

Instructions for Family Child Care Home Providers

Instructions for Licensed Family Child Care Providers

**Unlicensed family home providers:** when making your account, please identify your role as Unlicensed Family Home Provider and choose Unlicensed Family Care Home as their place of employment.

**Licensed family child care providers (DCFH):**

**Employment:**

When making your account and completing the employment section, please choose your program from our list. Licensed family homes are listed in the Registry as "(First Name) (Last Name) Family Child Care Home".

**Role:** Choose from the following options for family child care home:

1. Family Care Owner, or
2. OEC Approved Family Care Assistant (please see General Instructions for account information), or
3. OEC Approved Family Care Substitute (please see General Instructions for account information)

**The remainder of this guidance document is for the owner of the family child care home.**

**Access to the Program's Registry Tools:**

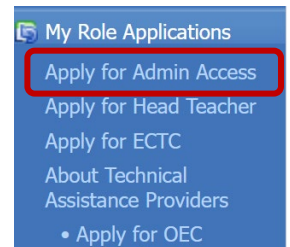
The owner of the licensed family child care program should also request Administrative Access to the program's Registry tools. For Registry purposes, a program administrator is an individual in charge of a program for young children. The owner of a family child care licensed by the Office of Early Childhood is often the sole employee of the program but by definition may have other staff associated with the license. The owner is considered the program administrator and is responsible for the program details in the Registry and any staff details.

**How to Request Administrative Access**

After joining the Early Childhood Professional Registry (the Registry) and indicating employment at the licensed family child care home:

- Log in at [www.ccacregistry.org](http://www.ccacregistry.org)
- From the left menu, click on My Role Applications, then Apply for 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.
- You do NOT Need to send any documentation as the owner so long as your account name matches the program name.

Once the Registry staff reviews your request, you will receive a decision email confirming either approval of your access or denial with instructions on follow up.



When approved, the Menu Bar located left hand side of the screen will now have a tab entitled Program Administration. Within Program Administration, you will need to review and keep current the Edit Program Details and Staff Confirmation sections.



Howdy Doody!  
Registry ID: 100-006-572  
Return Home Logout

Connecticut Office of Early Childhood | Early Childhood Professional Registry

Return Home  
My Resources  
My Tools & Settings  
My Documents  
My Completed Education and Training  
My Scholarships  
My Transcripts  
**Program Administration**  
My Role Applications  
Ask For Help  
Vendor Tools  
Online Training  
Help Videos

**Profile Editor**

Personal Information [Edit](#)

Selected Participant: Mr. Howdy Doody ♦  
Former Last Name: Awesome  
Registry ID: 100-006-572  
Renewal Date: 10/16/2024  
Administrative Level: MSA  
Ladder Level: 12  
Username/Email Address: gustafsonmd@aol.com  
Address: 1234A Out West, East Hartford, CT 06108  
Daytime: 203-407-6647

**TEST OEC FAMILY CHILD CARE HOME**

**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](#)
- » [Classroom Detail Summary Report](#)
- » [Staff Assignment Summary Report](#)
- » [OEC Health And Safety Orientation Report](#)



**Program Tools: Administration**

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.

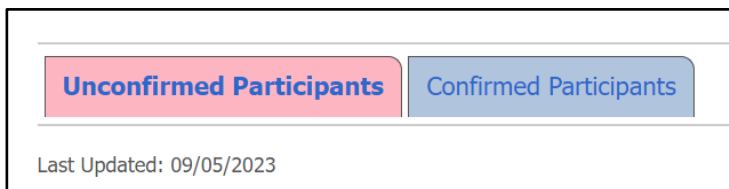
**Tip:** If your program must designate QSM (Qualified Staff Member) as a state funded program: Before log in, go to Program Administration and see **QSM Instructions** (for state-funded programs) for instructions and tips. *After logging in you have access to these same documents under My Resources 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 based on our partnership with NAEYC.

- 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.**



- A. **Clicking on a person’s name** expands their details.
  - a. **Tip:** If an employee has **Inactive** next to their name, that person needs to log in and renew their account. Quick and easy!
- B. **Clicking on View Profile** takes you into their account to view basic information like their email used for login and contact information on file, and pertinent qualifications details for items such as Head Teacher and Qualified Staff Member.

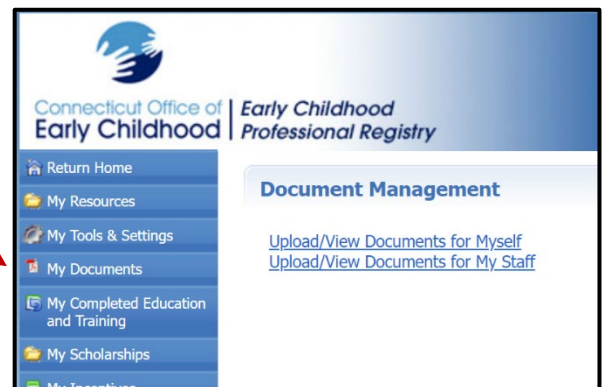


- a. **If someone is on this list that has left your employment**, please enter the "End Date" of their employment and click the "No" option next to Confirm, then the Submit button.
  - b. **If someone is on this list that is not an employee of your program**, click the "No" option and then Submit.
  - c. **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). It is NOT ending the person's employment.
- C. The **Last Updated** date is the last time you made a change to this section.
- a. Tip: **Even if no changes are needed**, you can change this date by clicking any staff member's name, changing Confirm from Yes to No, and back to Yes, then clicking Submit.
  - b. **If you or a staff member is applying for OEC scholarship**, the Last Update date must be current within 60 days of the application.
- D. **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 program administrator to verify assistant 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. There is a technical assistance section under Updates prior to login with additional help.

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, the Multiple Attendee Submission Training form for first aid / cpr / med admin / emergency meds done in a group. Stop by Submit Documents for all the details.

Tip: Admin access users can upload documents for their confirmed staff under **My Documents** (on the left menu), not under Program Documents. Documents that should be entered under the individual's name include transcripts, credentials, and individual health certifications.



**Program Tools: 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 Role
- Date of Hire
- Participant Name
- Registry ID #
- Account Status
- Ladder Level
- Description of Ladder Level
- Ages Served
- Compensation Type
- Wage
- Hours
- Weeks

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 five 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)
- **Special OEC Training** (specific to only OEC Approved training like ELDS, DOTS and Care4Kids Health and Safety Orientation options)
- **Online Training via Registry** (online training taken via your account in the past 12 months)
- **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).

See the last page for a sample.

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.)


Sample: OEC Health and Safety Orientation Report

Connecticut Office of Early Childhood										
OEC Health and Safety Orientation Report										
Program Name: ██████████ FAMILY CHILD CARE HOME - OEC Registry ID: ██████ Care4Kids ID: ██████ As of: 05/16/2024										
First Name	Last Name	Date of Hire	Role	OEC Approved First Aid Expiration	OEC Approved CPR Expiration	Med Admin Expiration	Online Health and Safety Training Completion Date	# Hours	Individual Compliance Date	Meets Care4Kids Orientation
██████	██████	05/30/2015	Family Care Owner	09/15/2025	09/15/2025	07/27/2026	09/16/2023	5.00	08/14/2021	Yes
██████	██████	01/02/2021	OEC Approved Family Care Assistant	01/19/2026	01/19/2026	03/12/2027	12/12/2023	18.00	12/12/2023	Yes
<small>*Director/Leader is designated in bold</small>										
Summary Table										
# of Applicable Teaching Staff	2									
# of Teaching Staff who Meet Care4Kids Orientation	2									
% of Teaching Staff who Meet Care4Kids Orientation	100 %									
Program Meets Care4Kids Orientation	Yes									
Program's Compliance Date	12/12/2023									
Last date of program attestation for ongoing PD	12/08/2023									
Attestation within 12 months	Yes									





Sample: Education and Training Report



**Career Ladder Level:** 11  
**Career Ladder Level Description:** Bachelor degree in any field and 12 ECE credits.

**QSM eligible:** Yes  
**QSM Expiration Date:** 12/31/2099  
**QSM Notes:** Grandfathered until 12/31/2099

**Current Employer:** TEST OEC PROGRAM  
**Employer Registry ID:** 1914  
**Job Title:** Administrator of Single Site  
**Program Role:** Teacher, Pedagogical Administrator, Operational Administrator  
**Employment Confirmed:** Yes  
**Access Level:** MSA

Connecticut Early Childhood Professional Registry  
Participant Education and Training Report  
Registry ID: 100006572, Doody, Howdy  
05/16/2024

<b>Employer Details</b>	
<b>OEC Funded:</b>	Yes
<b>Care4Kids Funded Employer:</b>	No
<b>Meets Care4Kids Orientation:</b>	Yes
<b>Individual Care4Kids Compliance Date:</b>	10/01/2021

**Degrees and Certifications:**

TITLE	AWARDED BY	DATE	EXPIRATION DATE
Medication Administration - Anaphylaxis and Emergency Medication	Test RN	01/01/2024	01/01/2025
Medication Administration - Medication Administration	Test RN	01/01/2024	01/01/2027
First Aid/CPR - OEC Approved First Aid and CPR	Test FA CPR	01/01/2024	01/01/2026
Bachelors Degree [Elem Ed] - Child and Youth Development	Test University	05/31/2013	

**Credit-Based Coursework:**

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	CREDITS	COURSE TYPE
ECED 1001	ECED 1001 Introduction to Early Childhood Care and Education	Test University	05/31/2019	3.00	ECE
ECED 1002	ECED 1002 Foundations of Child Development	Test University	05/31/2019	3.00	ECE
ECED 2331	ECED 2331 Language Development and Emergent Literacy in Young Children	Test University	05/31/2019	3.00	ECE
ECED 2825	ECED 2825 Anti Bias, Equity, and Diversity in Education	Test University	05/31/2019	3.00	ECE
ASPYC	Administration and Supervision of Programs for Young Children	OEC via CCAP	10/30/2014	3.00	Admin/Lead
ACC 100	Basic Accounting	A Test University	08/31/2011	3.00	Admin/Lead
FCIECP	Family and Community Involvement in EC Programs	OEC via CCAP	08/31/2011	3.00	Admin/Lead

**Special OEC Training:**

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	HOURS
CT-OEC101	Care4Kids' Federal Online Health and Safety Orientation – Partial required topics	CCEI ChildCare Education Institute	09/01/2018	5.00
Training of Trainers	Adult Learning Theory I	Test	01/07/2017	6.00

**Online Training via Registry (past 12 months):**

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	HOURS
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**Unverified Training (past 12 months):**

TOPIC AREA	TOTAL HOURS
TOTAL HOURS	

Office of Early Childhood, Connecticut Early Childhood Professional Registry \* 450 Columbus Blvd \* Hartford, CT 06103 \* 800-832-7784  
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