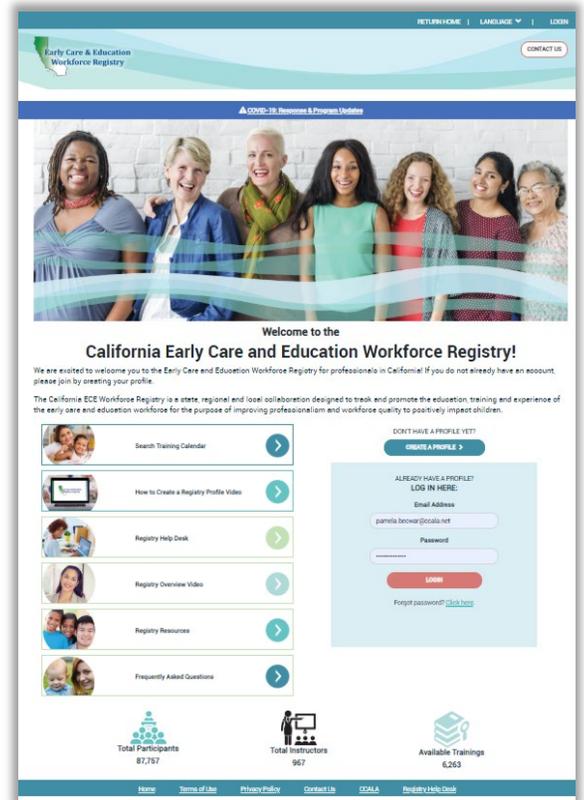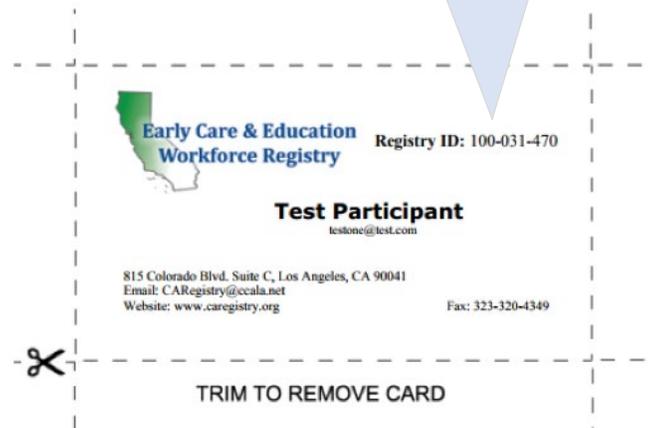The California Early Care and Education Workforce Registry is available statewide for all ECE professionals. The CA ECE Workforce Registry is web-based and collects a variety of educational and professional development information into an electronic portfolio.

Accepted Education Documents for Submission

- **Official Transcripts** (Registrar Printed - Sealed)
- **Unofficial Transcripts**
  (Legible scanned and/or legible photocopies of the front and back of document)
  - Registrar Printed – Opened
  - Grade Reports with Conditions (the following must be present, or the document will not be accepted)
    - Institution Name
    - Individual's First and Last Name
    - Course Number(s) and Title(s)
    - Credit hours completed
    - Grade Earned
    - Semester/Quarter and year of completion
- **Internal Course Print Out by Institution of Higher Education**
  (i.e. City College Banner Report) – <u>ONLY</u> if Registry receives it directly from the institution of higher education
- **CA Child Development Permit** copies (with details)
  - First and Last Name
  - Permit Level
  - Document Number
  - Issue Date
  - Expiration Date
- **Credential** (with details)
  - First and Last Name
  - Type of Credential
  - Document Number
  - Issue Date
  Expiration Date
- **CDA - Child Development Associate** (with details)
  - Name
  - Setting Type of CDA
  - Start Date
  - Completion Date
  - Number of hours completed

Include Registry ID with all submitted documents

Early Care & Education Workforce Registry

Registry ID: 100-031-470

Test Participant
testone@test.com

815 Colorado Blvd. Suite C, Los Angeles, CA 90041
Email: CARegistry@ccala.net
Website: www.caregistry.org

Fax: 323-320-4349

TRIM TO REMOVE CARD

Early Care & Education Workforce Registry

Accepted Training Document for Submission

- **Training Certificates** (online certificates are acceptable)
  Issuer of Certificate, for example, WestEd, CECO, CPIN Region 5)
  Name of the Training and program affiliation if applicable
  Core Competencies
  Date of Completion
  Number of Hours
  Name person who attended the training (training documents submitted to the Registry must have the participant's Registry ID #)
  If applicable, verification signature from trainer, supervisor, or professional growth advisor (except for online certificates)
- **Commission on Teacher Credentialing (CTC) Growth Activity Verification form** (must be signed by an advisor)
- **Sign-in sheet with agenda** (agenda must include training/meeting topic, date, and number of hours or duration of time)
- **Other form that verifies participation** (form *must* include a supervisor, professional growth advisor, or trainer's signature as verification of attendance)
- **All training documents submitted must include the following or the document will not be accepted:**
  - Issuer of training certificate
  - Name person who attended the training and Registry ID number
  - Training title
  - Training completion date
  - Number of training hours or duration of time *(i.e. 12pm – 3pm)*
  - Verification signature from trainer, supervisor, or professional growth advisor *(except for online certificates)*

Four Options for Education and Training Document Submission

1. You can upload to your personal profile on *My Documents*
2. Your Employer can upload documents for you if Employer has Administrative Access
3. Email to CARegistry@ccala.net
4. Mail to:
   Registry Office
   Child Care Alliance of Los Angeles
   Attn: Registry
   812 Colorado Blvd., Suite C
   Los Angeles, CA 90041

Need Help? Contact the Registry Help Desk

You can contact Registry staff by Email, (https://ccala.zendesk.com/hc/en-us/requests/new)
Phone: (323) 645-2631, Toll free: 855-645-0826
"Chat" on the CA ECE Workforce Registry website, Monday to Friday from 9 a.m. to 5 p.m.