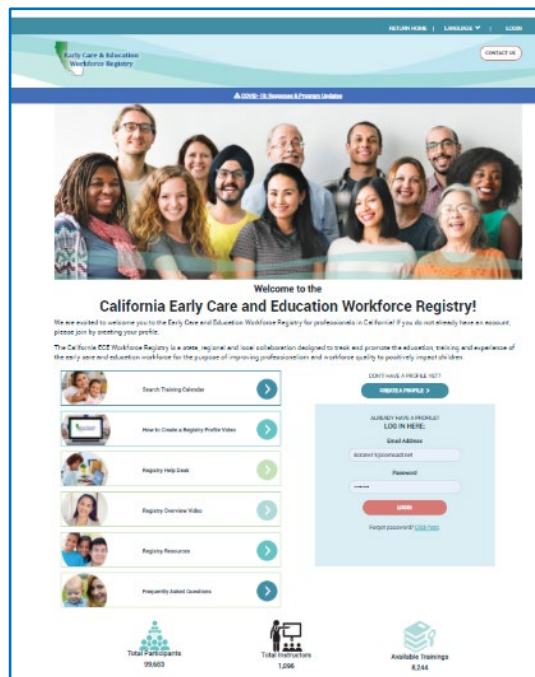


OVERVIEW

The California Early Care and Education (ECE) Workforce Registry (the Registry) is a web-based data system that maintains demographic and verified education and professional development information for members of the early care and education workforce in an electronic portfolio.

The Registry takes the protection of members' personal information seriously. Some information about Registry members can be shared with employers who have been authorized to receive Employer Administrative Access. Sharing information with employers supports professional development planning and reduces the need for multiple submissions of child development permits, transcripts, training records, credentials and other documentation. Administrators, or designated staff in organizations that employ members of the workforce (ex. Human Resources), who have been granted Administrative Access can also verify key information about their employees and obtain reports with verified data, including Quality Counts California staff qualifications scores. The Registry is currently available statewide through support from a collaboration of funders.



Administrative Access helps to ensure that the Registry has current and accurate information about ECE programs and their staff. It also helps to streamline reporting to state agencies and other funders. In order to receive Administrative Access, approved individuals must agree to do the following:

- Be an active-member of the Registry
- Maintain an active e-mail account that is linked to your Registry profile
- Maintain an accurate and complete Program Profile by confirming or updating information annually
- Maintain accurate information about employees by confirming or updating information monthly
- Protect the security and integrity of personal information about employees in the Registry

Requesting Employer Administrative Access

Administrative Access allows you to use the Registry to generate staff reports, verify staff employment, maintain your program's profiles, enroll staff in trainings, and post job announcements on the Job Board. To request Administrative Access:

1. Log into your Registry profile.
 - a. Go to www.caregistry.org
 - b. Enter your log in credentials
 - i. Username is your full email address
2. After logging in, click on the **Employer Admin Request** tab located near the top of the Navigation Bar on the left side of the page.
3. Read through the instructions about the 2-step process in gaining Employer Administrative Access.



The screenshot shows a user dashboard with a sidebar menu on the left and a 'Quick Links' section on the right. The sidebar menu includes: Return Home, Employer Admin Request (highlighted with a red arrow), Instructor Access Request, Instructor Tools, Training Sponsor Tools, QRIS Tool, Training Calendar, Stipends & Pathways, Stipend Administration, My Resources, Program Administration, and My Tools & Settings. The 'Quick Links' section is titled 'PROFILE' and contains eight links: View/Update Personal Profile, View/Update Employment History, My Documents, Training Calendar Search, Resume Builder, and My Stipend Application Requests.

Step 1: Request Access by Selecting Organization, FCC, School, or Center

Scroll to the bottom of the page and check “I am an Employer Administrator and would like to access to manage my FCC, Center(s), School(s), school facility(ies), organization” and click **Continue**.

Please mail or email your documentation to:

For Email or Mail Submission

- For Email or Mail Submission**
 CARegistry@ccala.net
 Subject line: "Employer Administrative Request"
- Mail**
 Child Care Alliance of Los Angeles
 Attn: "CA ECE Workforce Registry - Employer Administrative Request"
 815 Colorado Blvd. Suite C
 Los Angeles, CA 90041

I am a Employer Administrator and would like access to manage my FCC, Center(s) or School(s) school facility(ies), organization.

Continue

On the next page, you will find a list of Approved Requests, for the locations you have current Administrative Access to (if any). Below this list, you will select how you want to search for new or additional locations and a text box to type in your facility, school, FCCH, or organization name, city, zip code, or CCL license number. License number is the preferred method.



Be sure to include all the facilities for which Administrative Access is being requested. For example, for multi-site administrators, Administrative Access should be requested for all applicable sites. If a facility cannot be located using the search function, the facility information should be detailed in the documentation that is submitted to the Registry Office (see guidelines below).

Search and Selection

- Once you have entered your search criteria, click **Search**. A list matching your criteria will appear.
- Select the facility, school, FCCH, or organization that you want access to by clicking the circle next to the name.

Employer Admin Request

Approved Requests:

- Test - 123 Test Beverly Hills GA 90210

To request Employer Administrative Access, please follow the steps below:

- Enter your search criteria below.
- Select the centers location and click **Add to List**.
- When you are finished, page up and click **Submit Request** to process the Employer Administrative Access Request.

Requested Programs:

Program Name	Address
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Please select the appropriate location(s), such as center, family child care home, school, other type of organization:

Search For

Show entries

	Program Name	Program AKA	Address	City	Zip
<input checked="" type="radio"/>	***Test Program*** do not use		790 Test Way	Beverly Hills	90210
<input type="radio"/>	Alameda County ECE Program - Test Account		1401 Lakeside Drive	Oakland	94612



c. Repeat until all locations are identified and click **Add to List**. Next click **Submit Request**.

i. You are also able to remove a location click **Remove**.

ii. In the case your facility does not appear in your search results, try searching for the facility using the full legal name printed on the license.

Requested Programs:

Program Name	Address	
nirmala School for GIFTED	123 Caramel Pecan Crunch Albion	Remove
nirmala test only	Beverly Hills	Remove

Showing 1 to 2 of 2 entries

Previous 1 Next

Submit Request

iii. If you cannot find your facility, please contact the Registry at support@ccala.zendesk.com.

Step 2: Upload Authorization Documentation

After requesting Employer Administrative Access, you will need to send in documentation/letter that authorizes your access to the location(s) identified in your electronic Employer Administrative Access submission. See links to templates for authorization letters for: [Licensed FCC Owner](#), [School District site](#), and [Non-profit or for-profit ECE employer](#).

Required documentation/letter varies based on the type of facility and/or organization the person requesting Administrative Access works for:

Type of Business	Role	Documentation Option 1: Child Development Programs	Documentation Option 2: Child Development and Other Organization Types	Method of Delivery
NON-PROFIT	Executive Director/ Director	Child Development Only: Registry Staff will use Administrator of Record* as reported by Department of Social Services (DSS) - Community Care Licensing (CCL).	A signed letter by the Executive Director of the organization on pre-printed letterhead. The letter should include the name and job title of the administrator and all facilities for which Employer Administrative Access is being requested; include facility name by CCL, license number, and address.	Upload Employer Administrative Access authorization document/letter to each profile for which Employer Administrative Access is requested.
	Staff (e.g., Human Resources or Program Personnel)	For multi-site administrators, please submit a list of facilities, include CCL name of facility, license number, and address.	A signed letter by the Executive Director of the organization on pre-printed letterhead that includes applicable staff name(s) and corresponding job title(s) and facilities for which requesting Employer Administrative Access is being requested; include facility name by CCL, license number, and address.	
FOR-PROFIT	Owner	Child Development Only: Registry Staff will use Administrator of Record* as reported by Department of Social Services (DSS) - Community Care Licensing (CCL).	A signed letter by the owner of the organization on pre-printed letterhead with owner name and title listed, and all facilities for which requesting Employer Administrative Access; include facility name by CCL, license number, and address.	Upload Employer Administrative Access authorization document/letter to each profile for which Employer

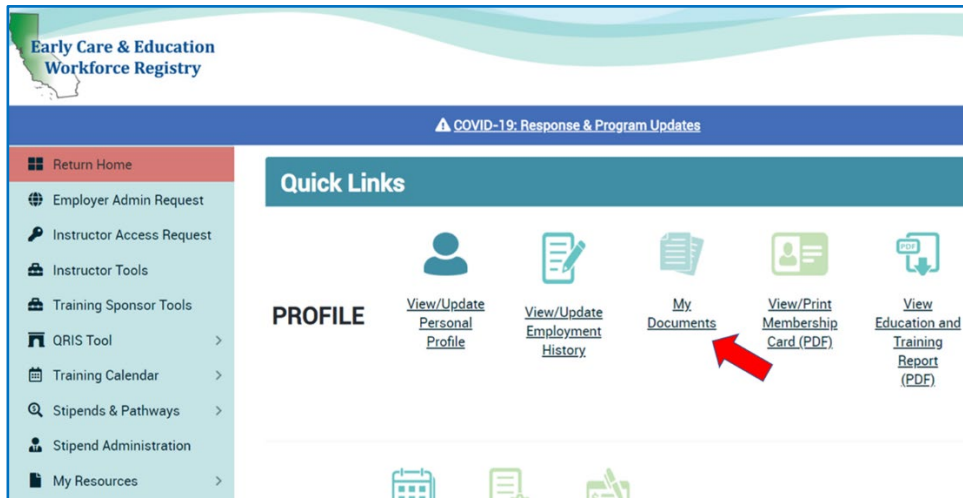
Type of Business	Role	Documentation Option 1: Child Development Programs	Documentation Option 2: Child Development and Other Organization Types	Method of Delivery
	Staff (e.g., Human Resources or Program Personnel)	For multi-site administrators, please submit a list of facilities, include CCL name of facility, license number, and address.	A signed letter by the owner of the organization on pre-printed letterhead applicable name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff; include facility name by CCL, license number, and address.	Administrative Access is requested, upload document/letter
FAMILY CHILD CARE HOME	Owner	N/A	Copy of FCC License	
	Staff (e.g., family member, teaching staff, administrative staff)	N/A	Letter from FCC owner requesting access for staff: Needs to include CCL name of FCC, address, license number, and name of individual to be granted Employer Administrative Access.	
SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION	Other Staff Access (e.g., HR Director, Program Director, Program Coordinator)	N/A	Letter from Assistant Superintendent on letterhead requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff.	
Institution of Higher Education	Other Staff Access (e.g. Program Coordinator, Program Director)	N/A	Letter from Office of the President, signature authority or delegated signature authority requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff.	Upload Employer Administrative Access authorization letter to each profile for which Employer Administrative Access is requested.

*Administrator of Record identified are usually Directors, Owner, or Site Supervisors



To submit authorization document/letter:

1. Upload feature is on **My Documents**
2. Go to **“My Tools & Settings”** and on the dropdown go to **“My Documents”** or the **“Quick Links”, My Documents**).



Upload a new document (Maximum file upload size is 5MB)

File Type: * **File Description**

- Please Select - [Text Area]

Choose a file... Choose

(Maximum characters: 200)

Upload Document



3. Upload the document/letter to your Registry Profile
 - a. Clicking on dropdown menu and select document type “**Proof of Administrator Documentation**”.
 - b. Choose the authorization document/letter you will be submitting from your computer
 - c. Add “File Description” including site name
 - d. Click on **Upload Document**

The screenshot shows a dropdown menu with the following options: Business Name, CCL - License, Certificate, Child Development Associate Credential (CDA), Credential, Degree Transcript, Drivers License, Education Plan (Academic – College/University Coursework/Degree Only), EESD Approved Staff Qualifications Waiver, Higher Education Course Completion Summary (internal doc), Institution of Higher Ed Course, Misc., Official/Registrar Transcript, Permit, Professional Growth Plan, **Proof of Administrator Documentation** (highlighted in blue with a red arrow), Resume, Stipend Program Supplemental Form(s), and Training. Below the dropdown is a field with the text '- Please Select -' and a dropdown arrow. Underneath is a file selection field with the text 'Choose a file...' and a 'Choose' button. At the bottom is a blue button labeled 'Upload Document'.

After receiving your Employer Administrative Access request and authorization document/letter, Registry administrators will approve or deny your request within 15 business days of submission, if all required documentation is received.

- d. You may receive an email requesting more information, please be sure to check your email regularly.
- e. You will receive an automated email notifying you whether your employer Administrative Access request has been approved or denied.

If you leave your employer administrative position, please contact the Registry within 24 hours, to remove your Employer Administrative Access.