

## The California Early Care & Education Workforce Registry



### *Program Administrator User Guide*



## Table of Contents

What is Administrative Access? .....	2
Requesting Administrative Access .....	3
Staff Confirmation.....	10
Staff Report.....	15
Staff Education and Training Report.....	18
Training Module.....	21
Job Board .....	26
Program Details.....	31
Uploading Staff Documents .....	35
Troubleshooting.....	40

## What is Administrative Access?

Administrative Access refers to a suite of Registry tools that allow participants to manage the administrative aspects of their child care program. These tools are typically reserved for Program Administrators, directors, site supervisors, Family Child Care Owners, and Human Resources Personnel. Using these administrative tools, participants can verify key information about their programs and staff, post announcements on the Job Board, enroll staff in training, upload personnel educational and professional documents, and track staff qualifications. Program Administrators may be granted Administrative Access to multiple sites on the Registry and may apply for access over child care centers, family child care facilities, and service agencies. Programs also have the option of designating multiple individuals as Registry Administrators.

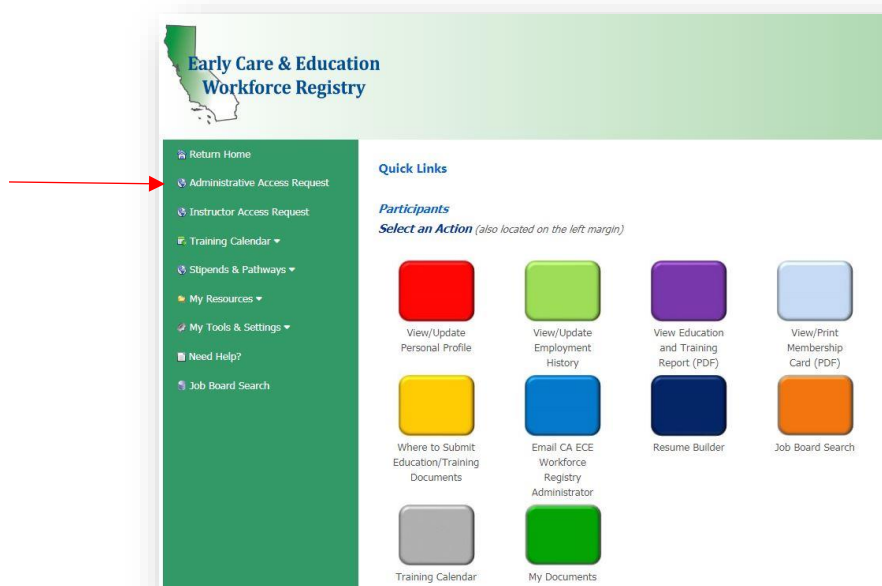
In this guide, you will find instructions detailing how to use each of the Registry's Administrative tools. If you have any questions while referring to this guide, please contact the Registry's Help Desk. The Help Desk is operated from Monday through Friday from 8:00am to 5:00pm. You can contact the Help Desk at (888) 922-4453 or at [caregistry@ccala.net](mailto:caregistry@ccala.net).

## Requesting Administrative Access

Applying for Administrative Access is a two-step process that consists of 1) submitting an Administrative Access Request through your Registry Profile, and 2) submitting documentation that verifies your administrative position at your organization.

### Step 1: Submit Administrative Access Request

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. After logging in, click on the “Administrative Access Request” tab located near the top of the green Navigation Bar on the left side of the page.



3. After clicking on “Administrative Access Request,” you will be brought to the page below. Please review the instructions carefully. After reading the instructions, click on box confirming you are a Program Administrator and then click “Continue.”

## Administrative Access Request

Administrators who oversee one or more facilities, or are responsible for reporting organizational employment information, may apply to verify key data on their staff registered on the California Early Care and Education Workforce Registry and view summary reports. Administrative Access is provided to ensure that the Registry reflects the most recent and accurate data for your staff and program site, and enable streamlined reporting to State agencies and/or local funders. Compensation data is primarily shared in aggregate reports and will inform research for the early care and education workforce.

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.

Applying is a two-step process:

**Step 1:** Apply below by clicking the **Request Administrative Access** button. Be sure to add all of the facilities for which you are requesting Administrative Access. For example, if you are a multi-site administrator, be sure to request all of the sites. If you cannot locate a facility, you can note missing facility information in the documentation that is submitted to the Registry Office.

**Step 2:** Send the required documentation via email or mail, based on the type of facility and organization you work for:

### Center

- **Non-profit:** A signed letter from the Board of Directors of the organization on pre-printed letterhead with your name and title listed, and additional staff seeking Administrative Access, if applicable.
- **For-profit:** A signed letter on pre-printed letterhead
  - Owner: Your name and title listed
  - Employees: your name and title listed, and additional staff you are granting Administrative Access, if applicable.
- **School District/County Office of Education:** A signed letter from the Assistant Superintendent and Director of Human Resources on pre-printed letterhead with your name and title listed, and additional staff seeking Administrative Access, if applicable.

Include the following facility information in your letter for all requested facilities:

1. Name of Facility (Based on CCL and if there is an Also Known As Name)
2. Address of Facility
3. License Number(s) of Facility

### Licensed Family Child Care Home (FCC)

- A copy of your current Community Care Licensing (CCL) Family Child Care Home license

Please mail or email your documentation to:

#### Email

CARegistry@ccala.net

Subject line: "CA ECE Workforce Registry – Administrative Access Request"

#### Mail

Child Care Alliance of Los Angeles

Attn: "CA ECE Workforce Registry – Administrative Access Request"

815 Colorado Blvd. Suite C

Los Angeles, CA 90041

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

[Continue](#)

Click on the  
check box and  
then click on  
continue.

4. On the next page, you will find a list of facilities to which you already have Administrative Access (if any). Below this list, you will select how you want to search for new facilities (by name, city, or zip code). After you indicate how you want to search, type a keyword in the text box.

**Early Care & Education Workforce Registry**

Test Admin  
Return Home Logout  
Language: English  
Powered by RegistryOne™

**Administrative Access Request**

Program Administrators who oversee multiple sites may apply to verify key information on their staff that have registered on the California Early Care and Education Workforce Registry and view summary reports. Administrative access is provided to ensure that the Registry reflects the most recent and accurate data for your staff and program site.

**You currently have administrative access to the following centers:**

- ✓ CCEI Test - 123 Test Chico CA 95926
- ✓ Nirmala Test School - 100 Main St 94101
- ✓ test - Beverly Hills CA 90210
- ✓ Test2 - 123 Test2 Lawrenceville GA 30043

To request administrative access, please follow the steps below:

1. Enter your search criteria below.
2. Select the centers and click "Add to List".
3. When you are finished, click "Submit Request" to process the administrative access request.

**Please Select the Appropriate School:**

Search:  For:

Awaiting search...

**Navigation Menu:**

- Return Home
- Administrative Access Request
- Instructor Access Request
- Training Calendar
- Stipends & Pathways
- Step 1. Apply
- Step 2. Download Forms
- My Stipends
- My Resources
- Resource Documents
- Regional Accreditation
- Program Administration
- Manage Job Board Postings
- My Tools & Settings
- My Profile
- Resume Builder
- My Education and Training Report
- My Messages
- My Membership Card
- My Training Enrollments

5. Once you have entered your search criteria, click "Search". A list of facilities matching your search criteria will appear. Select the facility that you want access to by clicking on the circular radio button next to the program name. Then click, "Add to List" (see below).
- a. 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.

- b. In the case you cannot find your facility, please list the name of the missing facility on the documentation you submit to verify your position at your program.

**Please Select the Appropriate School:**

Search:  For:

Name ▼	Address 1 ▼	City ▼	Zip ▼
<input type="radio"/> CCEI "Quotes"	3059 Peachtree Industrial Blvd.	Winterhaven	92283
<input type="radio"/> CCEI LA licensed (test program)	123 Tecorrect Program Address	Los Angeles	90041
<input type="radio"/> CCEI SF licensed (Center)	123 Test St	San Francisco	94103
<input type="radio"/> CCEI SF non licensed (test program)	555 Test Street	San Francisco	94110
<input checked="" type="radio"/> CCEI Test program Nirmala	9900 Cathedral Oaks Rd Opposite To Walgreens On The Corner Of BP And Texaco	Quincy	95971
<input type="radio"/> nirmala School for GIFTED	123 Caramel Pecan Crunch	Albion	95410
<input type="radio"/> test ccei	1236 MAINE AVENUE	Rancho Cucamonga	91730

6. After you click “Add to List,” your program will populate under the “Requested Programs” list. If you wish to request Administrative Access to another site, you will repeat steps 4-5. Please repeat this process for each program you oversee. After you have added all desired programs, click “Submit Request.”

**You currently have administrative access to the following centers:**

- ✓ ccei test (family care home) - 123 Test San Francisco CA 94102
- ✓ Nirmala Test School - 100 Main St Test City AL 94101
- ✓ test - Beverly Hills CA 90210
- ✓ Test2 - 123 Test2 Lawrenceville GA 30043

To request administrative access, please follow the steps below:

1. Enter your search criteria below.
2. Select the centers and click "Add to List".
3. When you are finished, click "Submit Request" to process the administrative access request.

**Requested Programs**

Program Name	Address	Action
CCEI Test program Nirmala	9900 Cathedral Oaks Rd Opposite To Walgreens On The Corner Of BP And Texaco	Quincy 95971 <a href="#">Remove</a>

[Submit Request](#)

**Please Select the Appropriate School:**

Search:  For:  [Search](#)



## Step 2: Submit Verification of Position

Next, you will need to submit documentation that verifies your position at your organization. **Please note that your Administrative Access Request will not be processed until we receive this documentation.** Submit the required documentation using one of the following methods: (1) upload to the Registry profile of the member requesting Administrative Access, (2) attach to an email and send to email address below or (3) send by postal mail to mailing address below. Required documentation varies based on the type of facility and/or organization the person requesting Administrative Access works for:

Type of Business	Role	Documentation <b>Option 1:</b> Child Development Programs	Documentation <b>Option 2:</b> Child Development and Other Organization Types	Method of Delivery
<b>NON-PROFIT</b>	<b>Executive Director/ Director</b>	<b>Child Development Only:</b> Registry Staff will use Administrator of Record* as reported by Department of Social Services (DSS) - Community Care Licensing (CCL).  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. The letter should include the name and job title of the administrator and all facilities for which Administrative Access is being requested; include facility name by CCL, license number, and address.	Upload Administrative Access authorization document to each profile for which Administrative Access is requested, email or mail (see below).
	<b>Staff</b> (e.g., Human Resources or Program Personnel)		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 Administrative Access is being requested; include facility name by CCL, license number, and address.	
<b>FOR-PROFIT</b>	<b>Owner</b>		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 Administrative Access; include facility name by CCL, license number, and address.	
<b>FOR-PROFIT</b>	<b>Staff</b> (e.g., Human Resources or Program Personnel)	<b>Child Development Only:</b> 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 applicable name(s), title(s), and all facilities for which requesting Administrative Access for staff; include facility name by CCL, license number, and address.	Upload Administrative Access authorization document to each profile for which Administrative Access is
<b>FAMILY CHILD CARE HOME</b>	<b>Owner</b>		Copy of FCC License	

Type of Business	Role	Documentation <b>Option 1:</b> Child Development Programs	Documentation <b>Option 2:</b> Child Development and Other Organization Types	Method of Delivery
	<b>Staff</b> (e.g., family member, teaching staff, administrative staff)	For multi-site administrators, please submit a list of facilities, include CCL name of facility, license number, and address.	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 Administrative Access.	requested, email or mail (see below).
<b>SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION</b>	<b>Other Staff Access</b> (e.g., HR Director, Program Director, Program Coordinator)		Letter from Assistant Superintendent on letterhead requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Administrative Access for staff.	

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

#### Email

[caregistry@ccala.net](mailto:caregistry@ccala.net)

Subject Line: "Administrative Access Request"

#### Mail

Child Care Alliance of Los Angeles

Attn: CA ECE Workforce Registry—Administrative Access Request

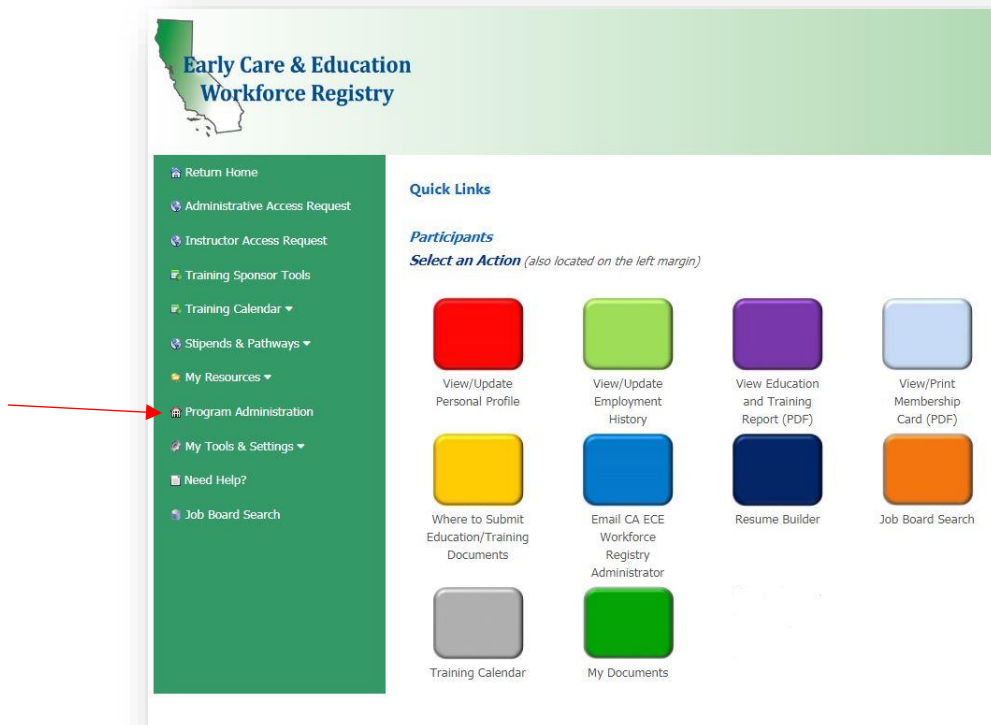
815 Colorado Blvd, Second Floor, Suite C

Los Angeles, CA 90041

## Staff Confirmation

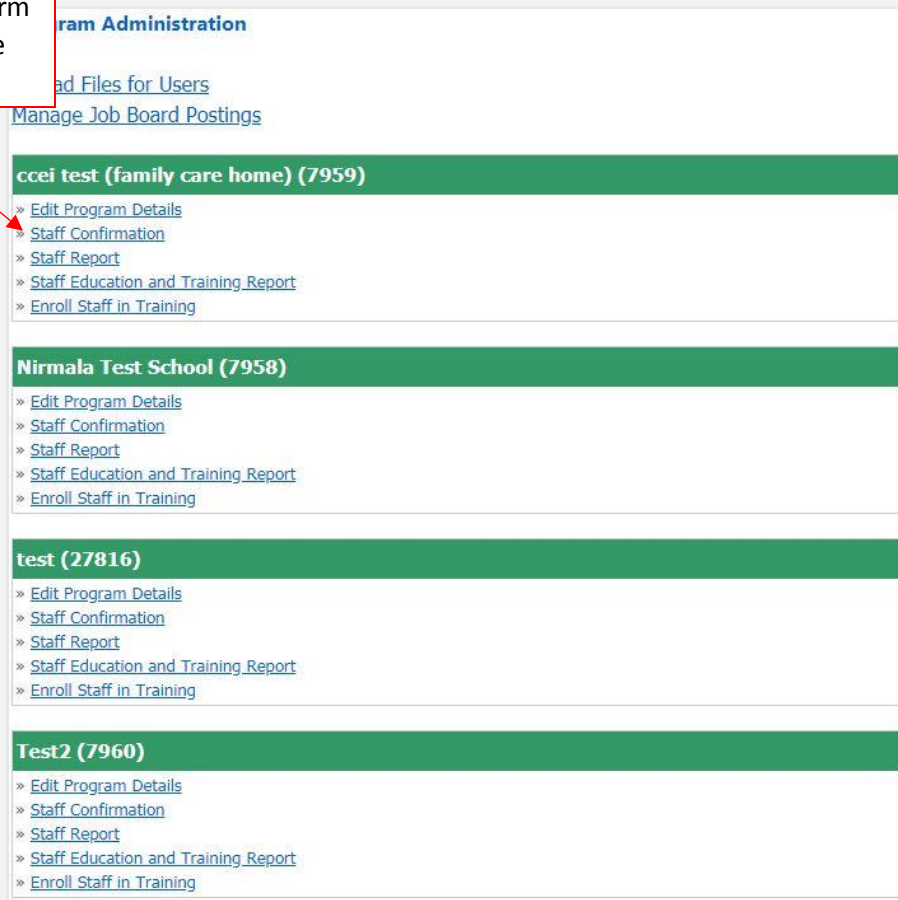
The Staff Confirmation tool allows you to confirm the employment of staff at your facility. Doing so allows your staff to have a more complete Registry profile. To verify staff employment:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the “Program Administration” tab located near the middle of the green Navigation Bar on the left side of the page



3. On the Program Administration Page, you will see all of the facilities you have Administrative Access to. To verify your staff’s employment, find the desired site and click on “Staff Confirmation” (see screenshot below).

Click on “Staff Confirmation” to confirm the employment of the personnel at this site.



4. On the next page, you will see all Registry users that have reported working at your facility. Users whose employment has been previously verified will appear in light blue while those whose employment has not been verified will appear in light yellow (see screenshot on next page).
5. To verify your staff's employment, first review and revise any incorrect information reported by your employee (start date, pay, position title, etc.). After you have confirmed the information is correct, click on the circle next to “Yes” and then click on “Confirm Employment Information” at the bottom of the page (see screenshot on next page). Once the individual's employment has been confirmed, their box will turn blue.
  - a. If the individual does not work at that program, please select, “No.” Once you deny employment, the individual will be removed from your Staff Confirmation list and you will not be able to access their Education and Training Report or any of their education and training documents.
  - b. Note: once you have verified your staff's employment, they will be unable to update the details of that job. As the Program Administrator, you will retain the ability to change their position information (e.g. in the case of a pay increase). Please note that prior to employment confirmation your staff can freely edit their employment record.

## Employment Verification

The following registry participants have reported their employment with your program or center. In order to keep your roster up-to-date, please verify the information associated with each record. Please correct any inaccurate information and add any missing information prior to verification, then either click 'yes' to confirm information or 'no' to indicate that the person does not and has not ever worked for your program or center. If you have confirmed the employee on a prior occasion, they are unconfirmed again because they have changed job information that requires reconfirmation. After all changes are made, please be sure to click the SUBMIT button at the bottom of the page to submit your verifications.

For your convenience, we have grouped employees by color, so you can more easily see their verification status.

☐ Unconfirmed Participants appear in Light Yellow

☒ Confirmed Participants appear in Light Blue

To verify employment for **former** employees, please [click here](#).

Test Admin 

Confirm ☐ Yes ☐ No

Job Title:	Director/Center Manager - Multi Site		
Primary Involvement:	Administrator of a program that has direct care of young child		
Start Date:	01/01/2017	End Date:	
Work Designation:	Full Time	Hours/Week:	40
Compensation Type:	Annual	Wage:	75000.00
		Weeks/Year:	52

Uploaded Documents

100000082\_Misc\_20171113\_1.pdf

[View](#)

Click "Yes" or "No" next to the employee you would like to confirm and then click on "Confirm Employment Information."

Work Designation:	Full Time	Hours/Week:	35	Weeks/Year:	35
Compensation Type:	Hourly	Wage:	35.00		

Uploaded Documents

100001109\_OfficialRegistrarTranscript\_20130510\_1.docx

[view](#)

100001109\_PrintoutieBannerReport\_20140110\_1.pdf

[view](#)

Test II Testy 

Confirm ☒ Yes ☐ No

Job Title:	Owner/operator of a Licensed Family Child Care		
Primary Involvement:	Owner/operator of a Licensed Family Child Care		
Start Date:	06/18/2016	End Date:	
Work Designation:	Part Time	Hours/Week:	29
Compensation Type:	Hourly	Wage:	25.33
		Weeks/Year:	52

Last Updated: 09/02/2016

[Confirm Employment Information](#)

6. To confirm the employment of staff that worked at your facility in the past, click on “click here” located above the list of your present employees. Then repeat the process described above.

**Employment Verification**


The following registry participants have reported their employment with your program or center. In order to keep your roster up-to-date, please verify the information associated with each record. Please correct any inaccurate information and add any missing information prior to verification, then either click 'yes' to confirm information or 'no' to indicate that the person does not and has not ever worked for your program or center. If you have confirmed the employee on a prior occasion, they are unconfirmed again because they have changed job information that requires reconfirmation. After all changes are made, please be sure to click the SUBMIT button at the bottom of the page to submit your verifications.

For your convenience, we have grouped employees by color, so you can more easily see their verification status.

☐ Unconfirmed Participants appear in Light Yellow

☒ Confirmed Participants appear in Light Blue

To verify employment for **former** employees, please [click here](#).

**Test Admin**  Confirm ☐ Yes ☐ No

Job Title:	Director/Center Manager - Multi Site		
Primary Involvement:	Administrator of a program that has direct care of young child		
Start Date:	01/01/2017	End Date:	
Work Designation:	Full Time	Hours/Week:	40
Compensation Type:	Annual	Wage:	75000.00
		Weeks/Year:	52

Uploaded Documents  
100000082\_Misc\_20171113\_1.pdf [View](#)

7. You can also access your staff's education and training qualifications to view more information on their coursework, permits, credentials, and trainings by clicking on the PDF icon next to the staff member's name (see screenshot on next page).

## Employment Verification


The following registry participants have reported their employment with your program or center. In order to keep your roster up-to-date, please verify the information associated with each record. Please correct any inaccurate information and add any missing information prior to verification, then either click 'yes' to confirm information or 'no' to indicate that the person does not and has not ever worked for your program or center. If you have confirmed the employee on a prior occasion, they are unconfirmed again because they have changed job information that requires reconfirmation. After all changes are made, please be sure to click the SUBMIT button at the bottom of the page to submit your verifications.

For your convenience, we have grouped employees by color, so you can more easily see their verification status.

☐ Unconfirmed Participants appear in Light Yellow

☒ Confirmed Participants appear in Light Blue

To verify employment for **former** employees, please [click here](#).

Test Admin		Confirm <input type="radio"/> Yes <input type="radio"/> No
Job Title:	Director/Center Manager - Multi Site	
Primary Involvement:	Administrator of a program that has direct care of young child	
Start Date:	01/01/2017	End Date:
Work Designation:	Full Time	Hours/Week: 40 Weeks/Year: 52
Compensation Type:	Annual	Wage: 75000.00

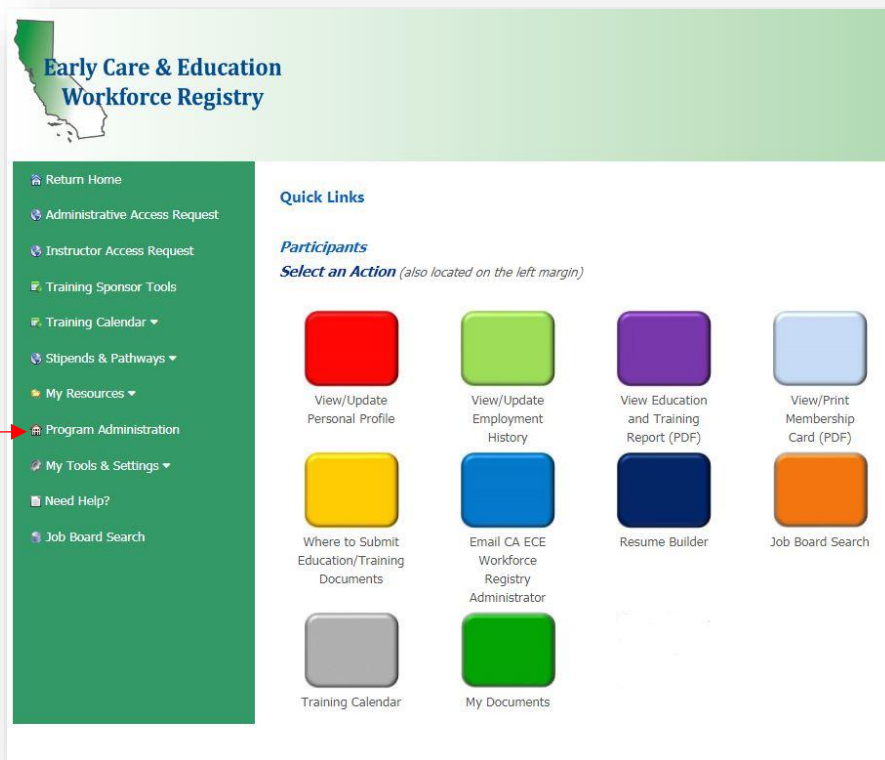
Uploaded Documents  
100000082\_Misc\_20171113\_1.pdf

[View](#)

## Staff Report

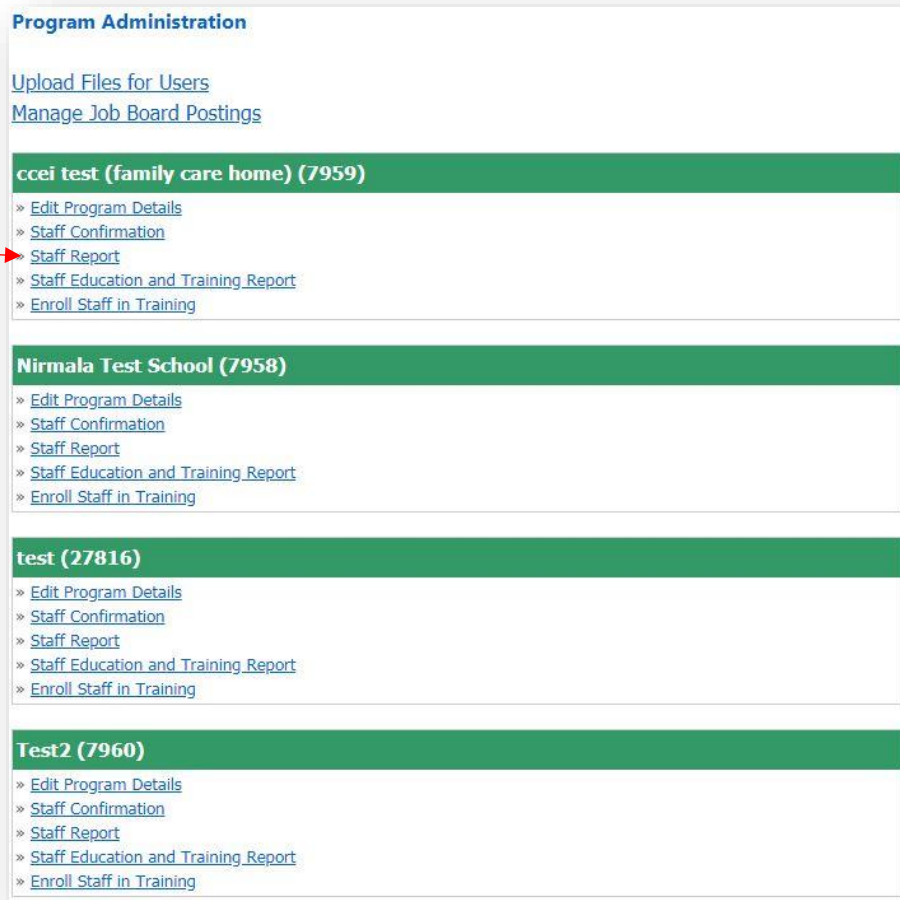
The Staff Report tool generates a PDF of current staff that have reported working at your facility on the Registry. On this report you can find information about your staff members, program roles, and uploaded permits. If your program is also participating in QRIS, you will be able to see information about your staff qualifications scores. To generate a Staff Report:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the “Program Administration” tab located near the middle of the green Navigation Bar on the left side of the page.





3. On the Program Administration Page, you will see all of the sites you have Administrative Access to. To generate a staff report, click on “Staff Report.”



4. A report of the staff at your facility will be generated (see example below).
- Note: If your site is not a QRIS site, your report will not contain the following columns:
    - QRIS Teacher Points
    - QRIS Director Points
    - Annual PD Hours
    - Met 21 Hours
  - Note for facilities participating in QRIS: If your staff have participated in professional development opportunities that they enrolled in outside of the Registry’s Training Calendar, they will need to upload proof of those trainings (e.g. certificates) or send them to the Registry Office for those professional development hours to be included in your QRIS Staff Qualifications Score.



**REGISTRY PROGRAM STAFF REPORT**  
07/20/2017

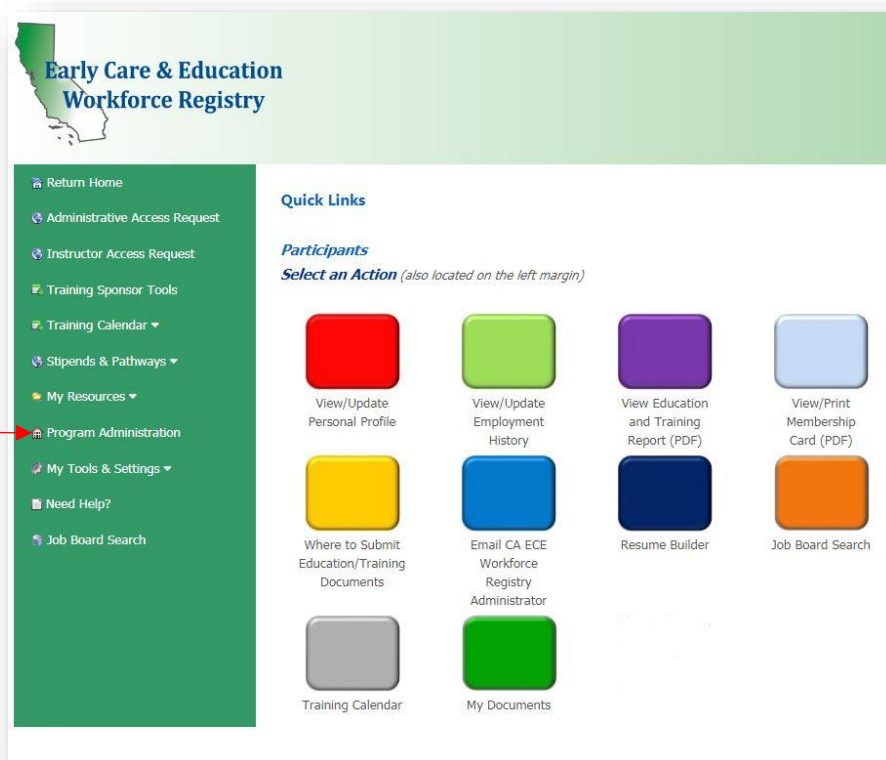
**Program Name:** ccei test (family care home)  
**Registry Program ID:** 00007959  
**Total Current Staff:** 9

REGISTRY ID	FIRST NAME	LAST NAME	START DATE	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	PD ONLY		QRIS TEACHER/FCCP POINTS		QRIS DIRECTOR POINTS	
							ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS POINTS	ED POINTS	TOTAL QRIS POINTS
100000082	Test	Admin	01/01/2017	Director/Center Manager - Multi Site	Site Supervisor	07/01/2021	5.50	no	4	2	0	0
100010817	Kimberle	Collins	07/13/2016	Adjunct College Faculty	No Permit on File		67.50	yes	2	2	0	0
100000009	Maria	Taylor	03/09/2015	Teacher/Co-Teacher	Associate Teacher	02/22/2013	0	no	5	2	0	0
100022480	Daniella	Test	05/15/2000	Assistant Teacher/Aide	No Permit on File		0	no	5	2	0	0
100001108	Jacob	Test	03/15/2013	Assistant Teacher/Aide	Assistant	04/11/2013	2.50	no	5	2	0	0
100001107	Matthew	Test	09/09/2014	Teacher/Co-Teacher	Associate Teacher	09/02/2018	0	no	4	2	0	0
100016146	Regina	Test	10/05/2011	Manager/Coordinator	Master Teacher	06/30/2018	12	no	3	2	0	0
100001117	Fivetest	Tester	07/03/2013	Assistant Director	Day Substitute Teaching Permit	04/30/2019	0	no	5	2	0	0
100001744	Mary	Tester	04/03/2013	Manager/Coordinator	Teacher	12/12/2015	12.50	no	5	2	0	0

## Staff Education and Training Report

The Staff Education and Training Report consolidates each of your staff's Education and Training Reports into one PDF. These reports give you a detailed summary of each staff member's education and professional development. To generate a Staff Education and Training Report:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the "Program Administration" tab located near the middle of the green Navigation Bar on the left side of the page.



3. On the Program Administration Page, you will see all of the sites you have Administrative Access to. To generate a staff report, click on "Staff Education and Training Report" (see screenshot below).

## Program Administration

[Upload Files for Users](#)

[Manage Job Board Postings](#)

### ccei test (family care home) (7959)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### Nirmala Test School (7958)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### test (27816)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### Test2 (7960)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

4. A detailed report will be generated for each staff member at your facility (see example below). Each report includes information about degrees, courses, permits, credentials, and trainings completed by each staff member. Please note that this information will only populate if your staff have reported working at your program and uploaded or submitted transcripts, permits, credentials, and/or training documents to the Registry.



REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT  
10/31/2016

**Participant Name:** Taylor, Maria  
**Registry ID:** 100000009  
**Employer Name:** Nirmala Test School  
**Employer's Registry ID:** 000007958  
**Participant Role:** Assistant Teacher/Aide

**Degrees:**

Degree Level	Degree Name	Institution	Date Completed
Associate	Early Childhood Education	Ccei	02/13/2013
Bachelors	Child Development	Ccei	02/01/2013

**Courses:**

Course Number	Course Name	Institution	Completion Date	Course Units
CCEI100	CCEI Test Course	Ccei	Winter, 2013	3
CC 7	Test Course for C-ID	Ccei	Winter, 2000	4.5
CDES123C	EC Science and Math Ed	Fullerton College	Winter, 1980	2.0
CDES123A	EC Art Education	Fullerton College	Spring, 1976	2.0
Completed courses displayed on this report were completed with a C or higher			Total Course Units:	11.5

**Permits & Credentials:**

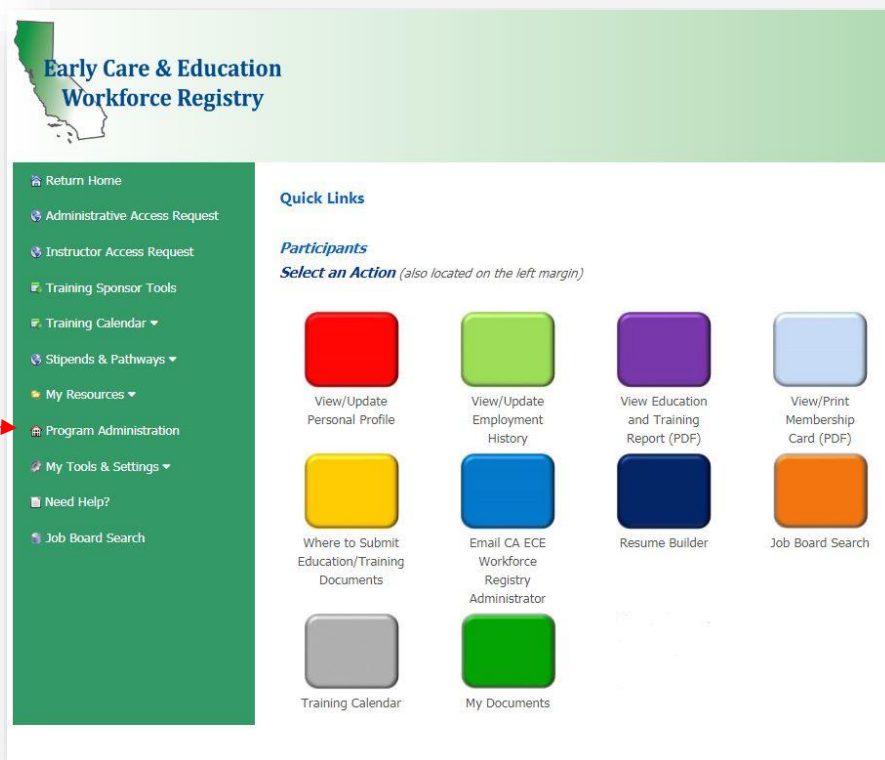
Credential or Permit Name	Issue Date	Expiration Date	Document Number
California Child Development Permit - Associate Teacher	02/01/2013	02/22/2013	123456
California Teaching Credential - Multiple Subject	02/11/2013	02/15/2013	1111

California Early Care and Education Workforce P.O.Box 7988(A-411), San Francisco, CA 94120-7988

## Training Module

As an Administrator, you are able to enroll your staff members into trainings posted on the Registry. This is an easy way to teach your staff new skills to implement on a program-wide scale. To enroll staff members into trainings:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the “Program Administration” tab located near the middle of the green Navigation Bar on the left side of the page.



3. On the Program Administration Page, you will see all of the sites you have Administrative Access to. To enroll staff into trainings, click on “Enroll Staff in Training” (see below).

**Program Administration**

[Upload Files for Users](#)  
[Manage Job Board Postings](#)

**ccei test (family care home) (7959)**

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

**Nirmala Test School (7958)**

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

**test (27816)**

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

**Test2 (7960)**

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

4. You will now see the Training search page. Enter the desired search criteria and then click on “Search” in the bottom right corner of the page.
  - a. Note: Although you can search for trainings in numerous ways, we recommend searching for trainings using the “County” function to maximize results. Choose the county of interest from the drop down menu and click search. You will then see all trainings to be held in the selected county. This is a good way to ensure you will not miss a training you and your staff are interested in.

## Training Search

You may search the directory of instructional resources to find professional development that meets your needs. Select from the basic search options and click 'Search'. For more advanced search options, click the Advanced Search link at the bottom of the page.

Course/Training Title (type in keyword)

Training Language (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

American Sign Language  
Arabic  
Armenian  
Cantonese

Date Range (select range)

Start:



End:



Instructor Name (type in keyword)

Sponsor Name (type in keyword)

County (select from options list)

Please Select



City (type in keyword)

Zip Code

Search Radius

Miles

Search

[Advanced Search](#)



5. You will be brought to a page with available trainings. Find the training you want to enroll your staff in and click the circle next to the title. Then click on “View Event Details” at the bottom of the page.

Radio Button	Code	Title	Hours	Location	Room	Instructor	Date
<input type="radio"/>	CDL 2016 ENG	The Power Of The Four! - Revisiting The Developmental Domains	2.00	Los Angeles	Classroom	Rocio Bach	11/15/2016
<input type="radio"/>		(CCIP) Cuidado Y Rutinas Basicas Para Infantes	2.50	Commerce	Classroom	Claudia Aguilar	11/16/2016
<input checked="" type="radio"/>	CDL	Sensory Integration Part 2	2.00	Santa Monica	Classroom	Celina Aguilar	11/16/2016
<input type="radio"/>		Directors' Luncheon- From Conflict To Harmony	2.00	Pomona	Classroom	Alida Magallon	11/17/2016
<input type="radio"/>	CDL	¿Qué Son Los Cuestionarios De Edades Y Etapas (ASQ)? (What Is Ages And Stages Questionnaires (ASQ)? -Spanish)	2.00	Baldwin Park	Classroom	Rocio Bach	11/19/2016
<input type="radio"/>	AS	Chatsworth- CA ECE Workforce Registry - Everything You Need To Know To Get Started	2.00	Chatsworth	Classroom	Alma Villarreal	11/19/2016
<input type="radio"/>	AS	Chatsworth- CA ECE Workforce Registry- Todo Lo Que Necesita Saber Para Comenzar	2.00	Chatsworth	Classroom	Alma Villarreal	11/19/2016
<input type="radio"/>	OSAD	Cómo Escribir Un Plan De Lección Conectando La Fundación De California Y El DRDP (How To Write A Lesson Plan Connecting Foundation & DRDP-Spanish)	2.00	Baldwin Park	Classroom	Rocio Bach	11/19/2016
<input type="radio"/>	LECE	Creating A Calmer, Happier And Harmonious Work Place.	2.00	Los Angeles	Classroom	Celina Aguilar	11/19/2016

[View Event Details](#)

Search returned 32 results. < First Page: 1 / 2 Last > Go To Page: 1

[Search Again](#)

6. On this page you will see a detailed overview of the training. You will learn what topics will be covered in the training, who is sponsoring the training, who will be giving the training, and the cost of the training.
  - a. Note: While on this page, please pay attention to the enrollment information provided at the bottom of the page (under “Enrollment Information”). The “Event Capacity” states the number of people that can enroll in the training. The “# Enrolled” represents the number of people that have already enrolled in the training. The “# Waitlisted” represents the number of people that are currently on a wait list to attend the training. To determine the number of individuals that can still attend the training, subtract the “# Enrolled” from the “Event Capacity”. For example, if you look at the picture below, you will see the event capacity is 35 and the number of individuals that have already enrolled in the training is 14. Therefore, the number of available slots in the training is 21.

- i. You will not be able to enroll more staff members than there are available slots. In this case, you would only be able to enroll up to 21 staff members. If you have more than 21 staff members, you will have to select which members you want to enroll on the next page.

The screenshot shows a sidebar on the left with a green header and blue links. The main content area is titled "Enrollment Information" and contains the following data:

Event Cost:	\$0.00
Event Capacity:	35
# Enrolled:	14
# Waitlisted:	0

7. On the next page, please select which staff members you wish to enroll in the training by clicking on the check box next to their names. Once you are done selecting which staff members you want to enroll, click on "Enroll Staff".
  - a. If you do not select which staff you want to enroll and click on "Enroll Staff" the system will automatically enroll as many staff as the training will allow starting with the name at the top of the list. Going back to our example, if you have 25 staff, but there are only 21 slots left in the training, the first 21 names on the list will be enrolled in the training and the remaining 4 names will be placed on the wait list.

The screenshot shows a sidebar on the left with a green header and blue links. The main content area is titled "Staff Enrollment" and contains the following information:

**Training Name:** ¿Qué son los cuestionarios de edades y etapas (ASQ)? (What is Ages and Stages Questionnaires (ASQ)? -Spanish)  
**Instructor Name:** Rocio Bach  
**Event Type:** Classroom  
**Event Capacity:** 35

**Staff Members**

<input checked="" type="checkbox"/>	Maria Taylor
<input checked="" type="checkbox"/>	Matthew Test
<input checked="" type="checkbox"/>	Jacob Test
<input type="checkbox"/>	Mary Tester
<input type="checkbox"/>	Kimberle Collins
<input type="checkbox"/>	Regina Test

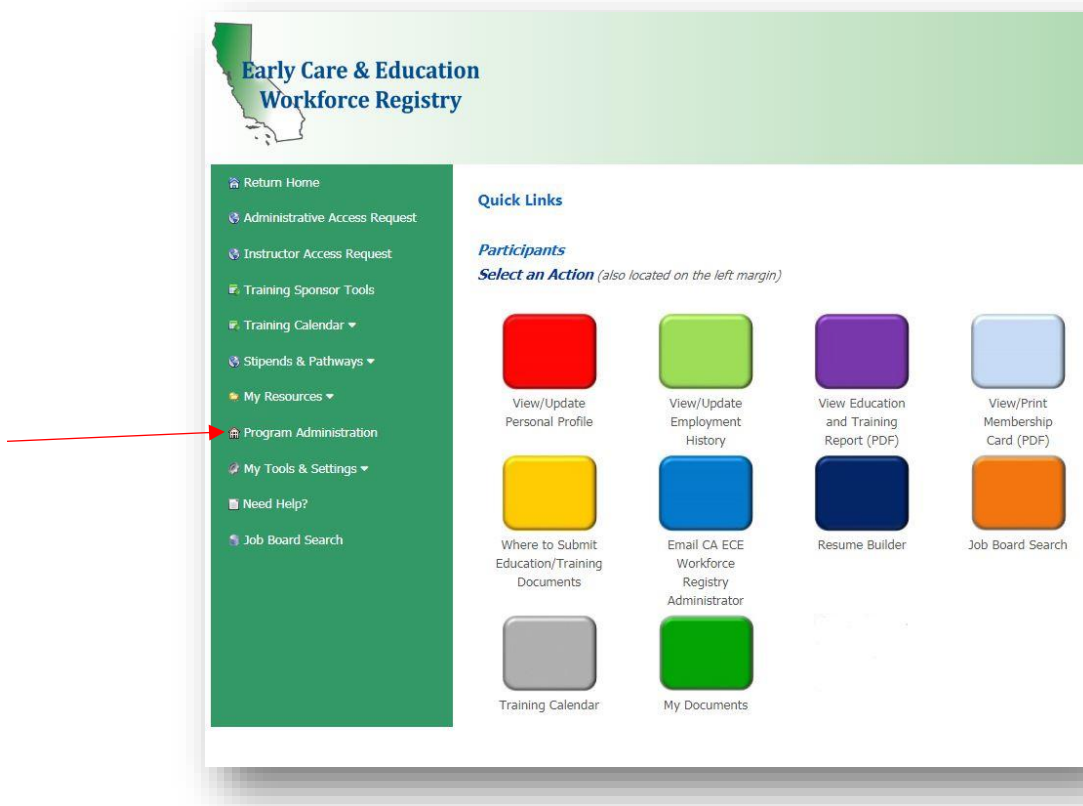
**Enroll Staff**

8. Upon enrollment, your staff will receive a confirmation email informing them that you have enrolled them in the training. You will not receive any email, nor will you be able to see this in your "My Training Enrollments" page (unless you enroll in the training yourself).
  - a. You cannot enroll yourself in a training through the Program Administrator tools. You will need to enroll yourself through the normal Training Calendar located on your Registry Home Page (grey Quick Link tile).
  - b. If you have a staff member that needs to withdraw from the training, they will have to do that on their own Registry profile. You cannot withdraw staff from trainings.

## Job Board

As an Administrator you can post job announcements for open positions in your program. Once posted, all Registry users will be able to see your job announcements and contact you for more information about the position and application process. There is no cost associated with the Job Board. To post an announcement on the Job Board:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the “Program Administration” tab located near the middle of the green Navigation Bar on the left side of the page.



3. On the Program Administration Page, you will see all of the sites you have Administrative Access to. To access the Job Board, click on “Manage Job Board Postings” (see screenshot below).

## Program Administration

[Upload Files for Users](#)

[Manage Job Board Postings](#)

### ccei test (family care home) (7959)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### Nirmala Test School (7958)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### test (27816)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

### Test2 (7960)

- » [Edit Program Details](#)
- » [Staff Confirmation](#)
- » [Staff Report](#)
- » [Staff Education and Training Report](#)
- » [Enroll Staff in Training](#)

4. On this page, you will be able to see all positions you have currently posted or have posted in the past. To post a new job announcement on the Job Board, click on “Post New Job.” You can find more details about this function by clicking on “Clicking Here.”

**Manage Job Board Postings**

Welcome to the Registry Job Board. This board is designed to provide you with a site to post and manage open jobs for the site or sites that you have administrative access over.

Please review the Job Board instructions before beginning use. They give you details on the functionality. You can access them by [clicking here](#). When you are ready, click the search link below to begin.

**POSTING HISTORY**

**Filled**

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	03/10/2015	Teacher/Co-Teacher	ccei test (family care home)	Filled

**Closed**

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	02/27/2017	Administrator/Manager	ccei test (family care home)	Closed
<a href="#">EDIT</a>	04/28/2016	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	05/07/2015	Teacher/Co-Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed

[Post New Job](#) [Run Posting Report](#)

5. After clicking on “Post New Job” you will be brought to a page titled “Add Posting.” On this page, you will be asked to report information about the position you’d like to fill. Complete all requested fields (fields marked with an asterisk). In addition to the information provided in this form, you may attach a PDF with information about the position. After you are done completing this page, click on “Post Job” at the bottom of the page.
- a. Note: All job announcements will be posted on the Job Board for 30 days. After that time period has elapsed, your job announcement will be automatically taken down from the Job Board until you log into your Registry profile and repost the announcement.

•

•

•

•

•

•

•

Upload a Job Description (Note: Uploading a new file replaces the old file)

Select File:

[Choose File](#) No file chosen

[Upload File](#)

Uploaded Documents

None

By clicking “Post Job”, I understand that CA ECE Workforce Registry participants will be able to search for and contact me for 30 days regarding this job post, unless I enter a “Job Filled” date or remove the post prior to 30 days. I agree to accurately post jobs and manage my job posts so that individuals searching for employment have up to date information on available jobs.

[Post Job](#)

- To repost a previously posted job announcement, click on “Edit” next to the job you want to repost located on the “Manage Job Board Postings” page.

**Manage Job Board Postings**

Welcome to the Registry Job Board. This board is designed to provide you with a site to post and manage open jobs for the site or sites that you have administrative access over.

Please review the Job Board instructions before beginning use. They give you details on the functionality. You can access them by [clicking here](#). When you are ready, click the search link below to begin.

**POSTING HISTORY**

**Filled**

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	03/10/2015	Teacher/Co-Teacher	ccei test (family care home)	Filled

**Closed**

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	02/27/2017	Administrator/Manager	ccei test (family care home)	Closed
<a href="#">EDIT</a>	04/28/2016	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	05/07/2015	Teacher/Co-Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed

[Post New Job](#) [Run Posting Report](#)

- Confirm all information is up to date. Then scroll to the bottom of the page and click “Repost.” If the position has been filled, click “Mark Filled.”

None

By clicking “Post Job”, I understand that CA ECE Workforce Registry participants will be able to search for and contact me for 30 days regarding this job post, unless I enter a “Job Filled” date or remove the post prior to 30 days. I agree to accurately post jobs and manage my job posts so that individuals searching for employment have up to date information on available jobs.

[Mark Filled](#) [Repost Job](#)

- To run a report on the job positions you have posted on the Registry’s Job Board, click on “Run Posting Report” located on the “Manage Job Board Postings” page. This will generate a Microsoft Excel spreadsheet with details on the positions you have posted.

## Manage Job Board Postings

Welcome to the Registry Job Board. This board is designed to provide you with a site to post and manage open jobs for the site or sites that you have administrative access over.

Please review the Job Board instructions before beginning use. They give you details on the functionality. You can access them by [clicking here](#). When you are ready, click the search link below to begin.

### POSTING HISTORY

#### Filled

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	03/10/2015	Teacher/Co-Teacher	ccei test (family care home)	Filled

#### Closed

	Posting Date	Position	Employer	Status
<a href="#">EDIT</a>	02/27/2017	Administrator/Manager	ccei test (family care home)	Closed
<a href="#">EDIT</a>	04/28/2016	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	05/07/2015	Teacher/Co-Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed
<a href="#">EDIT</a>	03/09/2015	Lead Teacher	ccei test (family care home)	Closed

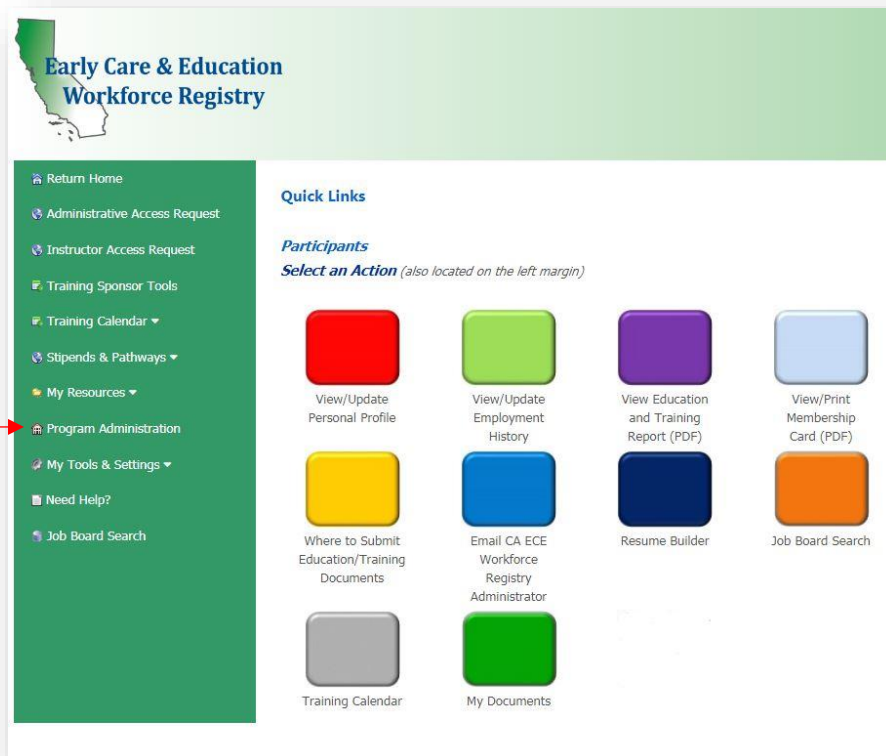
[Post New Job](#)

[Run Posting Report](#)

## Program Details

As an administrator, you can update basic information about your program. To update program details:

1. Login to your Registry profile.
  - a. Go to [www.caregistry.org](http://www.caregistry.org)
  - b. Enter your login credentials
    - i. Your username is your full email address
2. From your Registry profile home page, click on the “Program Administration” tab located near the middle of the green Navigation Bar on the left side of the page.



3. On the Program Administration Page, you will see all of the sites you have Administrative Access to. To update program details, click on “Edit Program Details” (see screenshot below).



**Program Administration**

[Upload Files for Users](#)  
[Manage Job Board Postings](#)

**ccei test (family care home) (7959)**

» [Edit Program Details](#)  
» [Staff Confirmation](#)  
» [Staff Report](#)  
» [Staff Education and Training Report](#)  
» [Enroll Staff in Training](#)

**Nirmala Test School (7958)**

» [Edit Program Details](#)  
» [Staff Confirmation](#)  
» [Staff Report](#)  
» [Staff Education and Training Report](#)  
» [Enroll Staff in Training](#)

**test (27816)**

» [Edit Program Details](#)  
» [Staff Confirmation](#)  
» [Staff Report](#)  
» [Staff Education and Training Report](#)  
» [Enroll Staff in Training](#)

**Test2 (7960)**

» [Edit Program Details](#)  
» [Staff Confirmation](#)  
» [Staff Report](#)  
» [Staff Education and Training Report](#)  
» [Enroll Staff in Training](#)

4. On this page, you will be able to edit details pertaining to your facility. To edit information, click on the green “Edit” located at the top right corner of each information category (see screenshot below).
  - a. Licensing and accreditation information can only be updated by Registry Staff. If you believe there is an error in your licensing or accreditation information, please contact the Registry Office.

**Program Profile Editor**

[Add Program](#)[Edit](#)

**Legal Program Name:** ccei test (family care home)  
**Program Also Known As:** childcare education institute  
**Program ID:** 7959  
**Phone:** (800) 555-1212  
**Fax:**

**Facility Address 1:** 123 Test, San Francisco, CA 94102, San Francisco  
**Mailing Address 1:** 123 Test, San Francisco, CA 94102, San Francisco

[Program Information](#)[Edit](#)

**Approved Training Sponsor:** Yes  
**Approved Gateways Sponsor:** No  
**Facility Type:** Resource and Referral  
**Agency Affiliation:** None  
**FEIN:** None  
**CDE/FSCA Vendor Number:** 123456  
**Program is located in:** No Information Provided  
**Business Type:** Public  
**Regulation Type of Facility:** No Information Provided  
**API Zone:**2000000000  
**Child Care Shortage Area:**2000000000 100000  
**Benefits:** , Child Care, Dental, Discount, Life Insurance, Medical, Paid Professional Development Time, Retirement

5. When you are finished updating information, scroll to the bottom of the page and click “Update Program Info” (see screenshot below).

Languages Spoken with Children in your Center

☐ English

☐ Cantonese

☐ Tagalog

☐ Armenian

☐ Farsi

☐ Russian

☐ Arabic

☐ Other

☐ Spanish

☐ Mandarin

☐ Korean

☐ Vietnamese

☐ Japanese

☐ French

☐ American Sign Language

Update Program Info

Cancel

## Uploading Staff Documents

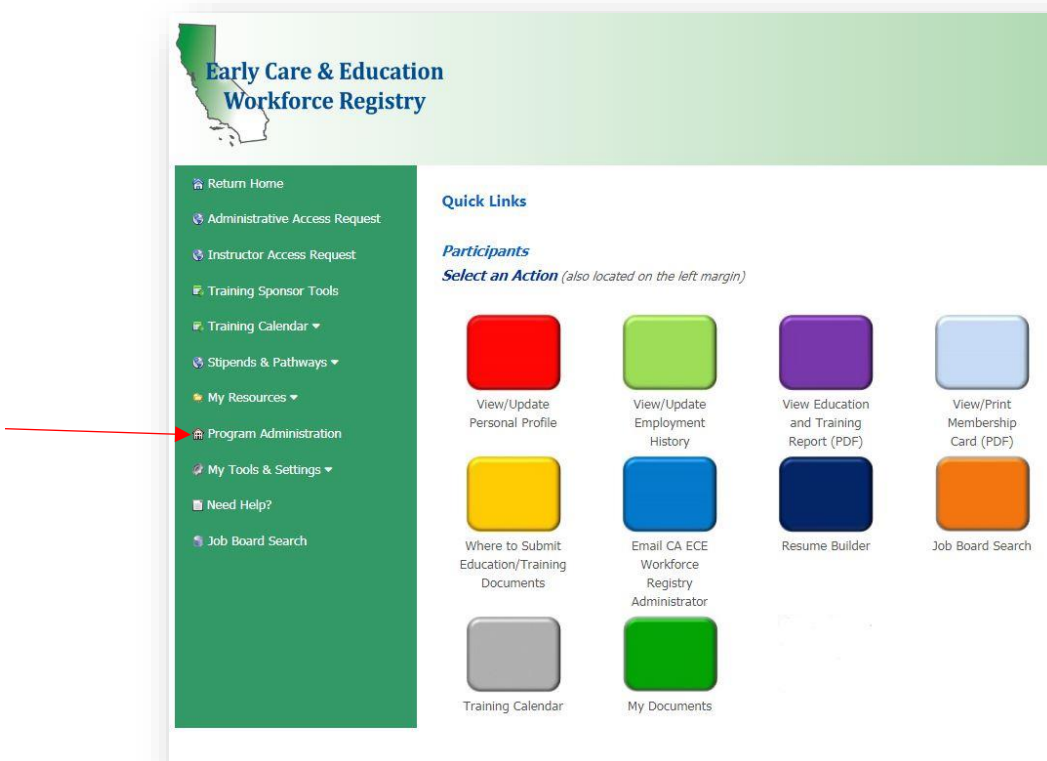
Administrators can also upload staff transcripts, permits, credentials, and other training and professional documents to the Registry. Once documents are uploaded, Registry personnel will review the documents, verify the information, and enter verified data into the individual's Education and Training Report. Administrators on the Registry can see this report under the **Staff Education and Training Report** located in **Program Administration**.

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.

Note: When uploading staff documents, please upload documents for each staff member **separately**. Further, each uploaded file should only contain one document. For example, if you would like to upload a permit, transcript, and training certificate, you will need to upload three separate files to the participant's profile.

To upload employee documents:

1. Login to the CA ECE Workforce Registry at [www.caregistry.org](http://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.

### Participant Documents

To submit multiple documents for multiple users, email file to [CARegistry@ccala.net](mailto: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:

File type:

Select file:  No file chosen

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

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

The screenshot shows a web form for uploading documents. A dropdown menu is open under the 'User Name:' label, displaying a list of 20 names from 'Child Care Provider' to 'Testten Test', all associated with 'Nirmala Test School'. The option 'Nirmala Test - Nirmala Test School' is selected and highlighted in blue. The form also includes fields for 'File type:', 'Select file:', and 'File desc.:', along with an 'Upload Document' button at the bottom.

To submit multiple documents, select the name of the document, enter a description and click **Upload**. Otherwise, click **Cancel** to cancel the upload. Otherwise, click **Upload** to upload the file.

**Uploaded Documents**

No Documents Uploaded

**Upload a New Document**

**User Name:** ✓ Nirmala Test - Nirmala Test School

**File type:**

**Select file:**

**File desc.:**

**Upload Document**

5. Next, select **File Type**:
- Please be sure to only upload one document per file.
    - Combining multiple documents into one file may delay and/or prevent the verification of your upload.
  - If permit or credential is selected, additional fields are displayed for data entry (see screenshot below).
    - Select Permit/Credential Name
    - Type in Document Number located on the permit or credential
    - Enter Issue Date
    - Enter Expiration Date
      - 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](mailto: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:

File type: ☒ Academic Verification  
☐ CCL - License  
☐ Certificate  
☐ Credential  
☐ Degree  
☐ Driver's License  
☐ EESD Approved Staff Qualifications Waiver  
☐ Higher Education Course Completion Summary (internal doc)  
☐ 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](mailto: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:

File type:

Permit name:

Document number:

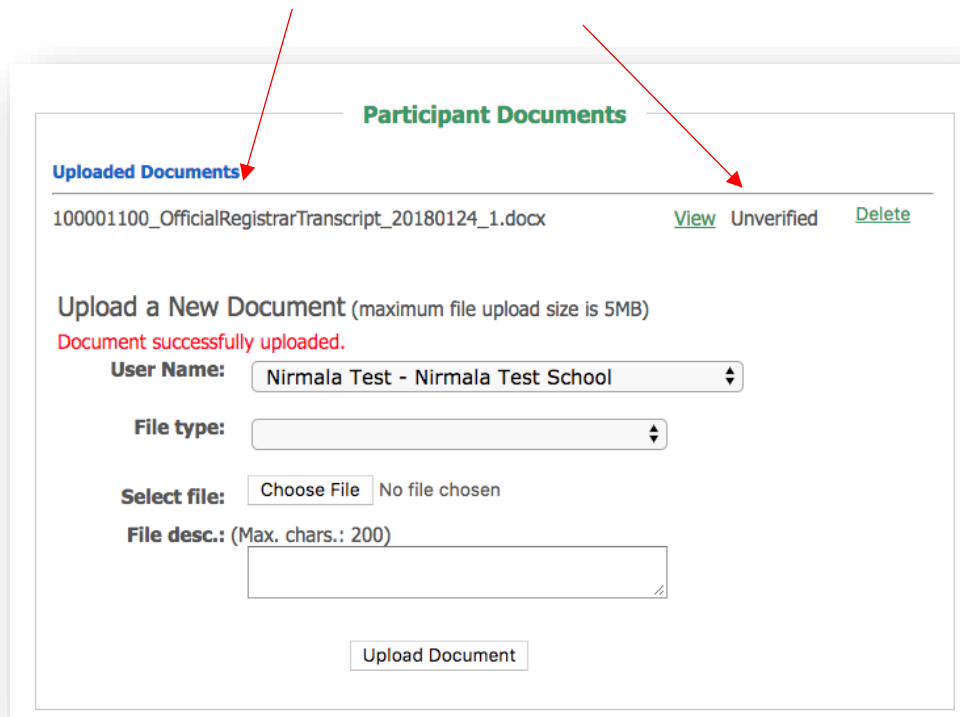
Issue date:

Expiration date:

Select file:  No file chosen

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

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 (see screenshot below). 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.



**Participant Documents**

[Uploaded Documents](#)

100001100_OfficialRegistrarTranscript_20180124_1.docx	<a href="#">View</a>	Unverified	<a href="#">Delete</a>
---	----------------------	------------	------------------------

**Upload a New Document** (maximum file upload size is 5MB)  
Document successfully uploaded.

**User Name:**

**File type:**

**Select file:**  No file chosen

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

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.



## Troubleshooting

In the event you have a question about Registry tools or encounter a problem while on the Registry, please contact the Registry Help Desk.

1. Phone: (888) 922-4453
  - a. Monday-Friday 8am-5pm
2. Email: [caregistry@ccala.net](mailto:caregistry@ccala.net)
3. Address: 815 Colorado Blvd, Second Floor, Suite C Los Angeles, CA 90041