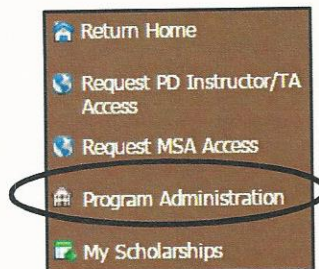


Arizona Early Childhood Workforce Registry

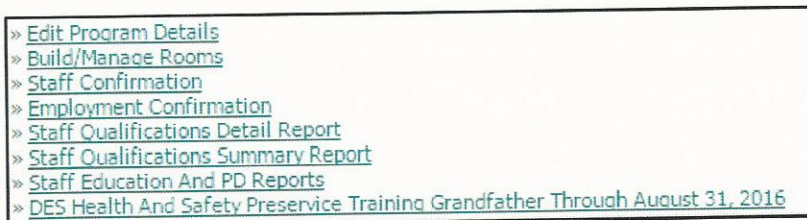
DES Health and Safety Preservice Grandfathering Instructions

This feature of the Arizona Early Childhood Workforce Registry will allow a program administrator who has “Admin” or “MSA” (multi-site admin) access to “Grandfather” their staff for the DES Health and Safety Preservice Trainings.

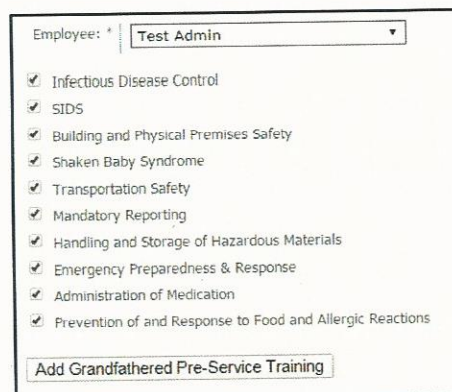
1. Log into the Arizona Early Childhood Registry at www.azearlychildhood.org.
2. Click on **Program Administration**.



3. Click on **DES Health and Safety Preservice Training Grandfathering Through August 31, 2016**.



4. In the Employee drop-down, please select an employee. Click in each applicable check box. Apply **Add Grandfathered Pre-Service Training**.



Employee: * Test Admin

- ☒ Infectious Disease Control
- ☒ SIDS
- ☒ Building and Physical Premises Safety
- ☒ Shaken Baby Syndrome
- ☒ Transportation Safety
- ☒ Mandatory Reporting
- ☒ Handling and Storage of Hazardous Materials
- ☒ Emergency Preparedness & Response
- ☒ Administration of Medication
- ☒ Prevention of and Response to Food and Allergic Reactions

5. If successful, you will see ✔ Pre-Service Training has been successfully added for Test Admin. You may now move on to your next employee.
6. The employee may now log into the Registry and click on **My Education and PD Report** under My Tools & Settings. He/She will see the DES trainings in the PD Report.
7. As an administrator, you may now click on **Program Administration** and then **Staff Education and PD Reports** to see the Education and PD Report for each employee.