

## Instructions for Creating a User Account

In order to create a Registry account, you **must** have an email address. The email address is the user name when logging into the Registry. If you do not have an email address, you must create one with any of the main carriers (Google, Yahoo, MSN, AOL). Further we recommend you use a personal email address in the case you move on from a professional or educational position and subsequently lose access to the email account. Once the email address has been created, you are ready to create an account. The following are step-by-step instructions for creating a Registry profile.

### **Register**

- Log onto [www.caregistry.org](http://www.caregistry.org)
- Click the **“Register Now”** icon



We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California, initiated in Los Angeles and San Francisco and expanding to interested counties.

**Vision Statement**

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.

**Why Join the Registry?**

- Easy Web Access
- Resume Builder Tool
- Search for Trainings
- Promote Yourself to Employers
- Track your Education and Training
- Advance your Education and Skills
- Job Search

[Click Here!](#)

**Login Now**

User Name:

Password:

[Login](#)

[Forgot your password?](#)

**Register Now**

[Need Assistance?](#)  
 Watch a tutorial for creating and maintaining your Registry account.  
[Click Here!](#)

[Frequently Asked Questions \(FAQs\)](#)  
[Click Here!](#)

- The **“User Registration”** screen will appear. All fields with an asterisk (\*) are required fields and cannot be left blank.
- Fields that do not have an asterisk (\*) are not required fields, however if an answer is available you should complete the field. Information provided in these fields is helpful to Registry staff in ensuring that transcripts, permits, degrees, and other educational documents are linked to the correct individual who may have the same name as you.

*Note: The User Registration page on the website is one long page. For the purposes of these instructions, the page is broken down into three sections*


## User Registration

### Section I



**User Registration**

\*Required Field

Salutation: \*  

First Name (Birth Name): \*

Middle Name/Initial:

Last Name: \*

Former Last Name(s):

Email Address (This will be your username): \*

Re-Type Email Address: \*

Password (Must include 1 letter and 1 number): \*

Re-Type Password: \*

Salutation dropdown options: Select, Ms., Mrs., Mr., Dr.

- **Salutation:** “MS.” is used for women when chosen or preferred or the marital status is unknown. “MRS.” is used for specifically known married women when chosen or preferred. “MR.” is used for men. “DR.” is used for men or women who have earned their doctorate degree.
- **First Name (Birth Name):** This is your first name as it appears on your birth certificate. A nickname should not be entered in this field.
- **Nickname (Also Known As):** This field is for any nicknames you might have, a name you may also been known by, or a name you prefer to go by.
- **Middle Name/Initial:** This is not a required field, however if you have a middle name, the name should be entered. If you decide to complete this field, please enter your entire middle name. The system may display an error message if you enter just the initial.
- **Last Name:** This is your current last name.
- **Former Last Name(s):** This is not a required field. If you previously had a different last name, it is entered in this field. Example: maiden name; or if you were married and went back to your maiden name, the former married last name would go on this field.
- **Email address (This will be the username):** An email address is required to register. You must enter your full email address, including the “@.com” or “@.net”
- **Re-type email address:** Re-enter the email address exactly as it was entered in the field above.
- **Work Email:** This is not a required field, but if you wish to enter your professional email address, you may do so here. This might be particularly helpful if you do not check your personal email regularly or if you send us documents from your work email.
- **Re-Type Work Email:** Re-enter your work email address exactly as it was entered in the field above.

- **Password:** Your password needs to be at least 6 characters long with at least one letter and one number. You can use upper case letters. Do not use special characters in your password (e.g. !@#%\$). For security purposes, as you type your password, the letters will appear as dots across the field.
- **Re-type the password:** To ensure there were no mistakes entering your password the first time, you must re-enter the password. Again, letters will appear as dots across the field for security purposes. If there are no errors, the password will be accepted. If there is an error, a sentence will pop up under this field that states, “Please enter the same password as previously entered”. You will have to re-type the password.

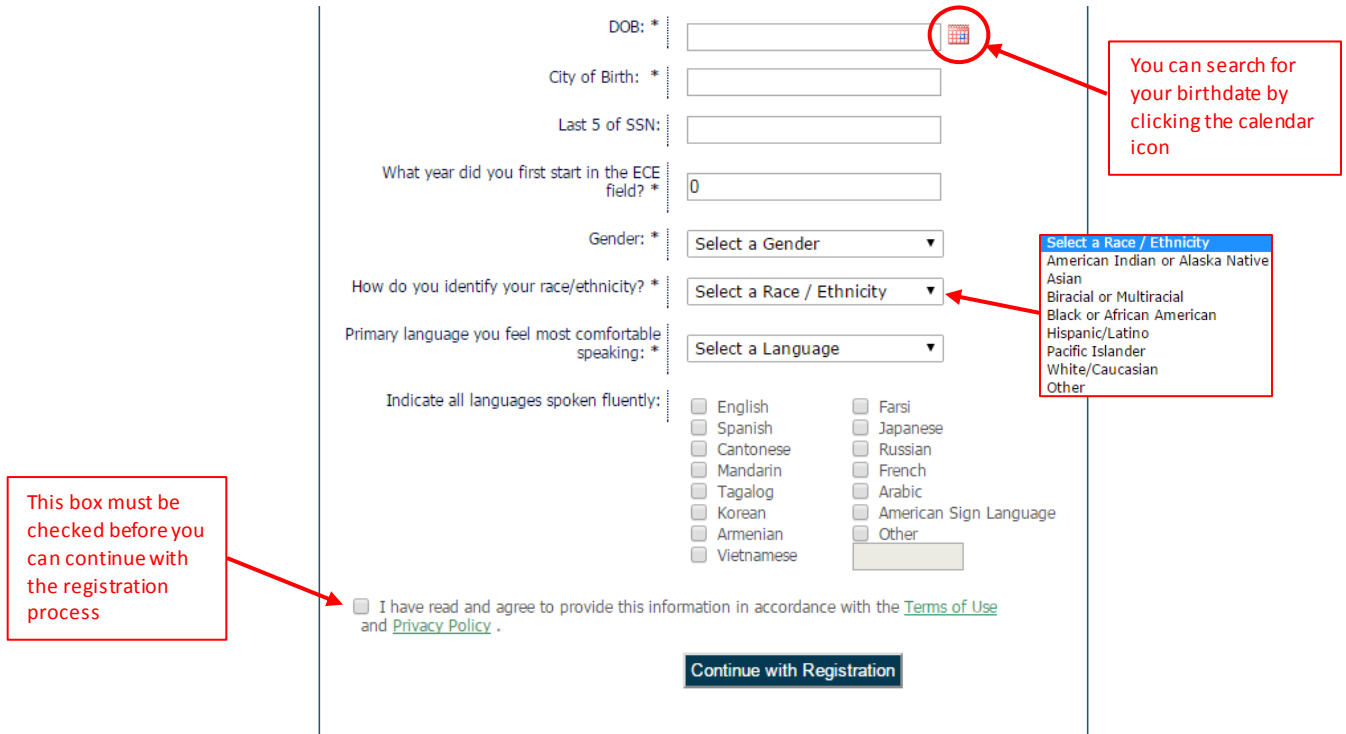
## Section II

Residential Address 1: *	<input type="text"/>
Residential Address 2:	<input type="text"/>
Zip Code Of Residence: *	<input type="text"/>
City Of Residence: *	<input type="text"/>
State Of Residence: *	California <input type="button" value="v"/>
County Of Residence: *	<input type="text"/>
Daytime Phone: *	<input type="text"/>
Evening Phone: *	<input type="text"/>
Cell Phone:	<input type="text"/>

- **Residential Address:** All participants, regardless if it is a participant or program administrator/director, must enter their residential address – not a business address. The address number and street name are entered in this field.
- **Residential Address 2:** This is not a required field, however an apartment, suite, or unit number can be entered in this field.
- **Zip Code, City, State, and County of Residence:** These are all required fields. Once you enter in your Zip Code, the City, State and County of Residence fields will populate automatically. If they do not automatically appear, please enter them manually.
- **Daytime Phone and Evening Phone:** Daytime phone is usually your work phone number and the evening phone is usually your home number, however if you only have one number, then the one number must be entered in both fields as they are both required fields. If you only have a cell phone number, please enter it in both fields.
- **Cell Phone:** This is not a required field, however if you have a cell phone, the number should be entered in this field even if the daytime and evening numbers are the same as the cell number.

## Section III

- **DOB:** Your date of birth belongs in this field. You can click the calendar icon to search for the birthdate or enter it manually. The date must be in MM/DD/YYYY format. *(see screenshot below)*
- **City of Birth:** Please enter the city you were born in (even if you were born outside of the United States).



The screenshot shows a registration form with the following fields and callouts:

- DOB: \***: Text input field with a calendar icon. Callout: "You can search for your birthdate by clicking the calendar icon".
- City of Birth: \***: Text input field.
- Last 5 of SSN:**: Text input field.
- What year did you first start in the ECE field? \***: Text input field with "0" entered.
- Gender: \***: Drop-down menu with "Select a Gender".
- How do you identify your race/ethnicity? \***: Drop-down menu with "Select a Race / Ethnicity". Callout: "Select a Race / Ethnicity" points to the dropdown menu.
- Primary language you feel most comfortable speaking: \***: Drop-down menu with "Select a Language".
- Indicate all languages spoken fluently:**: A grid of checkboxes for various languages: English, Spanish, Cantonese, Mandarin, Tagalog, Korean, Armenian, Vietnamese, Farsi, Japanese, Russian, French, Arabic, American Sign Language, and Other.
- Terms of Use and Privacy Policy:** A checkbox with the text "I have read and agree to provide this information in accordance with the [Terms of Use](#) and [Privacy Policy](#)". Callout: "This box must be checked before you can continue with the registration process".
- Continue with Registration:** A blue button at the bottom.

- **Last 5 of SSN:** This is not a required field. If you do not want to report this information, please enter “00000” in this field. This will prevent the Registry from asking you for this information when you log into your Registry profile.
- **What year did you first start in the ECE field:** This is the year you first started working in the ECE field. A 4-digit number belongs in this field (e.g. 1993).
- **Gender:** A drop-down box with the choices of “male”, “female” and “other”. (Note: When “other” is selected, a “please specify” box will pop up where you will type the specific gender; e.g. transgender)
- **How do you identify your race/ethnicity?:** Drop-down box has 8 selections to choose from: American Indian or Alaska Native, Asian, Biracial or Multiracial, Black or African American, Hispanic/Latino, Pacific Islander, White/Caucasian, and Other. (Note: When American Indian or Alaska Native, Black or African American, Hispanic/Latino, Pacific Islander, White/Caucasian, and Other are selected, either a text box or drop down menu will appear asking you to “Please Specify”. In this box or menu, please type or select the best option that describes your identity ; e.g. Ethiopian)
- **Primary language you feel most comfortable speaking:** Drop-down box has 15 selections to choose from: English, Spanish, Cantonese, Mandarin, Tagalog, Korean, Armenian, Vietnamese, Farsi, Japanese, Russian, French, Arabic, American Sign Language, and Other. (Note: When “Other” is selected, a “please specify” box will pop up where you will type the specific language; e.g. Italian).
- **Indicate all languages spoken fluently:** The languages listed are the same as those in the drop-down box for primary language. You can select as many as applicable. (Note: If you select “Other” please type which language(s) you speak fluently in the text box below.)
- Once ALL the fields have been completed, you must check the Terms of Use and Privacy Policy box before you can continue with the registration process. The “Terms of Use” and the “Privacy Policy” are 2 separate documents. You can click the link to each one to view the document. Once the box has been checked, click **“Continue with Registration”** at the bottom of the page (see screenshot above).

**Employment**

- You will be brought to a page that is titled “User Registration: Employment”. On this page, you will be reporting information about your current job. Please read all instructions on the page before finding your employer.
- Select how you would like to search for your employer using the “Search by:” drop down menu. You are able to search by Employer Name, Employer Address, Employer City, and Employer License Number.
- Once you select how you would like to search for your employer, please enter an appropriate keyword and click “Search”.
  - Note: If you search by Employer Name, please be sure to search by the official business name of your employer (the name that is listed on the site license). Example: Smith, Jane is on the child care license, however she advertises as Happy Day Care. Enter Smith, Jane in the search criteria, not Happy Day Care.

**User Registration: Employment**

Search for your current employer. If you don't find the employer on the first search, you may want to try again using different criteria.

Specific Search Categories

- **Unemployed:** If you are **unemployed**, type 'unemployed' in the Search By Employer Name box and you will view that option and select from the list.
- **Student not Employed in ECE Field:** If you are a **student not employed in ECE field**, type 'student' in the Search By Employer Name box and you view that option and select from the list.
- **License-Exempt Provider (family, friend, neighbor):** If you are a **license-exempt provider** (family friend and neighbor), type 'license-exempt' in the Search By Employer Name box and you view that option and select from the list.
- **Contractor (self-employed in support to the field):** If you are a **contractor** (self-employed in support to the field), type 'contractor' in the Search By Employer Name box and you view that option and select from the list. *[For example, this category is for individuals that may be hired by a training organization to conduct trainings but is not an employee of a training organization.]*

Search By: \*  ▼

Please Select ▼

Please Select

Employer Name

Employer Address

Employer City

Employer License Number

Please enter a keyword or words from your Employer's Name. If you don't find your employer, try searching using less than the full name.

Enter Keyword: \*

- After clicking “Search” a pop-up window will appear (see screenshot below). Scroll until you find your employer. When you find your employer, click “Select”. Once you do this, you will be brought back to the “User Registration: Employment” screen and be prompted for specific information about your role at your organization (see screenshot on next page).
  - If you cannot find your employer, click on “Employer Not Listed”.

**Select Your Program** ✕

**Click to select your program:**

Employer Name	City	State	Select
Child Care Alliance of Los Angeles 815 Colorado Blvd	Los Angeles	CA	Select
Contractor (self-employed in support...		CA	Select
License-Exempt Provider (family, frie...		CA	Select
Student not Employed in ECE Field		CA	Select
Employer Not Listed			Select
Currently Unemployed			Select

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### User Registration: Employment

#### Specific Search Categories

- **Unemployed:** If you are **unemployed**, type 'unemployed' in the Search By Employer Name box and you will view that option and select from the list.
- **Student not Employed in ECE Field:** If you are a **student not employed in ECE field**, type 'student' in the Search By Employer Name box and you view that option and select from the list.
- **License-Exempt Provider (family, friend, neighbor):** If you are a **license-exempt provider** (family friend and neighbor), type 'license-exempt' in the Search By Employer Name box and you view that option and select from the list.
- **Contractor (self-employed in support to the field):** If you are a **contractor** (self-employed in support to the field), type 'contractor' in the Search By Employer Name box and you view that option and select from the list. *[For example, this category is for individuals that may be hired by a training organization to conduct trainings but is not an employee of a training organization.]*

My Employer: \* Child Care Alliance of Los Angeles  
815 Colorado Blvd, Los Angeles [Change Employer](#)

Which of the following best describes your primary involvement in the early care field? \*

Select primary Age Group: \*

Start Date: \*  

Position Type: \*  Part Time  Full Time

Please tell us number of hours worked per week: \*

Please tell us Number of Weeks worked per Year: \*

Compensation Type: \*  Hourly  Salary

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

- with special needs?
- with an IFSP/IEP?
- that are dual language learners?

Languages Spoken with Children You are Currently Serving? \*

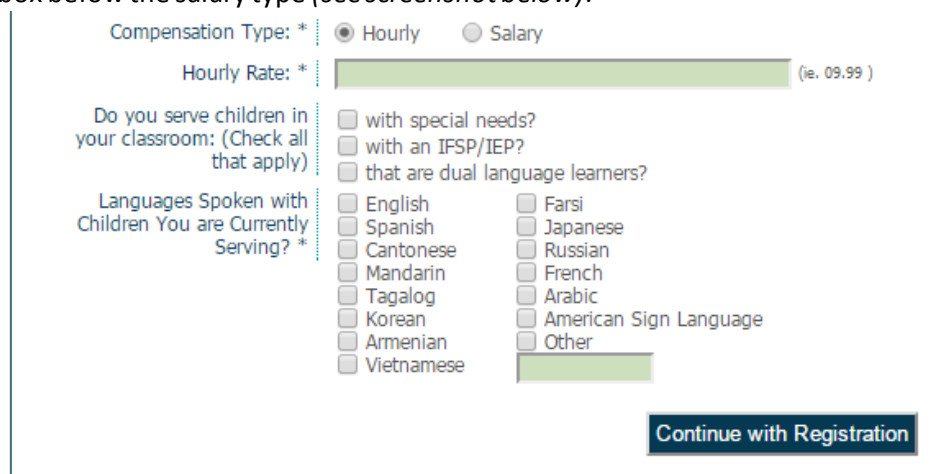
<input type="checkbox"/> English	<input type="checkbox"/> Farsi
<input type="checkbox"/> Spanish	<input type="checkbox"/> Japanese
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Russian
<input type="checkbox"/> Mandarin	<input type="checkbox"/> French
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Arabic
<input type="checkbox"/> Korean	<input type="checkbox"/> American Sign Language
<input type="checkbox"/> Armenian	<input type="checkbox"/> Other
<input type="checkbox"/> Vietnamese	<input type="text"/>

[Continue with Registration](#)

- **Which of the following best describes your primary involvement in the early care field?** Please select from the drop-down menu which of the following options best describes your role in the ECE field: Employed in a classroom and works with young children, Administrator of a program that has direct care

of young children, Owner/Operator of Licensed Family Child Care, Employed in a Family Child Care and works with young children, In a support role for a program that works with young children, In a support role for the field, Student in the field of early childhood/child development, and License-exempt caregiver.

- **Job Title:** The drop down box has several options to choose from. The options you see are contingent on your selection for the previous question. Please select the Job Title that best matches your Job Title at your organization.
- **Select Primary Age Group:** This question is asking about the age of the individuals you work with. Upon clicking on the drop-down menu, you will be able to select from the following options: Infant (Birth to 18 months), Toddler (19 months to 36 months), Preschool (3 to 5 years), Transitional Kindergarten (4-5), School Age/Elementary (Kindergarten- 6<sup>th</sup> grade), After-School/Out-of-School Time, Mixed Ages of Children, Adults in Field, and Parents/Families.
  - If you select “Mixed Ages” you will then see a check box menu. Please select all age groups that you work with.
  - The bottom two selections, Adults in the field and Parents/Families, are selections for participants who do not work directly with children; example, people who work with child care subsidy programs may choose Parents/Families as the primary age group.
- **Start date:** This is your first day of work. The format for the date must be MM/DD/YYYY. If you cannot remember the exact date, please enter your best estimate.
- **Position type:** Please indicate if your position is Part Time or Full Time.
  - If you work 1-29 hours per week, please select Part Time. If you work 30-40 hours per week, please select Full Time.
- **Number of hours worked per week:** Indicate the number of hours you work per week. Do not include occasional overtime.
- **Number of weeks worked per year:** Indicate the number of weeks worked. If you do not work during winter break, spring break, or summer break, do not count those weeks.
  - The easiest way to calculate this number is to subtract the number of weeks you do not work (e.g. vacation, summers, etc.) from 52 (the number of weeks in one calendar year).
- **Compensation Type:** Please indicate whether you are paid on an hourly or salary basis.
  - Once you select either hourly or annual salary, you will report your hourly or annual wage in the box below the salary type (*see screenshot below*).



Compensation Type: \*  Hourly  Salary

Hourly Rate: \*  (ie. 09.99)

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

- with special needs?
- with an IFSP/IEP?
- that are dual language learners?

Languages Spoken with Children You are Currently Serving? \*

<input type="checkbox"/> English	<input type="checkbox"/> Farsi
<input type="checkbox"/> Spanish	<input type="checkbox"/> Japanese
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Russian
<input type="checkbox"/> Mandarin	<input type="checkbox"/> French
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Arabic
<input type="checkbox"/> Korean	<input type="checkbox"/> American Sign Language
<input type="checkbox"/> Armenian	<input type="checkbox"/> Other
<input type="checkbox"/> Vietnamese	<input type="text" value=""/>

[Continue with Registration](#)

- **Do you serve children in your classroom: (Check all the apply):**



- **With special needs?** This is not a required field, however if you are aware of this information, indicate if there are children with special needs in your classroom.
  - Note: If there are currently no children with special needs in your classroom but you typically do have children with special needs in your classroom, still indicate you have children with special needs in your classroom.
- **With an IFSP/IEP?:** This is not a required field, however if you are aware of this information, indicate if there are children in your classroom with any IFSP/IEP.
  - Note: As with the field above, if you currently do not have children with an IFSP/IEP but typically do, still indicate you have children with an IFSP/IEP.
- **That are dual language learners?:** This is not a required field, however if you are aware of this information, indicate if there are children in the class that speak or are able to learn in another language.
- **Languages spoken with children you are currently serving?:** Check off as many languages that apply. This section does not mean that the child(ren) only speak this language; the child could speak English and another language that you are able to use to communicate with the child. If “Other” is checked, you must indicate the language in the box; e.g., Italian.

Once all information has been entered, click **“Continue with Registration”** to save the employment to your profile and continue to the next step of the registration process.

**Note:** If your employer is registered with the Registry and requested (and was granted) administrative access, the employer could maintain your employment/experience record, if you authorize the employer to do so, by clicking a box next to the statement of authorization.

**Self-Reported Education Information**

- Self-reported education is reported by the participant, however unlike the employment/experience section, no one will be granted access to verify this information.

**User Registration: Education**

Please Select

- Less than 12 ECE/CD units
- 12 ECE/CD units
- 24 ECE/CD units
- 24 ECE/CD units + 16 units GE
- Degree in ECE/CD
- 60 degree applicable units, including 24 ECE/CD
- 48+ units of ECE/CD

Highest Level of Education: \*

Degree Category: \*

Is this a foreign degree?  Yes  No

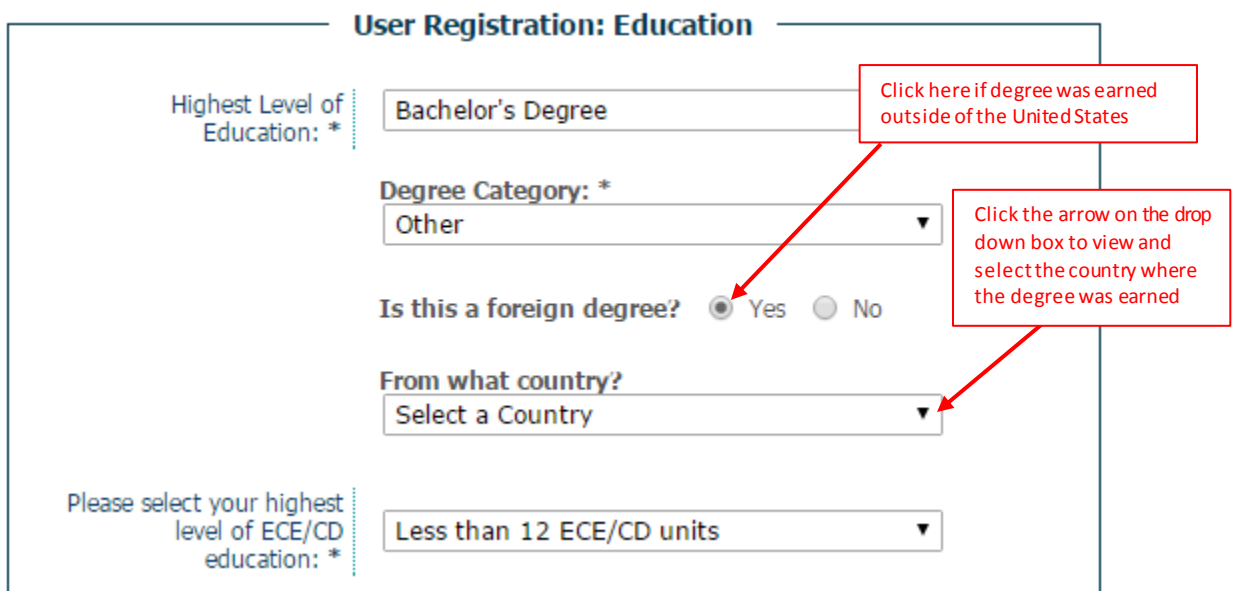
Please select your highest level of ECE/CD education: \*

Please select

- No High School Diploma/No GED
- High School Diploma/GED
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

Choices from drop down box shown on next page

- **Highest Level of Education:** The selections for this field are shown in the screenshot above. To verify highest level of education, you must submit your transcripts to upload to your profile.
- **Degree Category:** In this fields, please report which academic field your degree falls under: ECE/Child or Human Development, Education/Psychology/Social Work, Business/Math/Science/Health, or Other.
- **Is this a foreign degree?:** Yes or no. If the degree was earned in the United States, it is not a foreign degree and the circle next to “no” should be clicked. If the degree was earned outside the United States, the circle next to “yes” should be clicked and the country where it was earned should be selected from the drop-down menu (*see screenshot below*).
  - Note: if your degree was earned outside of the United States, please include a transcript evaluation along with your foreign transcripts.



**User Registration: Education**

Highest Level of Education: \*

Degree Category: \*

Is this a foreign degree?  Yes  No

From what country?

Please select your highest level of ECE/CD education: \*

- **Please select your highest level of ECE (Early Childhood Education)/CD (Child Development) education:** The choices for this field are shown in the screenshot on the previous page in yellow. If you are unsure of how many ECE/CD units you have, they can be found on your transcripts. You can also request assistance from the school(s) you attend(ed) to determine how many units you have.
- **If you hold a current California Child Development permit, indicate your current permit level:** For this question, please indicate the level of your California Child Development Permit. If you do not have a permit, please select “I do not have a CA CD permit”. Below are the choices for permit level. Permits are issued by CCTC (California Commission on Teacher Credentialing) and have an issue date and an expiration date.

Please Select ▼

Please Select

I do not have a CA CD permit

Assistant

Associate Teacher

Teacher

Master Teacher

Site Supervisor

Program Director

Regular Children's Center Instruction Permit

Children's Center Instruction/Supervision

Child Development Programs Instruction/Supervision

Certificate of Clearance

Child Development Associate (CDA)

- **If you hold a current California Teaching Credential or CDA, indicate which credential(s). Please check all that apply:** Below are the choices for credentials. If you do not have a credential, click "I do not have a credential"; the first option on the list. You have the ability to select more than one credential, therefore, you should click all that apply.
  - Note: If you select "Other" please type the name of the credential in the text box.

If you hold a current California Teaching Credential or CDA, indicate which credential(s). Please check all that apply \*

- I do not have a credential
- Administrative Services
- Bilingual Specialist
- Child Development Associate (CDA)
- Clear Designated Subjects Vocational Education Teaching Credential: Full Time
- Clinical/Rehab Services
- Designated Subjects Adult Education Teaching Credential: Full-Time
- Early Childhood Special Education
- Education Specialist (Disabilities & Other Special Needs)
- Library Media Services
- Multiple Subject
- Pupil Personnel Services
- Reading/Language Arts
- Reading Specialist
- Reading Certificate
- School Nurse Services
- Other Health Services
- Single Subject
- Special Needs
- Specialist Instruction
- Specialist Instruction Credential in Bilingual Crosscultural Education
- Speech-Language Pathology
- Education Specialist Instruction Credential
- Standard Elementary Teaching Credential
- Other

- Once you have completed filling in the above information, please click on "**Complete Registration**" to finish the registration process.

**Activating User Profile**

- Once you click "**Complete Registration**", you must activate your profile by doing the following:

- Log into the email account used for registration (user name) and wait for a validation email from the Registry Log-In Support.
  - Typically the validation email should arrive immediately. If you do not receive a validation email within 10 minutes, go to [www.caregistry.org](http://www.caregistry.org) and log into your profile. You will be brought to a screen prompting you to validate your email. On this screen you will see a hyperlink to send another validation email.
- Once the email has been received, click the link at the bottom of the page (the link is long and blue). This link will re-direct you to the ECE Workforce Registry website’s Home Page.
  - If the link fails to re-direct you to the ECE Workforce Registry website, copy the link and paste it onto the browser.
- Log in to the Registry using your username (email address) and password created during the registration process.
  - Activation is successful if you are able to log in to your account.
  - If you are unable to log-in after attempting to re-enter your email address and password a few times, contact the Registry Office to reset your password.

**Quick Links**

- Each time you login, you will see the following quick links screen:

Click a square to view, update, or explore that particular section of your profile/Registry



- You will have the ability to generate an education and training report and a membership card. Click the purple square to bring up “My Education and Training Report”. The membership card is the light blue quick link square. Adobe Acrobat Reader is required to view and print the card.
- Below is a sample of the report generated by the Registry. You will be able to print this report to show potential employers all of your education and training accomplishments.



**REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT**  
10/10/2013

**Participant Name:** Participant, Test  
**Registry ID:** 10000081  
**Employer Name:** CCEI SF licensed (test program)  
**Employer's Registry ID:** 000027814  
**Participant Role:** Teacher/Co-Teacher

**Degrees:**

Degree Level	Degree Name	Institution	Date Completed
Associates	Child Development/Early Childhood	Coit	01/01/2013

**Courses:**

Course Name	Institution	Completion Date	Units
ESL for Child Development	City College Of san francisco	Winter, 2012	3
Advanced Business Practices in Family Child Care	City College Of san francisco	Winter, 2013	1
Advanced Business Practices in Family Child Care	City College Of san francisco	Spring, 2006	1
Advanced Business Practices in Family Child Care	City College Of san francisco	Winter, 2010	1
Infant/Toddler Growth and Development	City College Of san francisco	Spring, 2012	3
Infant/Toddler Growth and Development	City College Of san francisco	Spring, 2012	3
Action Research Methods in Child and Adolescent Development - GWAR	San Francisco State university	Winter, 2003	3
Total Course Units:			15

**Permits & Credentials**

Credential or Permit Name	Issue Date
California Child Development Permit - Associate Teacher	02/15/13
California Child Development Permit - Assistant	03/01/2013
California Teaching Credential - Bilingual Specialist	01/01/2013

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

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