Connecticut Office of EARLY CHILDHOOD

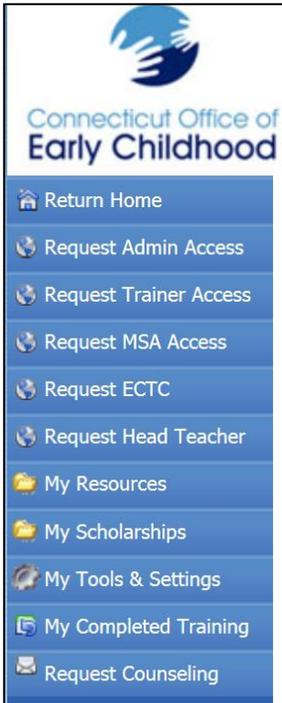## The Connecticut Early Childhood Professional Registry

Registering for First Time Users

1. Go to www.ccacregistry.org

2. CLICK on the yellow **"Create New Account"** box.

3. Fill in your personal information including your e-mail address and password. These will allow you to enter the Registry. When you have completed this section CLICK the **"Continue"** bar.

4. You will be instructed to check your e-mail for a message about validating your Registry account. You can leave the Registry site to check your e-mail.

5. When you receive the validation email, CLICK on the validation web address listed in the e-mail and it will take you back to the Registry, where you will log in with your e-mail address and password.
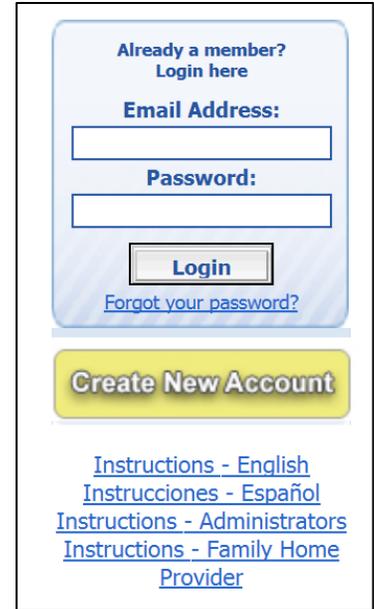
How to Log In Once You Are Registered

1. Log in to the Registry by entering your e-mail address and password.

2. The system will take you to the **"My Career Ladder"** homepage. This page places you on the Career Ladder from the documentation of your credentials that you have submitted so far.

3. On the left side of all pages is the navigation bar. It is the menu of what you can do with the Registry.

Already a member? Login here

Email Address:

Password:

Login

Forgot your password?

Create New Account

Instructions - English
Instrucciones - Español
Instructions - Administrators
Instructions - Family Home Provider

Connecticut Office of Early Childhood

- Return Home
- Request Admin Access
- Request Trainer Access
- Request MSA Access
- Request ECTC
- Request Head Teacher
- My Resources
- My Scholarships
- My Tools & Settings
- My Completed Training
- Request Counseling

Using the Registry Navigation Bar on the Left Side

1. The **Return Home** button will take you back to the Career Ladder page. If you are ever lost within the system, just click on the **Return Home** button.

2. **Request Admin Access** allows Program Administrators of sites to view the education qualifications of their staff, to confirm employment and indicate the funding source for each individual, and to use administrative tools such as the NAEYC Accreditation staff qualifications calculator.

3. **Request Trainer Access** allows Trainers to request approval to train on approved curricula.

4. **Request MSA Access** allows Program Administrators who are responsible for multiple sites to view the Career Ladder positions of their staff, to confirm employment and indicate the funding source for each individual at all of their sites.

5. **Request ECTC** allows individuals to apply for the Early Childhood Teacher Credential.

6. **Request Head Teacher** allows individuals to request approval from the Department of Public Health to serve as a Head Teacher in a licensed center or group day care home.

7. **My Resources** allows you access to the same items as you find on the left menu PRIOR to logging in.

8. **My Scholarships** allows you to Request Scholarship; follow the prompts to request your scholarship. Also you can View Scholarships you have requested.

9. **My Tools and Settings** allows you to view your email messages; profile page (where you can make changes to your profile including contact information, email log in and password by CLICKING on the "Edit" button in the right hand corner); employment history changes that have been recorded in the Registry; a resume shell for you to add to; your Education and training Report which captures items coded to your account as well as employment and qualifying details; your career ladder certificate; your ECTC and/or head teacher certificate if you have applied for and been granted those; your file manager for all documents sent to the Registry; and your membership card)

> **My Tools & Settings**
> - My Messages
> - My Profile
> - My Employment History
> - My Resume Builder
> - My Education and Training Report
> - My Ladder Level Achievement Certificate
> - My ECTC
> - My Head Teacher Certificate
> - My Documents
> - Membership Card

10. **My Completed Training** allows you to see all of your education documentation submitted to OEC that has been verified and recorded in your Registry profile.

11. **Users Guide** allows you to see a guide to navigate the Registry.

> Note that **your Registry ID#** appears in the right corner of every screen once you have logged in.
>
> Your **Program Registry ID# (employer)** is located on your Education and Training Report (My Tools and Settings – My Education and Training Report).
>
> You must have **confirmed employment** to be eligible for certain OEC offerings (i.e. through Thrive!) and applications (including scholarship). Be sure your supervisor has confirmed your account (administrators should see the Instructions – Administrators under the log in section of the homepage at www.ccacregistry.org for details for center and school based programs; or Instructions – Family Home Provider for family based child care providers).