Early Care & Education Workforce Registry

What is a Complete Profile?
Complete Profile-Qualification Checklist

PERSONAL INFORMATION

- ☐ ALL required information is kept up to date
- ☐ Legal First and Last Name, and Former Last Name are entered correctly
- ☐ Residential/Mailing Address kept up to date
- ☐ Date of Birth is accurate

*Accurate information will ensure that qualifications are linked to your profile and support professional development to be transferred to your Registry Profile.

EMPLOYMENT/BUSINESS INFORMATION

- ☐ There is one employment record per role linked to employer/business (If you have more than one role or employment, list each separately)
- ☐ If you work for a licensed site/FCCH, search by the Community Care Licensing Number, if applicable, for a large employer search for the site for which you spend the most time
- ☐ Enter an End Date if no longer work for an employer/business

TRANSCRIPTS

ALL unofficial, official, e-transcripts are submitted and complete (including community college, undergraduate, and graduate transcripts) and MUST include the following information from an accredited body (click here):

- ☐ Name of participant/staff
- ☐ Name of college/institution
- ☐ Semester/quarter and year of course work
- ☐ Grades
- ☐ Degree information, if any (degree information is entered from transcripts only – not diplomas)
- ☐ Degree conferral date must be included in the transcript.
- ☐ Transcripts MUST be accredited by the following regional accreditation bodies, click here.
- ☐ Transcripts are complete, (no incomplete transcripts will be accepted) clear and legible

*Note that courses completed in Quarters are converted to Semester units: Quarter Hours/1.5= Semester Hours

ECE COURSES AND MANAGEMENT/ ADMINISTRATION OR SUPERVISON COURSES

- Courses are identified as ECE if course contains 51% or more ECE content per course titles, course descriptions or syllabi.
- Courses identified as management/ administration or supervision must be in child development administration

ECE AND RELATED DEGREES

ECE Degrees: Early Childhood/ Child Development, Elementary Education, After-School Education

Related Degrees: Education, Special Education, Psychology, Social Work, Human Development, Liberal Studies, Consumer Family Studies, Sociology- Family Studies Concentration, Home Economics, Social and Behavioral Science

FOREIGN TRANSCRIPTS

Foreign transcripts MUST be submitted with a complete Equivalency or Evaluation report from the following approved institutions, click here.

TRAINING DOCUMENTS

All professional development training certificates MUST include the following information:

- ☐ Name of participant/staff
- ☐ Title of training
- ☐ Date training was completed
- ☐ Number of training hours or duration of time
- ☐ Signature of training facilitator or trainer, if applicable
- ☐ Clearly state lead training agency facilitating the training

*Will not consider hours for facilitating a training, mentee supervision, teaching, etc.
**Will not consider more than 8 hours per day for trainings
***Coaching hours will not be accepted until there are clear guidelines set forth by the State.

Acceptable professional development training certificates MUST document an active learning activity such as, classes, workshops, conferences, and in-service trainings.

The following are acceptable training documents:

- ☐ Training Certificates
- ☐ Transcript with course completion will be converted into professional development hours for Quality Counts CA
  - o 1 Quarter unit = 10 professional development hours
  - o 1 Semester unit = 15 professional development hours
- ☐ Completed Registry Verified Professional Development Form with sign-in sheets, if documenting in-service hours. Form must include the trainer's signature (click here)
  - o To be used for in-service training and cannot be used to document professional development by organization/project on the Registry's Training Calendar
  - o See page 2 of the form for more information about what type of PD is accepted using this form.

CTC Professional Growth Activity Verification Form signed by advisor or another authorized person* (PG 28).

The Registry and CTC forms must be complete with all fields

*To be used as a final option if no other documents are available
*Gateways Passport (LA program Only)

PERMITS AND CREDENTIALS

Permits/credentials issued by the Commission on Teaching Credentialing (CTC) MUST include the following information:

- ☐ Name of participant/staff
- ☐ Document number
- ☐ Title of permit/credential
- ☐ Issue date
- ☐ Expiration date (unless the permit/credential is for life)

Please note: For rating purposes, the following permits and credentials are listed on the QRIS matrix: Associate Teacher Permit, Teacher Permit, Site Supervisor Permit, Program Director Permit, Administrative Services Credential- Certificate of Eligibility is acceptable.