

THE EARLY CHILDHOOD PROFESSIONAL REGISTRY

INSTRUCTIONS FOR REGISTERING AND KEEPING ACCOUNTS ACTIVE

The CT Office of Early Childhood (OEC) Professional Registry is a statewide, secure, online database that offers increased access to educational opportunities, incentives, and staff information. From incentives to professional development opportunities, there are many ways staff and programs can benefit from keeping their account up to date. This is an important tool to ensure OEC is up to date on the current staff in child care programs statewide.

IT'S EASY TO SET UP AN ACCOUNT

- 1** Go to ccacregistry.org
- 2** Click the **"Create New Account"** button
- 3** Follow the simple prompts

REGISTER TODAY!



CCACREGISTRY.ORG

Watch your email for messages each year when it's time to log in and renew your free account.

PROGRAM LEADERS WITH ADMINISTRATIVE ACCESS CAN CONFIRM STAFF HAVE ACTIVE, CURRENT REGISTRY ACCOUNTS BY FOLLOWING THE FOLLOWING STEPS:

1. Log into ccacregistry.org

2. Go to the Program Administration section and select Staff Confirmation

Your account needs to have Administrative Access to access this section. If you don't – and no one else in your program does either – refer to the instructions for your program type on the Registry homepage.

3. Check any unconfirmed staff and review all confirmed staff details

Make sure that all staff have active accounts with updated information. This includes: teaching staff who count in ratio, administrators, and Family Child Care owners. All other staff don't need to have accounts in the Registry.

4. Review each entry and confirm information is up to date for each relevant staff member

This includes:

- Job title
- Start date
- Primary age of children the staff member is working with
- Compensation rate (hourly wage/hours per week, weeks per year)
- Currently enrolled in ECE degree (projected graduation year, institution)

5. Take action if information is missing or incorrect

If you find:

- A teacher, administrator, or owner isn't in the Registry:
 - Ask them to create an account right away. You can refer them to the Registry instructions.
- A teacher, administrator, or owner is listed as "Inactive"
 - This means the person hasn't logged in for their annual renewal, so their account is locked until renewal is completed. They can log in and complete renewal at any time.

When you're talking to staff, emphasize:

- Joining the Registry can have a big benefit for their careers.
- They will receive access to scholarship opportunities, wage support incentives, free online training and more.
- Plus, they will be part of the larger community of early childhood professionals in Connecticut!

