Instructions for Licensed Family Child Care Providers

Note that **unlicensed family home providers** must identify their role as Unlicensed Family Home Provider and choose Unlicensed Family Care Home as their place of employment.

Licensed family child care providers who join the Registry must link themselves to their program as their place of employment. Program names are listed in the Registry as "(First Name) (Last Name) Family Child Care Home". **Choose Family Home Provider – Director (if you are the owner) or Family Home Provider – Assistant (for DCFH assistants) from the job titles.

The owner of the licensed family child care program must also request Administrative Access to the program. 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 program:

- Log in at www.ccacregistry.org
- From the left menu, click on Request 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.

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 complete and keep current the Edit Program Details and Staff Confirmation portions.

Program Administration

▶ **Test Oec Program**:

    ▶ 🖉 Edit Program Details
    ▶ 🖉 Building/Managing Rooms
    ▶ 🖉 Building/Managing Staff
    ▶ 🖉 Staff Confirmation
    ▶ 🖉 Employment Confirmation
    ▶ **Program Reports**

        ▶ 📑 Staff Qualifications Detail Report
        ▶ 📑 Staff Qualifications Summary Report
        ▶ 📑 Scholarship Request Report
        ▶ 📑 Staff Education and Training Reports
        ▶ 📑 NAEYC Report
        ▶ 📑 Designated QSM Compliance Report for State Funded Programs

Connecticut Office of
Early Childhood

🏠 Return Home
🌐 Request Admin Access
🌐 Request Trainer Access
🌐 Request MSA Access

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Items listed under the name of the program:

The *Edit Program Details* tab links to the program's profile, and **includes the program's Registry ID# (as well as 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.

The *Building / Managing Rooms* tab allows the program administrator to create an accurate description of the classroom in the program by creating and naming the classroom, assigning an age-group category, and providing classroom / group level information. Drop down bars have been provided to assist you with your choices. You can name your group (can be the same name as your family child care home) and provide details of ages served and any additional staff.

The *Building / Managing Staff* tab allows the program administrator to create an accurate description of the staffing by placing yourself and any assistant(s) who have been confirmed under Staff Confirmation and assigning their role.

The *Staff Confirmation* tab shows staff who have indicated that they work at your program. For each staff member who is employed at this program, confirm their employment and complete the information in the boxes provided.
- If someone appears on this list that has left your employment, please enter the "End Date" of their employment and click the "No" option in the green bar.
- If someone appears on this list that is not an employee of your program, click the "No" option in the green bar.
- 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).
- Unconfirmed Participants appear in Light Pink and Confirmed Participants appear in Light Blue.

Confirmed staff member's names appear as a hyperlink. You can click into their account to view basic information and pertinent qualifications details for items such as Head Teacher and Qualified Staff Member. At the bottom of their profile screen you can view files loaded to their account. This is particularly useful to assess whether or not the OEC Registry has the most recent documents on file for the staffer.

Always click on the *Confirm Employment Information* tab at the bottom of the page to record your last review. Whether or not you made updates, this will verify the last date this was completed.

Last Updated: 05/15/2017
Confirm Employment Information

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.

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Items listed under 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 number, Ladder Level, Description of Ladder Level, ECE Student Status (from Staff Confirmation Page), Projected Graduation Year, ECE Degree Institution Name, and whether 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 for 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 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 confirmed employee's education and training information as coded into the Registry. Program administrators 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 left section):
- Current employer
- Employer program ID#
- Job Title (from the Staff Confirmation page)
- Program Role (from Building / Managing Rooms and Staff)
- Employment Confirmed
- 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 under Thrive!):
- State-Funded (accepting School readiness, Child Day Care, State Head Start, Smart Start, Preschool Development Grant)
- Care4Kids Funded
- Care4Kids ID#
- AQIS Agreement (whether or not the program is under agreement for accreditation priority with the OEC)

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The two sections that follow are Degrees and Certifications (including degrees earned, teacher / administrator endorsements, medication administration, first aid and CPR) and Other Education and Training (including credits coded to move and individual up the career ladder, as well as training under OEC's Thrive!).

Connecticut Early Childhood Professional Registry
Participant Education and Training Report
Registry ID: 100006572, Doody, Howdy
05/15/2017

Connecticut Office of Early Childhood

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:	Designated Program Administrator
Employment Confirmed:	Yes
Access Level:	Program Administrator / Trainer

Employer Details	
State-Funded:	Yes
Care4Kids Funded Employer:	Yes
Cares4Kids ID:	7
AQIS Agreement:	Yes

Degrees and Certifications:

TITLE	AWARDED BY	DATE	EXPIRATION DATE
CDA (Child Development Associate) - CDA Credential Preschool Setting	Council for Professional Recognition	01/01/2011	12/31/2017
Associates Degree [ECE/ASE] - Early Childhood Education	A Test University	09/01/1995	
Bachelors Degree [Elem Ed] - Elementary Education	A Test University	12/01/2010	
Medication Administration - Module 1 English Medication Administration Curriculum	123 Yup	03/23/2016	03/31/2019
First Aid/CPR - OEC Approved First Aid and CPR	American Red Cross	03/01/2016	03/31/2019
Licenses - Professional registered Nurse	Test Department of Public Health	02/09/2016	02/28/2020

Other Education and Training:

COURSE CODE	COURSE TITLE	AWARDED BY	DATE	COURSE HOURS	HOUR/CREDIT TYPE
PSY 121	A Survey of Life Span Development	A Test University	12/31/2015	3.00	Semester Credits

The *NAEYC Report* and *Designated QSM Compliance Report for State-Funded Programs* are not designed for family child care use.

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