Early Care & Education Workforce Registry

Complete Your Registry Profile

When you log in to your Registry profile you may get a notice that says your profile is incomplete. This means that your self-reported data does not match the documents on your profile. To update your profile, submit training and education documents to be verified by the Registry. Updating your profile can also include updating your personal information (email, password, address, etc.), missing required fields (e.g. date of birth, race, languages, gender, etc.), employer information, and educational information.

Welcome!

You are joining a community of 99,464 ECE professionals.
Thank you for your contributions to the ECE workforce and striving to improve quality and outcomes for children in California.

Reminder Your Profile May Be Incomplete!

Your Registry profile may have some missing or incomplete information

Documentation:
(for example, transcripts, permits, credentials)
Documentation for the following qualifications is needed to complete your profile.

- Associates
- Permit

Complete your Profile by clicking the links under My Tools and Settings:

- To update your personal information, click **My Profile**
- To upload documentation, click **My Documents**

Click below to update your information or go to another area of the CA ECE Workforce Registry.

My Profile	My Documents	Quick Links	My Registry ID Number

Upload Qualification Documents

For instructions on uploading documents and Tip Sheets that describe document requirements refer to the Registry Resource page (most resources are in English, Chinese, and Spanish).

Once you upload your documents, including transcripts, permits, training certificates, etc., it will take 6 to 8 weeks for Registry staff to enter and verify your documents before they show up on your Education & Training Report and before the "Your Profile May Be Incomplete" notification is removed. You can still access the Registry tools, even if your profile is incomplete, including enroll in trainings and apply for stipends.
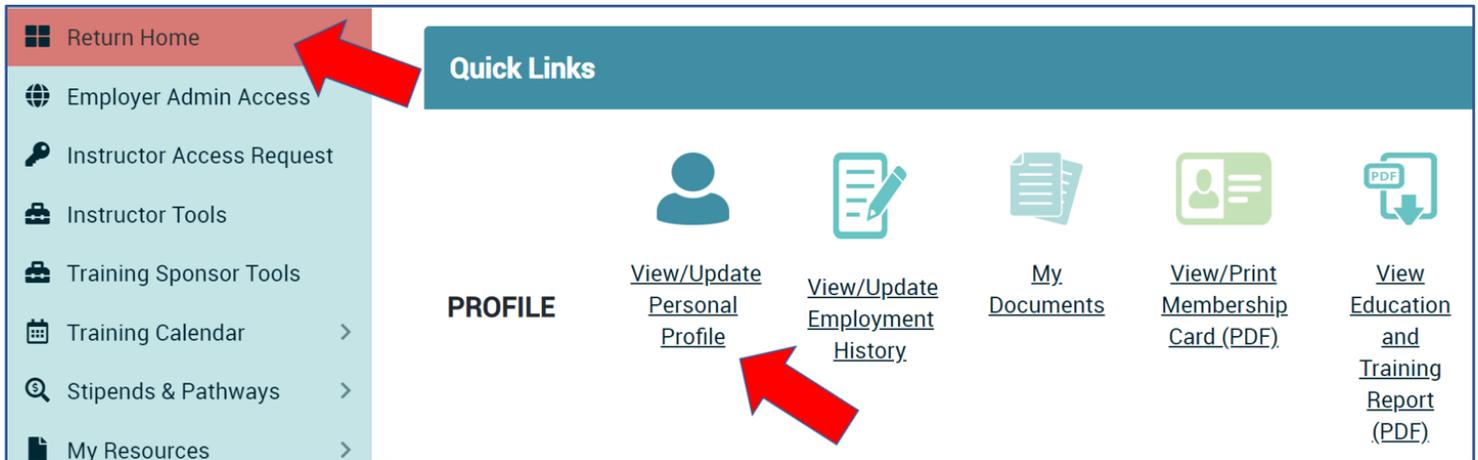
Early Care & Education Workforce Registry

Instructions for Updating Your Registry Profile

You will create and maintain only one CA ECE Workforce Registry account.

Name change - To update your name, please contact the Registry at CARegstiry@ccala.net.

Update Personal Information

1. Log in to your Registry profile and select **Return Home**, then click **View/Update Personal Profile**.

*Note: The Quick Links (icon links) allow you to edit your Registry Profile, but you can also view your Education and Training Report, create a resume, and upload your education and training documents in the "**My Tools & Settings**".
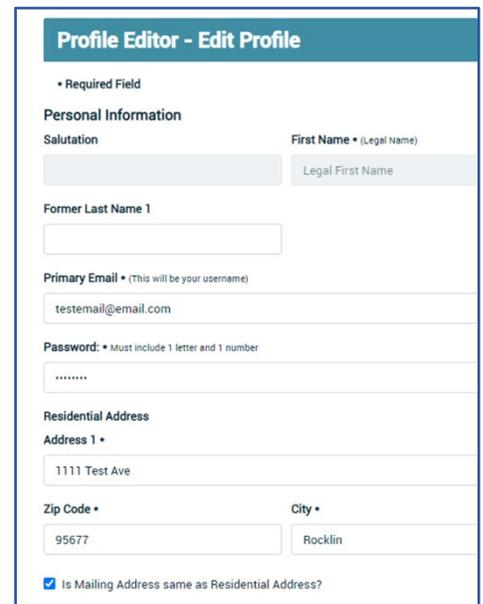
2. Click on **Edit** on the "Profile Editor".

3. On the "Profile Editor" you can edit your personal information including changing your **email, password, contact** information, self-reported **educational** information, and **demographic** information.

4. Make sure to click **Update Account Info** at the bottom of the page when you are finished with edits.

Early Care & Education Workforce Registry

Update Employer (End date of Employment)

If you have a new job title, number of hours worked, or pay rate you can make updates from the **Return Home**, "Quick Links", **View/Update Employment History** or by going to **My Tools and Settings** and **My Profile** on the left hand tool bar.

Current Employment: Edit

Employer Name: Ventura Test Program Account

Job Title: Teacher/Co-Teacher

Primary Age: Preschool (3 - 5 Years)

Start Date: 09/01/2020

Position Type: Full Time

Hours Per Week: 40

Weeks Per Year: 0

Compensation: $20.00 Per Hour

Confirmed: No

Experience Management

Participant: Ms. Training Organization

Participant ID: 00032971

First year in ECE field *

2017

Update

Add a New Employment Record/Status   Expand All | Collapse All

1. Select **Expand All** and **Edit Position** to access the fields. This step includes ending this record to keep your past data. You will create a new record for your employment updates; see the next section, **Add New/Additional Employer** to create a new record for your updates. Even if you are at the same employer but are changing job title, for example. See image on next page.

2. Click **No** for **Is this your current job?**

3. Enter the **End Date** for that role (job title, pay change, hours worked, etc.)

4. Remember to select **Save Employment Info**.
    Please check past employment for accuracy and make sure that Job Title reflects role **(for example, if you work for or own a FCC, you are not a contractor).**

If you have a new job, need to update employment information, or have more than one employer, make updates from the **Return Home**, "Quick Links", **View/Update Employment History** or by going to **My Tools and Settings** and **My Profile**.

Is this your current job? •

○ Yes   ● No

My Employment/Business/Status and Location: •

CCEI Test program Nirmala
9900 Cathedral Oaks Rd opposite to walgreens on the corner of BP and Texaco Quincy   Change Employer

Which of the following best describes your primary involvement in the early care field?: •

Owner/operator of a Licensed Family Child Care

Job Title: •

Owner/operator of a Licensed Family Child Care

Primary Age Group : •

Mixed Ages of Children

Select all that apply: •

☑ Infant (Birth - 18 Months)   ☑ Toddler
☑ Preschool (3 - 5 Years)   ☑ Transitio
☑ School Age/Elementary (Kindergarten - 6th grade)   ☑ After-Sc
☐ Mixed Ages of Children   ☐ Adults i
☐ Parents/Families

Start Date: •   End Date: •

09/26/2019   04/26/2020

Position Type: •

○ Part Time   ● Full Time

Please tell us number of hours worked per week: •

20

Please select program length from the list: •

Full Year (ex. January - December)

Compensation Type: •

● Hourly/Hourly Rate Equivalent [Gross: before taxes/deductions]

○ Salary [Gross: before taxes/deductions]

Compensation per hour: •

21.00

(ie. 09.99)

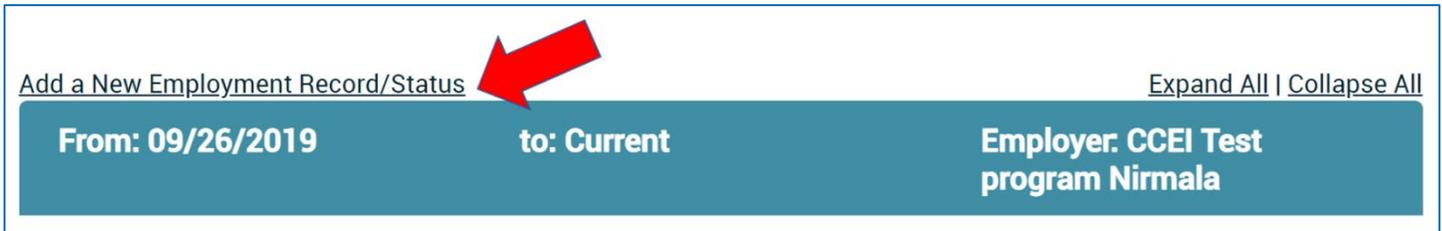Do you serve children in your classroom: (Check all that apply):

☑ Do you serve children in your classroom with special needs?

☑ Do you serve children in your classroom with an IFSP/IEP?

☑ Do you serve children in your classroom that are dual language learners?

Languages Spoken with Children/Adults you are currently serving in your role? •

☑ English   ☐ Spanish
☐ Cantonese   ☐ Mandari
☐ Tagalog   ☐ Korean
☐ Armenian   ☐ Vietnam
☐ Farsi   ☐ Japanes
☐ Russian   ☐ French
☐ Arabic   ☐ America
☐ Hmong   ☐ Other

By submitting this job as part of my Registry Profile, I understand that my employment/business/status is subject to verification by my employer or Registry staff.
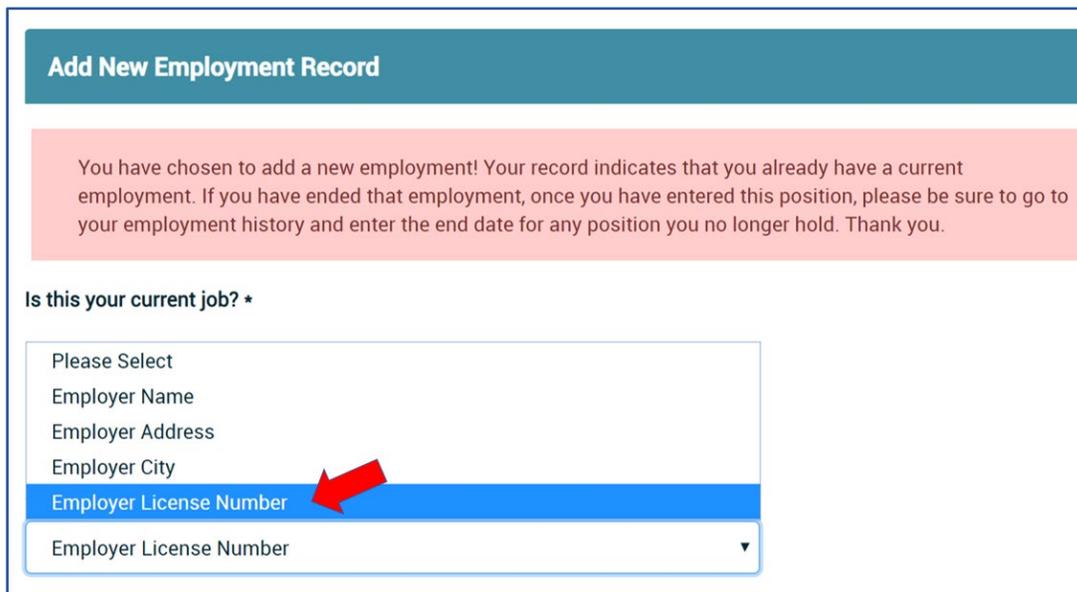
Save   Cancel

10/12/2020   4

1. Select **Add a New Employment Record**

2. Select **Yes** for "**Is this your current job?**"
3. Click **Select Employer/Business/Status**
4. On the field "Search By:" click on <u>dropdown menu</u> so that you can search by Employer Name, Address, City, or License Number. **(Searching by License number is the easiest method of identifying child development employment location.)**

5. Next to "Search By:", there is a **Question Mark icon**; click to view detailed information about types of employment/status, including if you are licensed exempt or unemployed.

6. If you are a <u>licensed Family Child Care owner</u> or employee of an FCC, enter the license number or last name, then first name, of the owner based how the name is displayed on the license issued by Community Care Licensing.

7. <u>If you cannot locate your employer or facility</u> after attempting various search options, select **Employer/Business Not Listed** and enter the employer/business details. Registry Staff will use this information to update the facilities listed in CA ECE Workforce Registry and link you to your employer/facility.

8. Continue to enter details about your employment including job role, job title, ages of children served, wages, languages spoken with the children, etc., and then continue with Registration (Note: report gross wages prior to taxes, weeks per year includes paid holidays).

Complete Your Registry Profile

Is this your current job? •

○ Yes   ○ No

My Employment/Business/Status and Location: •

Ccei test (family care home) test
123 Test, San Francisco Change Employer

Which of the following best describes your primary involvement in the early care field?: •

Owner/operator of a Licensed Family Child Care

> If you are an FCC Owner or work in a FCC, select **Owner/Operator of a Licensed FCC or Employed in a family child care**, then select Job Tile. FCC owners will see Owner/Operator twice

Job Title: •

Owner/operator of a Licensed Family Child Care

Primary Age Group : •

Mixed Ages of Children

Select all that apply: •

☐ Infant (Birth - 18 Months)   ☐ Toddler (19 - 36 Months)
☐ Preschool (3 - 5 Years)   ☐ Transitional Kindergarten (4 - 5 Years)
☐ School Age/Elementary (Kindergarten - 6th grade)   ☐ After-School/Out-of-School Time
☐ Mixed Ages of Children   ☐ Adults in Field
☐ Parents/Families

Start Date: •

04/27/2020

Position Type: •

○ Part Time   ● Full Time

Please tell us number of hours worked per week: •

50

Please select program length from the list: •

Full Year (ex. January - December)

Compensation Type: •

● Hourly/Hourly Rate Equivalent [Gross: before taxes/deductions]

○ Salary [Gross: before taxes/deductions]

Compensation per hour: •

23.00

(ie. 09.99)

Do you serve children in your classroom: (Check all that apply):

☑ Do you serve children in your classroom with special needs?

☐ Do you serve children in your classroom with an IFSP/IEP?

☑ Do you serve children in your classroom that are dual language learners?

> **Hours worked:** Report hours of operation or hours of paid work.
>
> **Compensation Type:**
> Hourly/Hourly Rate Equivalent
> If you are a FCC Owner, you can estimate hourly rate based on the number of children in your program, times your daily rate per child, then divide by hours of operation.
>
> Employees can contact their HR for rate of pay or check their pay stub for hourly pay (for salary, divided pay rate by number of hours worked).
>
> Salary
> You can provide this information based on total reported gross income for last year (how much you made before taxes) if you were in operation.
>
> Privacy Policy: Your self-reported income data is only shared with your employer or Authorized Officials when you apply for a stipend program that has income thresholds for eligibility as outlined in the Registry Privacy Policy.

Languages Spoken with Children/Adults you are currently serving in your role? •

☑ English   ☑ Spanish
☐ Cantonese   ☐ Mandarin
☐ Tagalog   ☐ Korean
☐ Armenian   ☐ Vietnamese
☐ Farsi   ☐ Japanese
☐ Russian   ☐ French
☐ Arabic   ☐ American Sign Language
☐ Hmong   ☐ Other

By submitting this job as part of my Registry Profile, I understand that my employment/business/status is subject to verification by my employer or Registry staff.

[Save]   [Cancel]

If you have more than one employer, you will indicate that employment is **Current** and the number of hours that you work. See example below.

Add a New Employment Record/Status

From: 09/26/2019	to: Current
Employer Name:	CCEI Test program Nirmala
Address:	9900 Cathedral Oaks Rd opposite to walgreens
Job Title:	Owner/operator of a Licensed Family Child Care
Primary Age Group :	Mixed Ages of Children
Start Date:	09/26/2019
End Date:	Current
Hours Per Week:	20
Compensation:	$21.00 Per Hour
Add Benefits:	None specified
Employment Confirmed:	No
Do you serve children in your classroom with special needs?	Yes
Do you serve children in your classroom with an IFSP/IEP?	Yes
Do you serve children in your classroom that are dual language learners?	Yes
Languages Spoken with Children/Adults you are currently serving in your role?	English

Note: If your employer has verified your employment, you will not be able to edit your employment. You can "Add a New Employment Record" to change your employment record.

From: 09/20/2017	to: Current
Employer Name:	CCEI LA licensed (test program)
Address:	123 tecorrect program address Alameda, CA 94502
Job Title:	Floater
Primary Age Group :	Infant (Birth - 18 Months)
Start Date:	09/20/2017
End Date:	Current
Hours Per Week:	20
Compensation:	$17.00 Per Hour
Add Benefits:	None specified
Employment Confirmed:	No
Do you serve children in your classroom with special needs?	No
Do you serve children in your classroom with an IFSP/IEP?	No
Do you serve children in your classroom that are dual language learners?	No
Languages Spoken with Children/Adults you are currently serving in your role?	English, Cantonese

Employers – Center and FCC Owner Administration

If you are a Family Child Care owner or center administrator, you can apply for Employer Administrative Access (available on the Registry Resource page in English, Spanish, Chinese) and be able to manage staff documentation requirements including being able to generate Staff Education & Training Reports, confirm staff employment on the Registry, enroll your staff into trainings, and access the job board to post your vacancies.

Need Help? Contact the Registry Help Desk

You can Email Registry Staff, Call (323) 645-2631, Toll Free: (855) 645-0826, or "Chat" on the CA ECE Workforce Registry website Monday to Friday from 8 a.m. to 5 p.m.