Connecticut Office of EARLY CHILDHOOD

The Registry: General Instructions

Access the Registry at www.ccacregistry.org.

There are 2 ways to access the Registry: Full Web Version or Mobile Version.

- The **Full Web Version** is recommended all the time for all users to have all the tools and access; you will need a laptop, desktop, or tablet for best viewing of all functions. Program administrators will need to use the Full Web Version (see instructions for program administrators and family care owners).
- The **Mobile Version** is available on smartphones and is recommended for simple functions like making an account, renewing an account, uploading screen shots of documents to personal accounts.

Get Ready

- Make sure your device **is up to date**.
- **Clear your cache** (and set a reminder to do it regularly) so you see the current view and functions.
- Have a **current email account**. That email address is what you'll use for your login and Registry-related messages.
- If employed at a child care program, **know the name of your employer**:
  - Licensed centers and group homes (DCCC, DCGH): use the license name
  - Licensed family home (DCFH): Owner first name_Owner Last name_ Family Child Care Home
  - License exempt Board of Education programs typically follow: Town_BOE at School Name
  - License exempt programs accepting Care4Kids (DCEX): use name on file with Care4Kids
- **If you ever had an account, don't open a new one.** Contact Registry staff for help if needed.
- **Pick your device and pick your version: Full Web Version or Mobile Version**
- **Change your browser settings for your preferred language**

==Guidance for the Full Web Version is on pages 2-5.==

==Guidance for the Mobile Version is on pages 6-9.==

Full Web Version

Making An Account

1. Go to www.ccacregistry.org
2. Click on the yellow **"Create New Account"** box on the right.
   a. You will get 2 advisory messages: one reminding you not to open a new account if you ever already had one, and the other reminding you about best technology use.
3. **Step 1: Follow the prompts to complete the basic information, demographics, and employment information.**

   a. Remember to use your **legal name**.
   b. Employment section: If you check Yes to working for a child care program, remember the tips for the name of your program on page 1. If you have trouble searching for your program name, only type in part of the name to get a wider selection.
4. **Step 2: Validate your email address.** You will be asked to check your e-mail for a message about validating your Registry account. Go to your email, find the message and click the link to see the password setting screen.
   a. **If you don't see the validation email:** check spam/junk if needed; email comes from cfmail@ccacregistry.org; if needed, change your settings to allow messages from this sender.
   b. **The link is good for one hour (for security purposes).** If the link expires, go to the Registry and use the Forgot Your Password under the login section to get a new email.
5. **Congratulations – you have made an account!** You will see your Registry ID# in the top right corner of every page after you log in. Click the Contact Us at the bottom of any page for Registry staff information.
   a. **Note** that if you said you work for a child care program in your employment section, you will need to wait for a program administrator of your program with special access to the program's tools to log in and confirm that you work for the program before you have access to tools like the free, unlimited online training and scholarship.
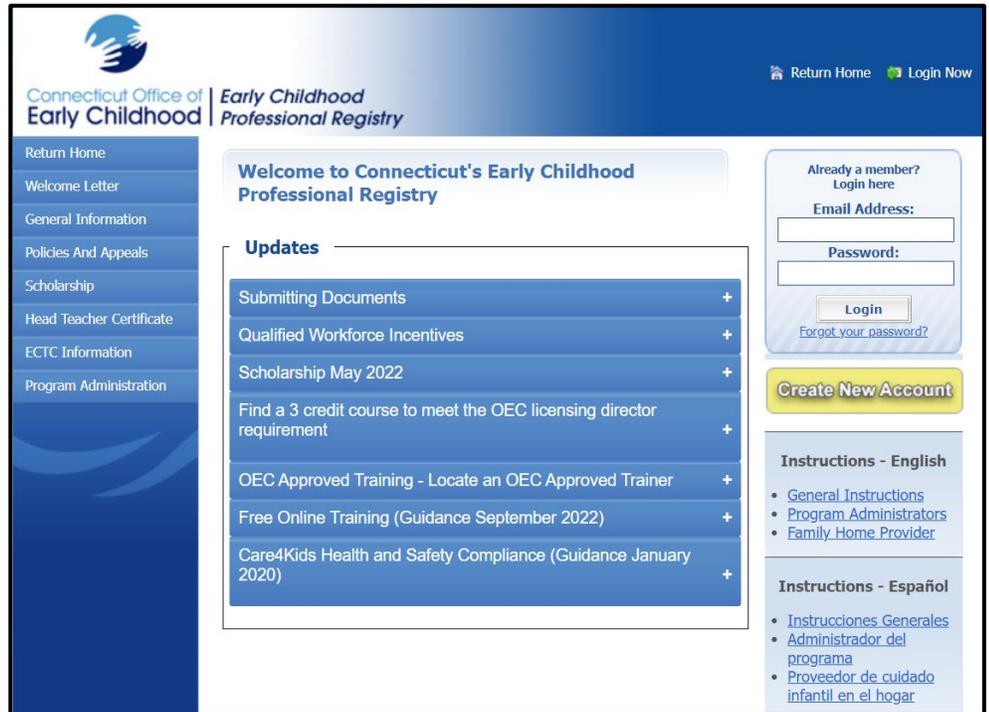
How to Log In Once You Make An Account (Full Web Version)

1. Go to www.ccacregistry, log in by entering the e-mail address and password you set when making the account (or updated later).

2. The system will take you to your own **"Profile Editor"** homepage.

3. On the left side of all pages is the navigation bar. It is the menu of what you can do with the Registry.

Connecticut Office of **Early Childhood** | *Early Childhood Professional Registry*

Test-Registry Test-Test!
Registry ID: 100-064-577

🏠 Return Home   🔒 Logout

Navigation bar:
- 🏠 Return Home
- 🔄 Request Admin Access
- 🔄 Request ECTC
- 🔄 Apply for Head Teacher
- 📁 My Resources
- 📁 My Scholarships
- 📄 Incentives
- 📋 My Tools & Settings
- 📄 Participant Documents
- 📗 My Completed Training
- ✉ Request Counseling
- 👤 Online Training

Profile Editor

Personal Information   ✏ Edit

Selected Participant: Ms. Test-Registry Test-Test
Former Last Name:
Registry ID: 100-064-577

Renewal Date: 02/20/2024

Administrative Level: Participant

Ladder Level: 1

Username/Email Address: oec.pdsystem@ct.gov

Address: 450 Columbus Blvd, Hartford, CT 06103

Daytime: 800-832-7784
Evening:
Date of Birth: 01/01/1980
SSN/INIT: ###-##-0000

Year started in the early childhood field: 2000

Password Information   Send Reset

Current Employment Information: ✏ Edit

Program/School Name: Test Oec Program

Using the Registry Navigation Bar on the Left Side (Full Web Version)

1. The **Return Home** button will take you back to the Profile Editor page.
2. **Request Admin Access** is the application for Family Child Care Owners and Center / Group Home / School Program Administrators to request to have access to the program's tools. There are special instructions for this application under the log in section. Tools include: confirm administrative and teaching staff (who count in ratio) who currently work at the program, view the education qualifications of program staff, view reports to see how the program meets important statuses like Care4Kids orientation and NAEYC Accreditation staff qualifications.
3. **Request ECTC** allows individuals to apply for the Early Childhood Teacher Credential.
4. **Apply for Head Teacher** allows individuals to request approval to serve as a Head Teacher in a licensed center or group child care home.
5. **My Resources** allows you access to the same items as you find on the left menu prior to logging in (General Information, Policies and Appeals, Information about the ECTC / Head Teacher / Scholarship; Program Administrator forms and instructions for Administrative Access, NAEYC Accreditation tools, and QSM Instructions for OEC funded programs).
6. **My Scholarships** allows you to request scholarship and view scholarships you previously requested.
7. **Incentives** allows you to apply for funds for personal use based on education earned and other eligibility criteria. Check guidance on the OEC website.
8. **My Tools and Settings** is a collection of special tools for your account. You can view:
    a. **My Messages**: Your email messages from the Registry;
    b. **My Profile** where you can view and make changes to your profile including contact information, email log in and password by clicking the "Edit" button on the right of the section;
    c. **My Career Ladder** to view where your education that you've uploaded to the Registry has placed you on the Career Ladder;
    d. **My Employment History** to view employment changes that have been recorded in the Registry;
    e. **My Resume Builder** for you to add detail to make a resume;
    f. **My Education and Training Report** which captures items recorded in your account as well as employment and qualifying details**;**
    g. **My Ladder Level Achievement Certificate** verifying your career ladder status;
    h. **My ECTC** and **My Head Teacher Certificate** if you have applied for and been granted either or both of those; and
    i. Your OEC Registry **Membership Card** which includes your Registry ID #, career ladder detail, and Qualified Staff Member (QSM) detail should you need to show evidence of meeting qualifications for an OEC funded program.

9. **Participant Documents** allows you to upload files to your account and view any files already attached to your account, their processing status, and, if relevant, any denial reasons so you can then successfully upload what is needed.
   a. **See the guidance** about submitting documents under the Updates section before you log in. These include screen shots to help you easily identify what should be uploaded to the Registry and how to choose from the categories. Follow these for successful uploads.
10. **My Completed Training** allows you to see all of your education and relevant training submitted to the Registry that has been verified and recorded in your Registry profile.
11. **Request Counseling** allows you to ask Registry staff for support about your education plans or tools.
12. **Online Training** allows you to have free unlimited online training access once you have confirmed employment in the Registry. The training library is also where you will find the online training portion of Care4Kids health and safety orientation options. Guidance with screen shots is located under the Updates section before you log in.

Contact Us is at the bottom of every screen and has information about who to contact for help.

Note that **your Registry ID#** appears in the right corner of every screen once you have logged in.
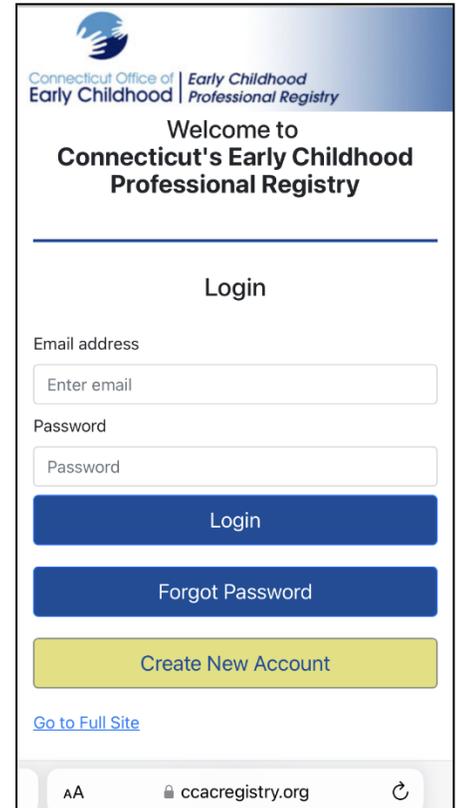
Your **Program Registry ID# (if you indicated you are currently employed in a child care program)** is located on your Education and Training Report (My Tools and Settings – My Education and Training Report).

You must have **confirmed employment** to be eligible for certain OEC offerings (i.e. free online training through your Registry account; family child care providers applying for health certification training via OEC's United Way – Thrive) and applications (including scholarship). Be sure your family child care owner or program supervisor has confirmed your account. Family care owners and program administrators should see the instructions under the log in section of the homepage at www.ccacregistry.org for details based on setting.

Mobile Version

Making An Account
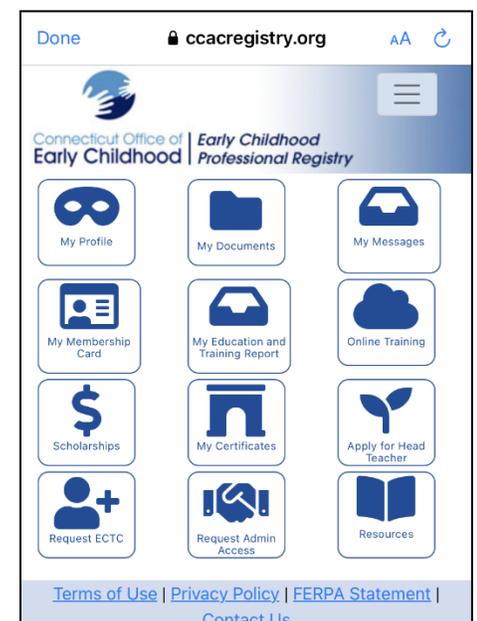
1. Open your browser on your smartphone and go to www.ccacregistry.org
   a. If you scroll down, you will see the Updates section with great guidance on different opportunities and sets of instructions in Spanish and English.
2. Tap the yellow **"Create New Account"** button.
   a. You will see an advisory message reminding you not to open a new account if you ever already had one. Contact Registry staff for help.
3. **Step 1: Follow the prompts to complete the basic information, demographics, and employment information.**
   a. Remember to use your **legal name**.
   b. Employment section: If you check Yes to working for a child care program, remember the tips for the name of your program on page 1. If you have trouble searching for your program name, only type in part of the name to get a wider selection.
4. **Step 2: Validate your email address.** You will be asked to check your e-mail for a message about validating your Registry account. Go to your email, find the message, and click the link to see the password setting screen. Create your password.
   a. **If you don't see the validation email:** check your spam/junk folder; email comes from cfmail@ccacregistry.org; if needed, change your settings to allow email from this sender.
   b. **The link is good for one hour for security purposes.** If the link expires, go to the Registry and use the Forgot Password under the login section to get a new email.
5. **Congratulations – you have made an account!** You will see your tools on the main screen. Tap **My Profile** to view your Registry ID #. This is also where you can edit your contact information and your login email.
   a. Note the **Contact Us** at the bottom of every page.
   b. **Note** that if you said you work for a child care program in your employment section, you will need to wait for a program administrator of your program with special access to the program's tools to log in and confirm that you work for the program before you have access to tools like the free, unlimited online training and scholarship.
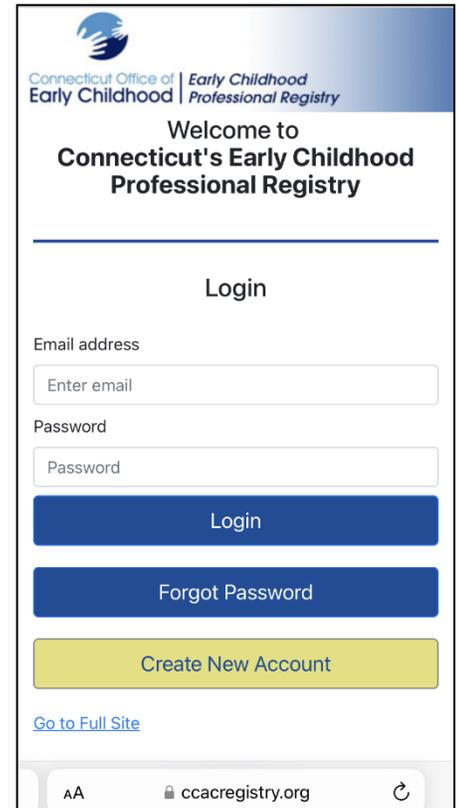
How to Log In Once You Make An Account (Mobile Version)

1. Open your browser on your smartphone and go to www.ccacregistry.org
   a. Remember to scroll down for the Updates section and instructions in Spanish and English.
2. Enter the email address and password you used when making your account, and tap login.
   a. You'll see your main screen tools page.

Welcome to
Connecticut's Early Childhood Professional Registry

Login

Email address

Enter email

Password

Password

Login

Forgot Password

Create New Account

Go to Full Site

AA   🔒 ccacregistry.org   ↻

Using the Registry Main Screen Tools (Mobile Version)

1. **My Profile** has 3 sections: Personal information, Employment, and Demographic information. You can view and make changes to your profile including contact information and email log in by tapping the "Edit" button in the section.

2. **My Documents** allows you to upload files to your account and view any files already attached to your account, their processing status, and, if relevant, any denial reasons so you can then successfully upload what is needed.

   a. **See the guidance** about submitting documents under the Updates section before you log in. These include screen shots to help you easily identify what should be uploaded to the Registry and how to choose from the categories.

3. **My Messages** allows you to view your email messages from the Registry.

4. **My Membership Card** includes your Registry ID #, career ladder detail, and Qualified Staff Member (QSM) detail should you need to show evidence of meeting qualifications for an OEC funded program.

5. **My Education and Training Report** captures items recorded on your account as well as employment and qualifying details.

6. **Online Training** allows you to have free unlimited online training access once you have confirmed employment in the Registry. The training library is also where you will find the online training portion of Care4Kids health and safety orientation options. Guidance with screen shots is located under the Updates section before you log in.

7. **Scholarships** allows you to request scholarship and view scholarships you previously requested.

8. **My Certificates** shows you your Early Childhood Teacher Credential and/or Head Teacher Certificate if you applied for and were awarded these.

9. **Apply for Head Teacher** allows individuals to request approval to serve as a Head Teacher in a licensed center or group child care home.

10. **Request ECTC** allows individuals to apply for the Early Childhood Teacher Credential.

11. **Request Admin Access** is the application for Family Child Care Owners and Center / Group Home / School Program Administrators to request to have access to the program's tools. There are special instructions for this application on the landing page before you log in. Tools include: confirm administrative and teaching staff (who count in ratio) who currently work at the program, view the education qualifications of program staff, view reports to see how the program meets important statuses like Care4Kids orientation and NAEYC Accreditation staff qualifications. Admin Access (when approved) is best viewed on the Full Web Version.

12. **Resources** contains the following subtabs for important information and guidance:

    a. General Information (What is the Registry?; Submitting Documentation; Career Ladder; how Registry staff verify ECE Credits and Degrees and School-Age Credits and Degrees; College
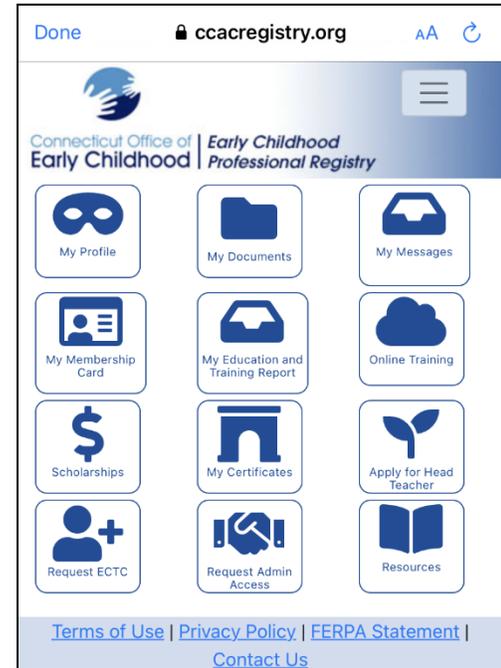
Accreditation, Forms: Multiple Attendee Training Submission for group training leading to health certifications for multiple staff of the same program)

b. Policies and Appeals (Fraud, Transcript Review, and Scholarship use and appeal policies; Privacy Policy, FERPA Statement)

c. Scholarship (At-A-Glance document with instructions and eligible expenses; forms)

d. Head Teacher Certificate (instructions and forms)

e. ECTC Information (link to information about pathways and applying)

f. Program Administration (Verification for Administrative Access form; NAEYC Accreditation tool guidance; QSM Instructions for OEC Funded programs)

The top right corner of every Mobile Version tab allows you to:

- **return to the Home screen**
- **Logout**
- **Change Password**

Contact Us is at the bottom of every screen and has information about who to contact for help.

Note that **your Registry ID#** appears in My Profile

Your **Program Registry ID# (if you indicated you are currently employed in a child care program)** is located on your **My Education and Training Report**.

You must have **confirmed employment** to be eligible for certain OEC offerings (i.e. free online training through your Registry account; family child care providers applying for health certification training via OEC's United Way – Thrive) and applications (including scholarship). Be sure your family child care owner or program supervisor has confirmed your account. Family care owners and program administrators should see the instructions on the homepage at www.ccacregistry.org for details based on setting.