

Verification of Student Completion of ECTC Path – Early Childhood Coordinator

A coordinated effort on the part of colleges, the Office of Early Childhood as well as the individual applicant, is required to validate and successfully route students through the ECTC application process. These simple steps will help the Coordinator navigate the process and should fit nicely into an advising routine.

1. Advise students to enroll in the Registry at www.ccacregistry.org/ during or prior to their student teaching experience. Best practice is to model this process with students during class time so that a copy of the student Registry ID number is given to the coordinator upon completion of Registry enrollment. In addition, you could require the Registry ID number on key assessment assignments as a way to track ECTC candidates and so the student gets in the habit of using the number. **The Registry ID number is required on the [Verification Form](#) so that we can appropriately match people with their Registry records.** Upon completion of the ECTC planned program of study, the student may apply for the ECTC at www.ccacregistry.org/ by logging into their account. They will need to submit their diploma and transcripts. This is how the Registry will verify they graduated. Please be explicit with the student about which endorsement they qualify for: Infant/Toddler OR Preschool OR Both. **Many times the student thinks the college will send the ECTC and skip the application process. Be very clear that the college does not issue the ECTC, the Office of Early Childhood issues it so there is an application to complete.**
2. At the end of each semester, the coordinator sends the Student Verification form to Deb Adams at Deborah.Adams@ct.gov via email in a PDF format with the coordinator's signature verifying that the student has completed the requirements for the ECTC approved program. **The students listed on the ECTC verification only verifies that they completed the ECTC path, not that they graduated. The Registry will verify graduation through the ECTC application process.** No need to wait for registrar confirmation of degree completion when submitting your verification form. Pay particular attention to the endorsement level you are approving the student to hold. In many cases, students apply for all endorsement levels even though the college approved one.
3. The student will submit the required information associated with the ECTC application to the Registry. Once the Registry has completed applications Deb Adams picks up the verification to match the names and endorsement levels with the Student Verification form sent by colleges. If the names and IDs sent by colleges on the Student Verification Form match those on the Registry list for approval, OEC will sign off on the approval and students receive an email confirmation through the Registry notifying them of their application status and ability to download their credential. **When records are verified through the Registry but the college has not verified the student, the process is delayed and the applicant may be denied.**