



**Announcement for State-Funded Programs:
Calculating and Identifying Qualified Staff Members (QSM)
In the CT Early Childhood Professional Registry**

The CT Early Childhood Professional Registry continues to receive upgrades and modifications to both help the users navigate it more easily and to collect the data necessary for the Office of Early Childhood to address the status of the field. State-funded programs are especially aware of these needs in relation to meeting the legislation regarding education qualifications. To this end, you will note that the Registry now has an added data field which has auto-calculated which of your staff members meet the current definition of Qualified Staff Member (QSM) in order for you to choose one qualifying staffer per classroom/group. This behind-the-scenes calculation will be updated as the definition changes so that you will see only those staffers who meet the current definition. There are also added data fields to provide important information about classrooms/groups.

Please note that it is a requirement of your grant to keep your program information up to date. It is expected that you will (a) enter all necessary new data **within 30 days** and b) confirm your information **on a monthly basis** thereafter (see instructions below). Registry staff will NOT be responsible for substantive changes close to program update deadlines. It is your responsibility to ensure information is kept current and sent on a timely basis!

Email Address:

Password:

[Forgot your password?](#)

[Instructions - English](#)
[Instrucciones - Español](#)
[Instructions - Administrators](#)
[Instructions - Family Care Owner](#)

[Change my employer?](#)
[Change my log in/password?](#)
[Verify my name change?](#)
[Contact us?](#)

Please follow these steps to ensure your program data is current:

1. Log in to the Registry: www.ccacregistry.org

You must have administrative access to view the tools. If you do not yet have access, once you log in you can click on the *Request Admin Access* button on the left menu, and follow the steps. If you are the program **administrator of multiple sites**, you will need to click *Request MSA Access* and follow the steps. For both access points, you **MUST** submit documentation from a supervisor authorizing your access and listing each site specifically.



If at any time you have questions on how to use the registry as a participant and/or as a program administrator, click on the instructions on the registry homepage below the log in and registration areas. *Instructions – Administrators* outlines key functions accessible only to those with administrator access.

2. After logging in with program administrator access, click on the *Program Administration* tab on the left menu.





3. You will then view a tools menu for each program for which you have program administrator access. Functions of these tools are outlined in the *Instructions – Administrators* tab as described above. Note that the first 2 tools are documents to help guide you in using the NAEYC and QSM functions (this document). These tools work in concert to support meeting state-funded program requirements. ***Read and refer to these documents!*** They are updated as changes are made to the system.

Program Administration

▶ Resource Documents:

- ▶  [Using NAEYC Registry Tools](#)
- ▶  [QSM Information and Instructions](#)

▶ Doody Camp:

- ▶  [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](#)

Program General Funding Type Information:

Note: You may not be able to edit all funding types. Contact CCAC if you have questions.

Funding Type Name	Used	Not Used
CDC - Child Day Care	<input checked="" type="radio"/>	<input type="radio"/>
SR - School Readiness Program	<input checked="" type="radio"/>	<input type="radio"/>
Federal Head Start or Early Head Start Program	<input checked="" type="radio"/>	<input type="radio"/>
State Head Start or Early Head Start Program	<input checked="" type="radio"/>	<input type="radio"/>
Smart Start	<input checked="" type="radio"/>	<input type="radio"/>
PDG - Preschool Development Grant	<input checked="" type="radio"/>	<input type="radio"/>
Care4Kids	<input checked="" type="radio"/>	<input type="radio"/>
Program Fees from Families	<input checked="" type="radio"/>	<input type="radio"/>
Other Source	<input checked="" type="radio"/>	<input type="radio"/>

4. Please first stop in *Edit Program Details* to ensure all the information is accurate. Of particular note is to make sure that you have checked all the possible forms of funding your PROGRAM uses. Later, in the *Building/Managing Rooms* function, you will be asked to choose from these for the funding applied to each classroom / group. Note that the first 6 choices can only be set by OEC Registry staff and are locked.

5. Next, click on *Staff Confirmation* to ensure all staff listed currently work for your program. There are also data fields here that must be filled in and should be kept current.
- Note that the Start Date field is for the current information – it changes from the date of hire. As you change wages or other key fields, the system will ask you to update this by entering the last date the old data was valid and the start date of the new data.
 - The field “Currently enrolled in ECE Program” refers to enrollment in a degree program *specifically* in ECE. Be sure to also enter the projected graduation year and the institution. If the staffer is enrolled in a non-EC degree program, do NOT enter anything here.

Confirm: ☒ Yes ☐ No

BOB, BUFFALO

Job Title:

Start Date: End Date:

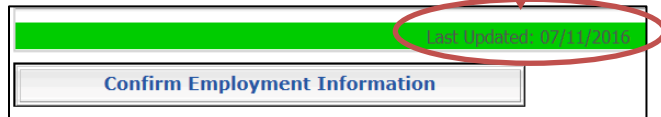
Primary Age:

Compensation Type: Hourly Wage: Hours/Week: Weeks/Year:

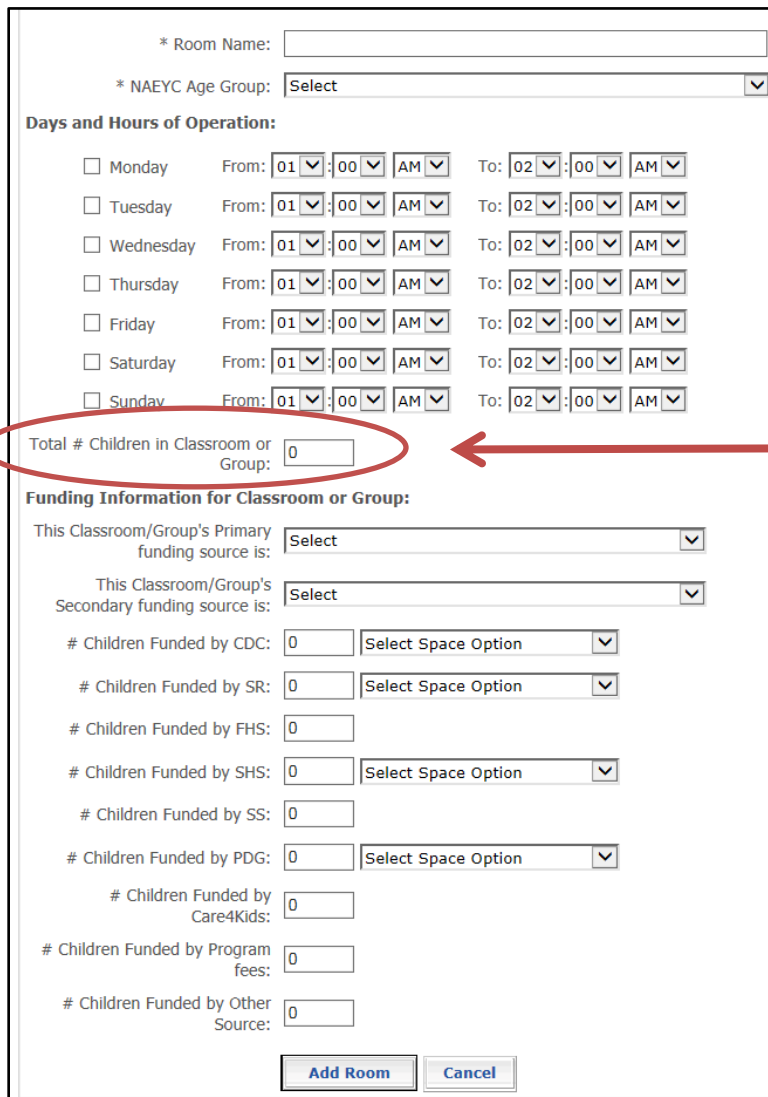
Currently Enrolled In ECE Program: ☒ Yes ☐ No Projected Graduation Year:

Institution:

Even if you make no changes, click the *Confirm Employment Information* tab at the bottom of the screen to confirm the date of your last update.



6. Now you are ready to “build your program” with details of the classrooms/groups. Use the *Steps* document found in the *Using NAEYC Registry Tools* to complete building out your program. Your work starts with the tab Building / Managing Rooms. When you click *Add a Room*, you will access a screen similar to the one below. We’ve included some notes to help you with the new data fields.



Please enter the TOTAL number of children. Do NOT enter the licensed capacity or full time equivalent. Enter the actual number of children in this classroom or group.

This section will only provide you with the options you or the OEC indicated are program funding under Edit Program Details.

7. When you have built your classrooms / groups and are ready to assign the QSM, you will do so from *Building / Managing Rooms* by clicking on *Manage Staff*.

This screen then allows you to choose staff from your drop down of confirmed employees, and to identify the one eligible staff member from the auto-filled list of QSM. Please note that QSM-eligible staff members have expiration dates appropriate to the legislation and their qualifying formal education. In order to be sure you are assigning staff that also help meet each of the legislated benchmarks, you can check expiration dates by looking at the **Staff Qualifications Detail Report** or under each staffer's information in the **Staff Education and Training Report** (both available under Program Administrator – Program Reports). The CDA+12 EC credits expires June 30, 2017; associate degree options expire June 30, 2020; qualifying bachelor degree options expire in 2099. Detail about how a person meets the QSM eligibility is listed on the Staff Education and Training Reports under QSM Notes.

Once you have completed these steps, you will only need to make changes as needed when there are changes! Remember that you will have to **update the Staff Confirmation page monthly** to show that you are current with your program requirements.

The OEC Registry accepts faxed and mailed documents, no emails! FAX: 860-713-7040

Questions regarding your staff and their qualifications in the Registry? Contact your regional Education Advisor:

Education Advisor	Covers these counties	Email	Phone
Val Parks	Fairfield, Middlesex, New Haven, New London	Valerie.Parks@ct.gov	800-832-7784 x2 860-713-6981
Margaret Westwood	Hartford, Litchfield, Tolland, Windham	Margaret.Westwood@ct.gov	800-832-7784 x3 860-713-6984

Mailing address: 165 Capitol Avenue, Room G-35, Hartford, CT 06109

For feedback on the tools, please contact Margaret Gustafson Margaret.Gustafson@ct.gov