In addition to allowing individuals to upload documents directly to their Registry profiles, the new upload utility allows employers to upload documents to their staff's profiles. Once documents are uploaded, Registry personnel will review the documents, verify the information, and enter verified data into the individual's Education and Training Report. Administrators on the Registry can see this report under the **Staff Education and Training Report** located in **Program Administration.** For employers participating in QRIS (Quality Counts California), the education and training data is calculated into QRIS scores for each staff with education and training on file.

To manage staff data and upload education and training documents, employers, or their administrative designees will need Administrative Access to their program(s) in the CA ECE Workforce Registry. If you already have access, you may follow the steps below. To gain Administrative Access, login to your Registry profile and click on **Administrative Access Request** located near the top of the green navigation menu. Please be sure to read and follow the on-screen instructions carefully to ensure to timely processing of your Administrative Access Request. If you'd like to learn more about Administrative Access and how to complete this process, please click here. Administrative Access documentation can be uploaded to your profile, by going to My Documents, on the lower left navigation. To upload a document, following the steps below starting at 5.

To ensure that duplicate documents are not submitted, click on **Staff Education and Training Report** to view summary education and training data, or on **Staff Confirmation** to view the source documents for current employees. You can find these under **Program Administration** on the left navigation menu.
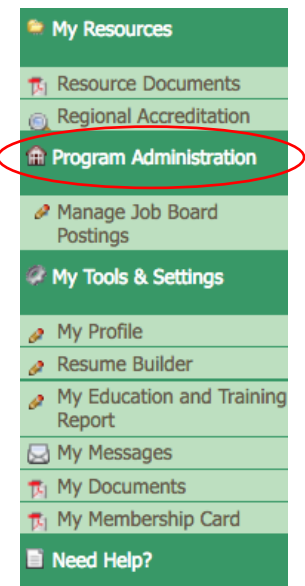
To upload employee documents:
1. Login to the CA ECE Workforce Registry @ www.caregistry.org
2. Click on **Program Administration** on the left navigation menu
3. Click on **Upload Files for Users** located at the top of the **Program Administration** screen
    a. Employers with many facilities to manage can click **Upload Files for Users** to get to the **Participant Documents** utility.

Program Administration
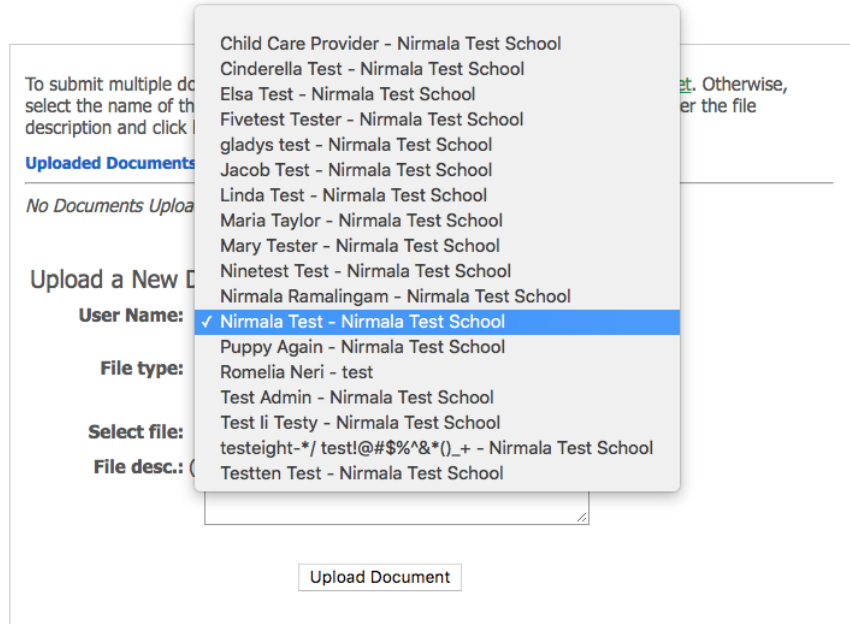
Upload Files for Users
Manage Job Board Postings

    b. Employers with only a few sites will see the **Participant Documents** upload utility without scrolling down

Early Care & Education
Workforce Registry
www.caregistry.org

4. To upload a file, click on **User Name** to see a current list of employees in alphabetical order, and select an employee:

To submit multiple do~~cuments~~... et. Otherwise, select the name of th~~e~~... er the file description and click ~~browse~~

Uploaded Documents

No Documents Uploa~~ded~~

Upload a New D~~ocument~~

User Name:

| Child Care Provider – Nirmala Test School |
| Cinderella Test – Nirmala Test School |
| Elsa Test – Nirmala Test School |
| Fivetest Tester – Nirmala Test School |
| gladys test – Nirmala Test School |
| Jacob Test – Nirmala Test School |
| Linda Test – Nirmala Test School |
| Maria Taylor – Nirmala Test School |
| Mary Tester – Nirmala Test School |
| Ninetest Test – Nirmala Test School |
| Nirmala Ramalingam – Nirmala Test School |
| ✓ Nirmala Test – Nirmala Test School |
| Puppy Again – Nirmala Test School |
| Romelia Neri – test |
| Test Admin – Nirmala Test School |
| Test Ii Testy – Nirmala Test School |
| testeight-*/ test!@#$%^&*()_+ – Nirmala Test School |
| Testten Test – Nirmala Test School |

File type:

Select file:

File desc.: (

Upload Document

5. Next, select **File Type**:
   a. If permit or credential is selected, additional fields are displayed for data entry
      i. Select Permit/Credential Name
      ii. Type in Document Number located on the permit or credential
      iii. Enter Issue Date
      iv. Enter Expiration Date
         1. Note: To ensure the verification of your staff's permit/credential, please be sure to accurately enter this information.

Participant Documents

To submit multiple documents for multiple users, email file to CARegistry@ccala.net. Otherwise, select the name of the user you wish to upload the file for, select the file type, enter the file description and click browse to select the file.

Uploaded Documents

No Documents Uploaded

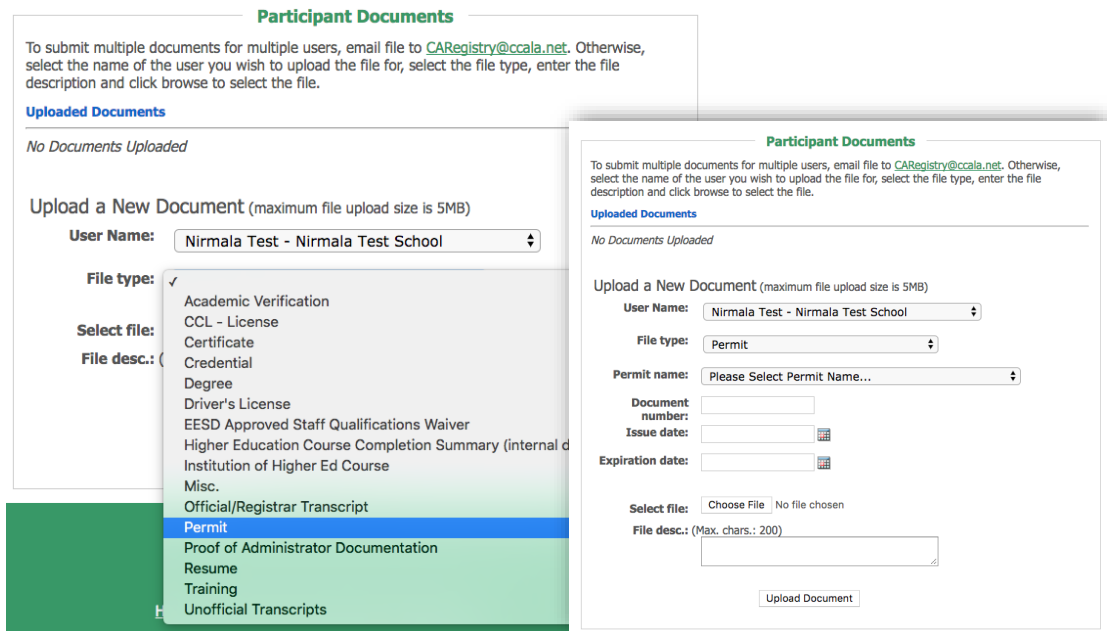Upload a New Document (maximum file upload size is 5MB)

User Name: Nirmala Test - Nirmala Test School

File type: ✓

| Academic Verification |
| CCL - License |
| Certificate |
| Credential |
| Degree |
| Driver's License |
| EESD Approved Staff Qualifications Waiver |
| Higher Education Course Completion Summary (internal d |
| Institution of Higher Ed Course |
| Misc. |
| Official/Registrar Transcript |
| **Permit** |
| Proof of Administrator Documentation |
| Resume |
| Training |
| Unofficial Transcripts |

Select file:

File desc.: (

Participant Documents

To submit multiple documents for multiple users, email file to CARegistry@ccala.net. Otherwise, select the name of the user you wish to upload the file for, select the file type, enter the file description and click browse to select the file.

Uploaded Documents

No Documents Uploaded

Upload a New Document (maximum file upload size is 5MB)

User Name: Nirmala Test - Nirmala Test School

File type: Permit

Permit name: Please Select Permit Name...

Document number:

Issue date:

Expiration date:
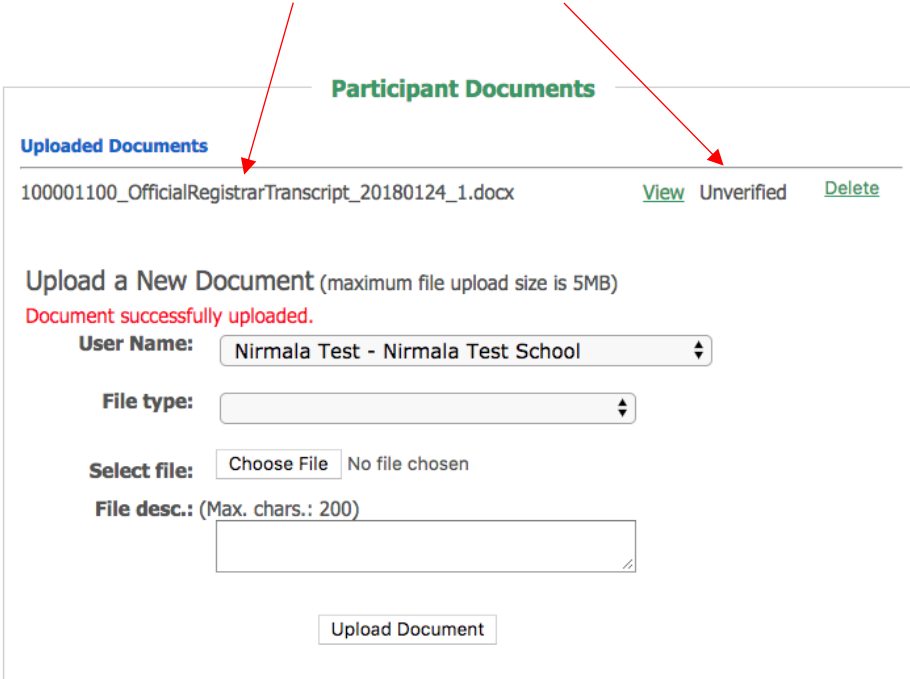
Select file: Choose File   No file chosen

File desc.: (Max. chars.: 200)

Upload Document

6. After, select **Choose File** and browse in your computer files for the saved education and/or training document for the selected employee.

7. You may add a brief description of the document, such as permit type, high education institution that issue the transcript, etc. It is not a required field.

8. To finalize the upload process click **Upload Document**. You will receive a message stating **Document successfully uploaded**. Once the document has been uploaded, you will see the document under **Uploaded Documents**, denoted with an Unverified status. The document's status will change to Verified once Registry staff complete the verification process. Please allow 4 to 6 weeks for the verification of your staff's documents.

While waiting for the document to be verified, you can view the document to confirm that the correct document was uploaded, as well as delete and re-upload the document, if needed.

The uploaded document will be visible to the employee and under **Staff Confirmation** for that employee.