration meeting OEC licensing will be entered.
- **For Administrative Access / MSA Access Users:** the [Multiple Attendee Training Submission form](#) should be used for every firstaid, CPR, med admin, emergency meds / EpiPen group training. Upload this form to the Program files (Program Administration > Program File Manager).
 - Do not attach certificates.
 - Please be certain the form is complete.
 - The name of the training should be what is OEC licensing approved (firstaid) or recognized (CPR).

Please be sure your health certifications are complete. The most frequent denials are for [medication administration certificates](#) missing fields listed in regulation and First Aid / CPR missing parts that make them OEC licensing approved (see links above).

3. Non-Verified Training

Use this category for training within the last 12 months that is not captured under any other category. These files are not verified by OEC Registry staff; they are self report. You will enter the number of hours of the training and then break those down by federal CCDF content area prior to uploading them. You will see the number of hours by content area on your Education and Training Report.

- Certificates of completion should include the attendee's name and contact information, the specific name of the training, the date of the training, the number of hours of the training, the trainer's name and contact information (email, phone number), and training agency or institution information if applicable.


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: **Non-Verified 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

4. **OEC Approved Training**

This category is evolving! Use this category to upload OEC Approved training that has not been uploaded by the trainer.

- OEC Approved versions of the CT ELDS, DOTS, CKC, and Pyramid are submitted by the trainer.
- All CCEI completions (including online Care4Kids trainings) are automatically entered to your Education and Training Report. You do not need to upload the certificated.

5. **Standard Documents**

This category contains a variety of files you may need, and may change as needs change.

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
Multi Employer Attestation
OEC Licensing Head Teacher Certificate
OEC Licensing Head Teacher Experience Verification Form
Pathways Exam Results Letter - not transcript
Program Leadership Initiative Grade Record Request
Proof of Name Change with ALL names listed
QSM Professional Development Plan for State Funded Staff ONLY
Scholarship Evidence of FAFSA Application
Scholarship Evidence of Institution Financial Aid Application
Scholarship Plan of Study or Graduation Evaluation
Scholarship Verification Form for Non-Admin

Please Do Not Send

| |
|---|
| Thrive or CCEI certificates |
| Expired credentials of any type |
| Non-credit training certificates (unless pre-authorized by a Registry Education Advisor) |
| High school diplomas or GEDs (unless required by an Education Advisor for a Head Teacher application) |
| Pay stubs or income tax returns |

Note: The OEC Registry Unit will review all documentation 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.

Uploading Program Files

Admin / Multi Site Administrative (MSA) access users can upload PARTICIPANT documents as noted above to confirmed staff accounts, and PROGRAM documents to the Program File Manager in their Program Administration tab tools.

There are three categories for program files:

Accreditation and Governance
Multiple Attendee Training Submission Forms
Training Documentation

The categories are detailed below:

1. Accreditation and Governance

DCF Substantiation Documentation
Environmental Rating Scale
Head Start CLASS Review Document
Head Start FA1 Review Document
Head Start FA2 Review Document
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 Notice of Extension
NAEYC Self-Report Form
NAFCC Accreditation certificate (Family child care ONLY)

2. Multiple Attendee Training Submission Forms

- Remember you can find this form before logging in under General Information > Forms, or after logging in under My Resources > General Information > Forms
- When you and your trainer use these, you do NOT have to upload individual certificates!

Anaphylaxis Medication (EpiPen) Only
CPR Only
First Aid and CPR
First Aid Only
Medication Administration
Medication Administration and Anaphylaxis Medication (EpiPen)

3. Training Documentation

- Stay tuned! Options are coming.

Tips:

Program files and status can be viewed by admin / MSA access users.
The final email is sent to the user who uploaded the file.