Submitting documents? Use this helpful guide!

Select one way to submit (below)	How do I do that?	How do I know my document was received and processed?
1. **Upload it myself**	**Using the <u>full web version</u>:** 1. **Log in to your account** 2. **Choose My Documents on the left menu** 3. **Choose Upload/View Documents for Myself** **Using the <u>mobile version</u>:** 1. **Log in** 2. **Choose My Documents** 3. **Choose Upload New Document**	When you successfully upload you get a pop up and then an email telling you the document has been received by the system. You get another email when the document has been reviewed (verified, denied or identifying we need something else from you to process the document). If a document is denied, the email will tell you why. **You can view your documents and status at any time in My Documents > Upload/View Documents for Myself.** **To see how verified items are coded to your account,** go to My Tools and Settings – My Education and Training Report.
1. **Admin / MSA Access user: upload for confirmed staff**	You may upload documents to any confirmed staff member by going to **My Documents on the left menu and then Upload/View Documents for My Staff** Note: Upload *Multiple Attendee Training Submission (MATS)* forms to your **PROGRAM** files (Log in > Program Administration > Program File Manager), not your personal files.	Correspondence goes to the account holder, not to you. **You can view documents and status of confirmed staff at any time in My Documents > Upload/View Documents for My Staff.** **To see how verified items are coded to staff accounts,** go to Program Administration > Education and Training Reports.

Document Status

When the file has been reviewed by the OEC Registry staff, the status will change. You can view the status, and you will receive an email with the results for a verified or denied document.
- Pending = New; yet to be processed
- Processing = Being worked on; awaiting more information
- Verified = Document acceptable and content noted in the account

- Remember you may still have steps to take when a document is verified. For example, if you submit a plan of study toward a scholarship application, you must still apply for the scholarship.
- Denied = Document is not acceptable and a reason will indicate why.

Ready for more detail? Use these step-by-step instructions

There are 5 categories to choose from and then sub choices:

1. Degrees and Credits
2. Documents that Expire
3. Non-Verified Training
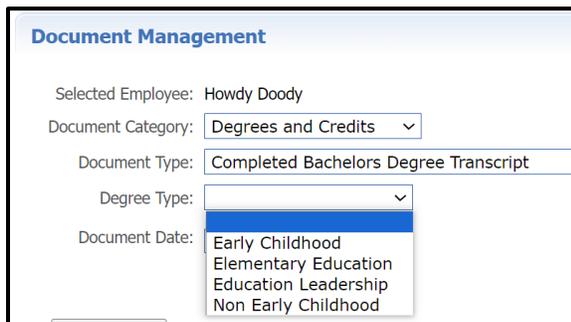4. OEC Approved Training
5. Standard Documents

Detail about each category is below. Note: choices may change.

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1. Degrees and Credits: Use this choice if you have a transcript for college credits.

After picking Degrees and Credits from the Document Category drop down, choose the document type:
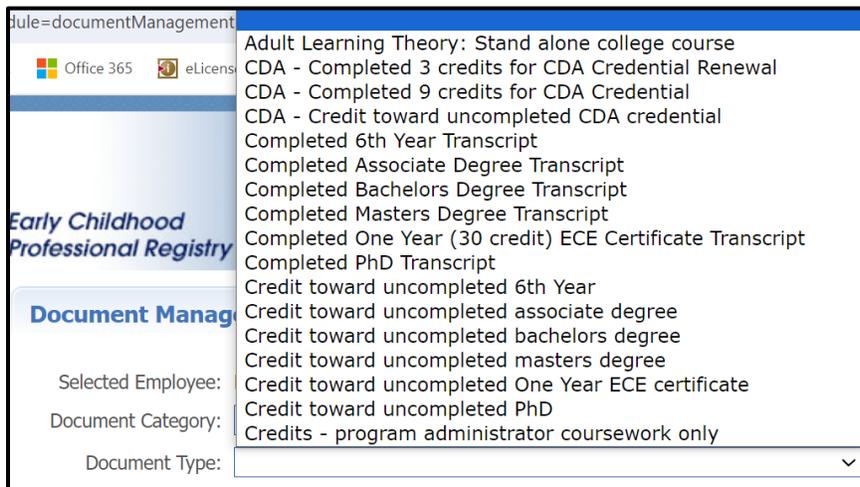
After picking the option above, pick the Degree (or credit) Type:

Next enter the date of the transcript:

Now choose the file from your device, and click Upload File:

You will receive a success screen with a reminder of how long you may expect OEC to work on your file and where you can look to see the status (the screen shot below shows the new file is Pending).

Helpful Tips for "Degrees and Credits":

- **Unofficial transcripts are ok:** Make sure they clearly have your information, the college's information and all term and course details. Please don't write on your documents.

- For degrees completed: Please **upload the final transcript** (it should say degree conferred and have the date of conferral noted); a diploma can be uploaded with the transcript but doesn't have enough information for us to complete your review without the transcript.

- All credit work must be from a **regionally accredited** college / university. For more information about regional accreditation, go to www.chea.org.

- **Foreign Higher Education Degrees and Credits** are recognized if evaluated course-by-course by an evaluation service approved by the National Association of Credential Evaluation Services (find a list of evaluation services at www.naces.org). The evaluation must specify that the credits and/or degree are the equivalent of credits and/or degrees from a regionally accredited U.S. institution of higher learning. If the evaluation service is not a member of NACES, or if the NACES equivalency is not specified at the regionally accredited college level, the credits and/or degree will not be entered.

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2. **Documents that Expire:** If your document has an expiration date, this is the category for it!

After choosing the "Documents that Expire" Document Category, pick the Document Type from the drop down:


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CDA Credential
Director Credential (NAEYC Recognized)
Health and Safety: CPR Certificate ONLY (No MATS)
Health and Safety: Emergency Medication-EpiPen ONLY (no MATS)
Health and Safety: First Aid and CPR (no MATS)
Health and Safety: First Aid Certificate ONLY (no MATS)
Health and Safety: Medication Administration and Emergency Meds-EpiPen (No MATS)
Health and Safety: Medication Administration Certificate ONLY (no MATS)
Medical License
OEC licensing approved family child care assistant certificate
OEC licensing approved family child care substitute certificate
State Administrative Endorsement
State Teaching Endorsement
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Helpful Tips for "Documents that Expire":

- **Bundle!** You can upload first and CPR in one file, or medication administration and emergency medication / EpiPen training in one file.

- **Licensed programs** must send proof of pediatric CPR and setting specific first aid: OEC Licensing Approved First Aid for Centers and Group Homes Or OEC Licensing Approved First Aid for Family Homes.

- **License-exempt programs** may send proof of pediatric CPR and non-licensing approved First Aid. If the program accepts Care4Kids, pediatric CPR and OEC licensing approved First Aid versions are required when using the 5-hour online health and safety orientation option. Only medication administration meeting OEC licensing will be entered.

- **Please be sure your health certifications are complete.** The most frequent denials are for medication administration certificates missing fields listed in regulation and First Aid / CPR missing parts that make them OEC licensing approved (see links above).

- **For Administrative Access / MSA Access Users:** the Multiple Attendee Training Submission form should be used for every first aid, CPR, med admin, emergency meds / EpiPen **group** training. **Upload this form to the Program files – see the Program Files section below for more detail.**

3. Non-Verified Training

Use this category for training within the last 12 months that is not captured under any other category. These files are not verified by OEC Registry staff; they are self-report. You will enter the number of hours of the training and then break those down by federal CCDF content area prior to uploading them. You will see the number of hours by content area in your Education and Training Report.

- Certificates of completion should include the attendee's name and contact information, the specific name of the training, the date of the training, the number of hours of the training, the trainer's name and contact information (email, phone number), and training agency or institution information if applicable.

Document Management

If you have training that OEC does not automatically upload, please fill out the information as prompted then upload your document.

Selected Employee: Howdy Doody

Document Category: [Non-Verified Training ▼]

Enter the total hours on the training certificate:* [0]

Enter the completion date:* [_____] 📅

Specify the amount of time from the training applied to each area below (note: the total time must add up to the total training hours):

Prevention and control of infectious diseases, including immunization	0
Building and physical premises safety	0
Emergency preparedness and response planning	0
Storage of hazardous materials and bio-contaminants	0
Recognition and reporting of child abuse and neglect	0
Child development	0
SIDS and use of safe sleep practices	0
Prevention of shaken baby syndrome and abusive head trauma	0
Nutrition	0
Prevention/response to food allergies	0
Administration of medication (NOT resulting in certification. For certification, use the Documents that Expire upload.)	0
First-aid and CPR (NOT resulting in certification. For certification, use the Documents that Expire upload.)	0
Precautions in transporting children	0
Other	0
Total*	0

[Choose File] No file chosen

[Upload File]

4. **OEC Approved Training**

This category is evolving! Currently all OEC approved training is automatically entered into your account so you do not need to upload evidence here.

- OEC Approved versions of the CT ELDS, DOTS, CKC, and Pyramid are submitted by the trainer.
- All CCEI completions (including online Care4Kids health and safety option trainings) are automatically entered to your Education and Training Report. You do not need to upload the certificates.

5. **Standard Documents**

This category contains a variety of files ranging from administrative access to proof of legal name change to scholarship documents to technical assistance provider forms.
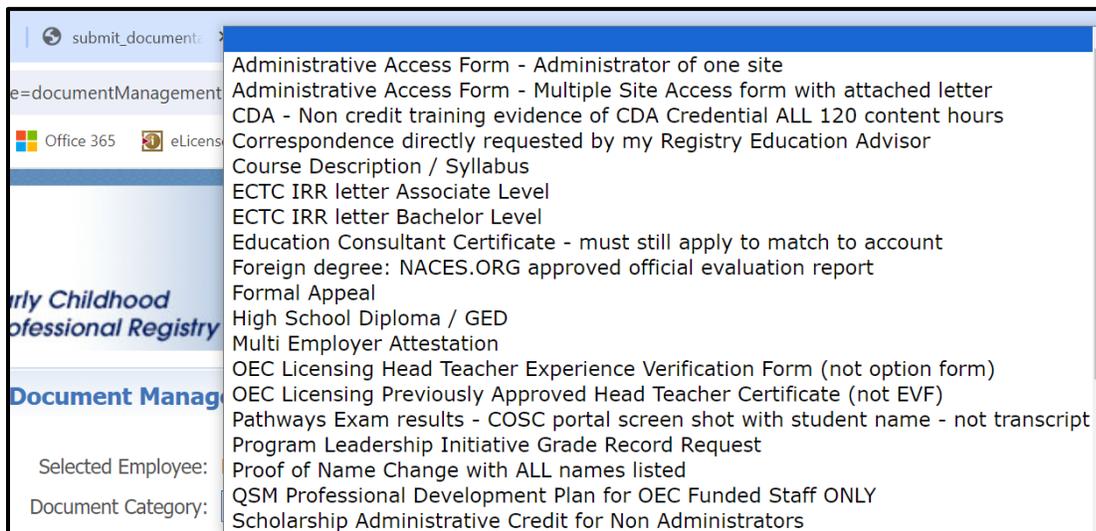
(Continued menu)
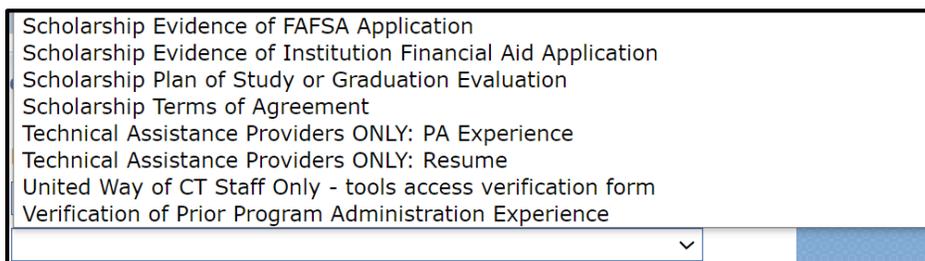
Please Do Not Send

Thrive or CCEI certificates
Expired credentials of any type
Non-credit training certificates (unless pre-authorized by a Registry Education Advisor)
High school diplomas or GEDs (unless required by an Education Advisor for a Head Teacher application)
Pay stubs or income tax returns

Note: The OEC Registry Unit will review all documentation and will follow the steps of the Fraud Policy if there are any concerns around authenticity.
1. The OEC Registry Unit may require official transcripts or other attestations as needed for verification.
2. Course descriptions may be requested to verify if coursework meets Connecticut's Common Standards for Early Childhood and School-Age Credits and Degrees (see General Information).

If you have questions, please Contact Us.

Uploading Program Files

Admin / Multi Site Administrative (MSA) access users can upload PARTICIPANT documents as noted above to confirmed staff accounts, and PROGRAM documents to the Program File Manager in their Program Administration tab tools.

Helpful Notes:
- Program files and status can be viewed by administrative / MSA access users.
- The final email is sent to the administrative / MSA access user who uploaded the file.

TEST OEC PROGRAM

Administration
- » Edit Program Details
- » Building/Managing Rooms
- » Building/Managing Staff
- » Staff Confirmation
- » Employment Confirmation
- » Care4Kids Administration
- » Program File Manager

Program Reports
- » Staff Qualifications Detail Report
- » Staff Qualifications Summary Report
- » Scholarship Request Report
- » Staff Education And Training Report
- » NAEYC Report
- » Classroom Detail Summary Report
- » Staff Assignment Summary Report
- » OEC Health And Safety Orientation Report
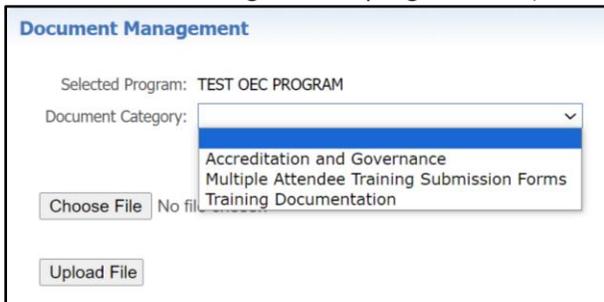
Click on Upload New Document
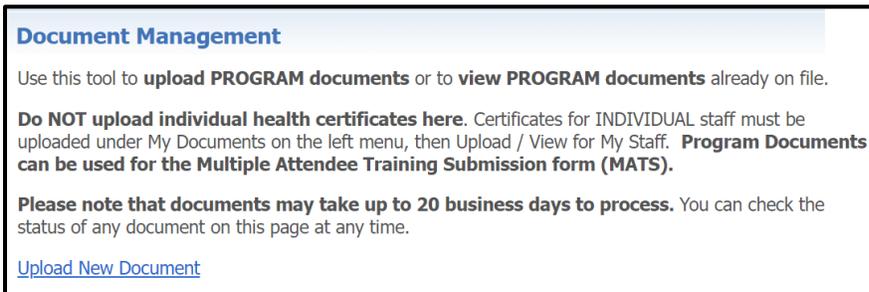
Document Management

Use this tool to **upload PROGRAM documents** or to **view PROGRAM documents** already on file.

Do NOT upload individual health certificates here. Certificates for INDIVIDUAL staff must be uploaded under My Documents on the left menu, then Upload / View for My Staff. **Program Documents can be used for the Multiple Attendee Training Submission form (MATS).**

Please note that documents may take up to 20 business days to process. You can check the status of any document on this page at any time.

Upload New Document

There are three categories for program files (detailed below):

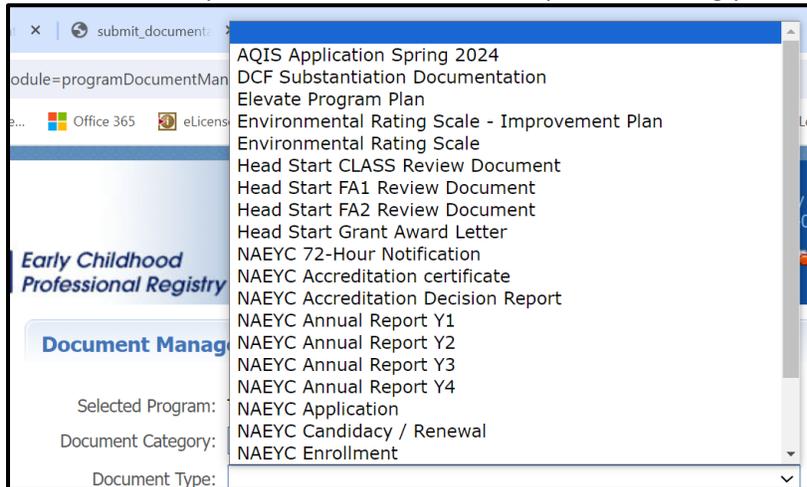**Document Management**

Selected Program: TEST OEC PROGRAM
Document Category: [⌄]

Accreditation and Governance
Multiple Attendee Training Submission Forms
Choose File   No fil Training Documentation

Upload File

1. Accreditation and Governance

Use this section for: NAEYC / NAFCC Accreditation and Head Start Approval documents, and OEC Funded Program document requirements.

After choosing the "Accreditation and Governance" Document Category, choose the Document Type from the drop down. Follow the same steps for choosing your file and uploading as reviewed above.
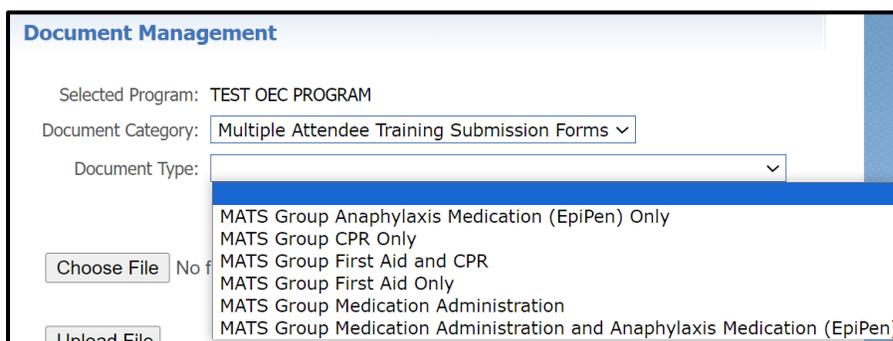

Helpful Tips for "Accreditation and Governance":
- For NAEYC annual reports and accreditation step evidence: please submit an NAEYC portal screen shot with the name of the program and valid until date visible with the task ribbon (Annual Reports) or step completion indicated.

- For NAEYC Accreditation Decision Reports, Head Start documents, ERS rating evidence, and any multi page document: please be sure all pages are included.

2. Multiple Attendee Training Submission Forms

Use this choice for completed Multiple Attendee Training Submission (MATS) forms for group health certification training. After choosing this category, choose the Document Type from the drop down, then follow the same steps for uplaoding as detailed above.

Helpful tips for "Multiple Attendee Training Submission Forms":

- Find this time saving form before logging in under Program Administration > Multiple Attendee Training Submission, or after logging in under My Resources > Program Administration > Multiple Attendee Training Submission. Complete it with your trainer to save uploading time.

- You must upload one completed certificate as a quality assurance check with your MATS.

3. Training Documentation

- Stay tuned! Options are coming.

If you have questions, please [Contact Us](.)