HELPFUL HINTS:

Identify ambassadors! Are there team members that would be enthusiastic about creating their CA ECE Workforce Registry Profiles first and acting as a resource for other staff/faculty?

Use a targeted approach. Consider grouping your team by role and giving each group a different deadline.

Encourage staff to scan or take a photo of their education and training documents for easy upload to the CA ECE Registry.

Encourage staff to check out all of the resources available through the CA ECE Workforce Registry statewide Training Calendar. Assist staff in registering for trainings.

Resources

The California Early Care and Education Workforce Registry is an integral piece of the California professional development system for the early childhood workforce.

Our Registry Staff are available to assist you. Chat, email, and phone support available.

California Early Care and Education Workforce Registry
Child Care Alliance of Los Angeles
815 Colorado Blvd., 4th Floor
Los Angeles, CA 90041
Toll free: 855-645-0826
Local (Los Angeles): (323) 645-2631
CARegistry@ccala.net
www.CaRegistry.org

Early Care & Education Workforce Registry

CaRegistry.org

 ECERegistry
 ca-ece-workforce-registry

Early Care & Education Workforce Registry

THE CALIFORNIA ECE WORKFORCE REGISTRY
PLANNING GUIDE
FOR EARLY CHILDHOOD ADMINISTRATORS/DIRECTORS

Managing your CA Registry Organization/Program Account(s)

CHILD CARE ALLIANCE LOS ANGELES

PLANNING GUIDE FOR EARLY CHILDHOOD ADMINISTRATORS/DIRECTORS

Early Care & Education Workforce Registry

① STEP ONE

Create Your CA ECE Registry Profile

We recommend that you create your own **CA ECE Registry Profile** before asking your staff/faculty to do so. It is important that you see what the application process looks like so that you can be a resource for anyone on your team who has questions.

TARGET DATE: _____

DATE COMPLETED: _____

② STEP TWO

Access Your Organization Account

Submit your **Employer Administrative Access Request(s)** and documentation, if applicable. Then update your program profile(s) in **Edit Program Details**.

TARGET DATE: _____

DATE COMPLETED: _____

③ STEP THREE

Introduce the CA ECE Workforce Registry to all Program Staff/Faculty

Let your team know why your program is joining the CA ECE Registry and fill them in on the benefits of maintaining a **Registry Profile**. Give us a call if you'd like us to send you some brochures or promotional materials to distribute.

TARGET DATE: _____

DATE COMPLETED: _____

④ STEP FOUR

Support Your Staff/Faculty in Creating Their Own CA ECE Registry Profile

Each person will need about 10-15 minutes to complete their profile. Be sure to plan ahead and find coverage for each staff member to complete their CA ECE Registry Profile. Provide staff the **facility names and license numbers** to expedite their facility search and link to your facility(ies). Encourage them to start **gathering their education and training documents to upload to the CA ECE Registry.**

TARGET DATE: _____

DATE COMPLETED: _____

⑤ STEP FIVE

Support Your Staff/Faculty to Submit Documentation

Most of the documents that the CA Registry needs for verification should already be in each person's employee file. The CA ECE Registry **accepts photocopies and pictures of all documents**. They can be **uploaded directly into employee's profile** by employee or you, emailed or mailed to the CA ECE Registry Office.

TARGET DATE: _____

DATE COMPLETED: _____

⑥ STEP SIX

Review and Maintain Accounts

We recommend that you **log in and go to your organizational account (Program Administration) monthly** to make sure everything is up to date. Support your team to upload or send in any new training or education information throughout the year.
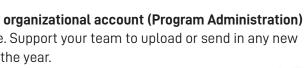
TARGET DATE: _____

DATE COMPLETED: _____

NOTES

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