OVERVIEW

The California Early Care and Education (ECE) Workforce Registry (the Registry) is a web-based data system that maintains demographic and verified education and professional development information for members of the early care and education workforce in an electronic portfolio.

The Registry takes the protection of members' personal information seriously. Some information about Registry members can be shared with employers who have been authorized to receive Employer Administrative Access. Sharing information with employers supports professional development planning and reduces the need for multiple submissions of child development permits, transcripts, training records, credentials and other documentation. Administrators, or designated staff in organizations that employ members of the workforce (ex. Human Resources), who have been granted Administrative Access can also verify key information about their employees and obtain reports with verified data, including Quality Counts California staff qualifications scores. The Registry is currently available statewide through support from a collaboration of funders.

Administrative Access helps to ensure that the Registry has current and accurate information about ECE programs and their staff. It also helps to streamline reporting to state agencies and other funders. 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

Requesting Employer Administrative Access

Administrative Access allows you to use the Registry to generate staff reports, verify staff employment, maintain your program's profiles, enroll staff in trainings, and post job announcements on the Job Board. To request Administrative Access:
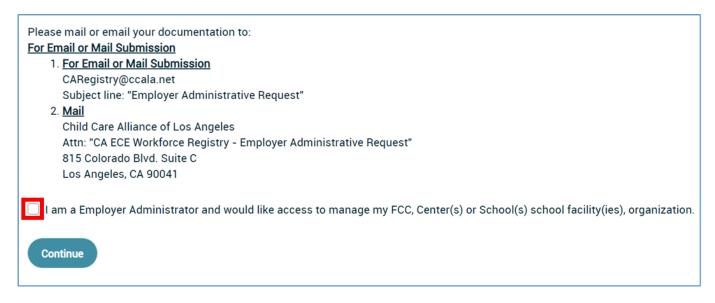
1. Log into your Registry profile.
   a. Go to www.caregistry.org
   b. Enter your log in credentials
      i. Username is your full email address
2. After logging in, click on the **Employer Admin Request** tab located near the top of the Navigation Bar on the left side of the page.
3. Read through the instructions about the 2-step process in gaining Employer Administrative Access.

Early Care & Education Workforce Registry

Step 1: Request Access by Selecting Organization, FCC, School, or Center

Scroll to the bottom of the page and **check** "I am an Employer Administrator and would like to access to manage my FCC, Center(s), School(s), school facility(ies), organization" and click **Continue**.

Please mail or email your documentation to:
For Email or Mail Submission
1. **For Email or Mail Submission**
   CARegistry@ccala.net
   Subject line: "Employer Administrative Request"
2. **Mail**
   Child Care Alliance of Los Angeles
   Attn: "CA ECE Workforce Registry - Employer Administrative Request"
   815 Colorado Blvd. Suite C
   Los Angeles, CA 90041

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

Continue

On the next page, you will find a list of Approved Requests, for the locations you have current Administrative Access to (if any). Below this list, you will select how you want to search for new or additional locations and a text box to type in your facility, school, FCCH, or organization name, city, zip code, or CCL license number. License number is the preferred method.

Be sure to include all the facilities for which Administrative Access is being requested. For example, for multi-site administrators, Administrative Access should be requested for all applicable sites. If a facility cannot be located using the search function, the facility information should be detailed in the documentation that is submitted to the Registry Office (see guidelines below).

Search and Selection
  a. Once you have entered your search criteria, click **Search**. A list matching your criteria will appear.
  b. Select the facility, school, FCCH, or organization that you want access to by clicking the circle next to the name.

Employer Admin Request

Approved Requests:

- Test - 123 Test Beverly Hills GA 90210

To request Employer Administrative Access, please follow the steps below:

1. Enter your search criteria below.
2. Select the centers location and click **Add to List**.
3. When you are finished, page up and click **Submit Request** to process the Employer Administrative Access Request.

Requested Programs:

Program Name	Address	

Please select the appropriate location(s), such as center, family child care home, school, other type of organization:

Search [CCL - License Number ▾] **For** [Test]   [Search]

Show [10 ▾] entries

	Program Name ⇕	Program AKA ⇕	Address ⇕	City ⇕	Zip ⇕
⦿	***Test Program*** do not use		790 Test Way	Beverly Hills	90210
○	Alameda County ECE Program - Test Account		1401 Lakeside Drive	Oakland	94612

c. Repeat until all locations are identified and click **Add to List**. Next click **Submit Request**.

   i. You are also able to remove a location click **Remove**.

   ii. 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.

Requested Programs:

Program Name	Address	
nirmala School for GIFTED	123 Caramel Pecan Crunch Albion	Remove
nirmala test only	Beverly Hills	Remove

Showing 1 to 2 of 2 entries   Previous   1   Next

Submit Request

   iii. If you cannot find your facility, please contact the Registry at support@ccala.zendesk.com.

Step 2: Upload Authorization Documentation

After requesting Employer Administrative Access, you will need to send in documentation/letter that authorizes your access to the location(s) identified in your electronic Employer Administrative Access submission. See links to templates for authorization letters for: Licensed FCC Owner, School District site, and Non-profit or for-profit ECE employer.

Required documentation/letter varies based on the type of facility and/or organization the person requesting Administrative Access works for:

Type of Business	Role	Documentation **Option 1**: Child Development Programs	Documentation **Option 2**: Child Development and Other Organization Types	Method of Delivery
NON-PROFIT	**Executive Director/ Director**	<u>**Child Development Only**</u>: 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 Employer Administrative Access is being requested; include facility name by CCL, license number, and address.	Upload Employer Administrative Access authorization document/letter to each profile for which Employer Administrative Access is requested.
	Staff (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 Employer Administrative Access is being requested; include facility name by CCL, license number, and address.	
FOR-PROFIT	Owner	<u>**Child Development Only**</u>: 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 with owner name and title listed, and all facilities for which requesting Employer Administrative Access; include facility name by CCL, license number, and address.	Upload Employer Administrative Access authorization document/letter to each profile for which Employer

Type of Business	Role	Documentation **Option 1**: Child Development Programs	Documentation **Option 2**: Child Development and Other Organization Types	Method of Delivery
	Staff (e.g., Human Resources or Program Personnel)	For multi-site administrators, please submit a list of facilities, include CCL name of facility, license number, and address.	A signed letter by the owner of the organization on pre-printed letterhead applicable name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff; include facility name by CCL, license number, and address.	Administrative Access is requested, upload document/letter.
FAMILY CHILD CARE HOME	**Owner**	N/A	Copy of FCC License	
	Staff (e.g., family member, teaching staff, administrative staff)	N/A	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 Employer Administrative Access.	
SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION	**Other Staff Access** (e.g., HR Director, Program Director, Program Coordinator)	N/A	Letter from Assistant Superintendent on letterhead requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff.	
Institution of Higher Education	**Other Staff Access** (e.g. Program Coordinator, Program Director)	N/A	Letter from Office of the President, signature authority or delegated signature authority requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Employer Administrative Access for staff.	Upload Employer Administrative Access authorization letter to each profile for which Employer Administrative Access is requested.

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

To submit authorization document/letter:
1. Upload feature is on **My Documents**
2. Go to "**My Tools & Settings**" and on the dropdown go to "**My Documents**" or the "Quick Links", **My Documents**).

3. Upload the document/letter to your Registry Profile

    a. Clicking on dropdown menu and select document type "**Proof of Administrator Documentation**".

    b. Choose the authorization document/letter you will be submitting from your computer

    c. Add "File Description" including site name

    d. Click on **Upload Document**

Business Name

CCL - License

Certificate

Child Development Associate Credential (CDA)

Credential

Degree Transcript

Drivers License

Education Plan (Academic – College/University Coursework/Degree Only)

EESD Approved Staff Qualifications Waiver

Higher Education Course Completion Summary (internal doc)

Institution of Higher Ed Course

Misc.

Official/Registrar Transcript

Permit

Professional Growth Plan

Proof of Administrator Documentation

Resume

Stipend Program Supplemental Form(s)

Training

- Please Select -

Choose a file...   Choose

Upload Document

After receiving your Employer Administrative Access request and authorization document/letter, Registry administrators will approve or deny your request within 15 business days of submission, if all required documentation is received.

    d. You may receive an email requesting more information, please be sure to check your email regularly.

    e. You will receive an automated email notifying you whether your employer Administrative Access request has been approved or denied.

If you leave your employer administrative position, please contact the Registry within 24 hours, to remove your Employer Administrative Access.