

2025



Employer Administrator User Guide

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For a quick video on Employer Administrative Access, go to:

English: <https://www.youtube.com/watch?v=UQIJWQR-czo>

Spanish (Español): <https://www.youtube.com/watch?v=06hjxg2PHwg>

Cantonese (中文): <https://youtu.be/sCZ6u5Wm6CE>

Note: Videos do not match the updated format but do cover most of the content needed for Employer Administrative Access.

Getting Started

1. Log into your Registry profile.

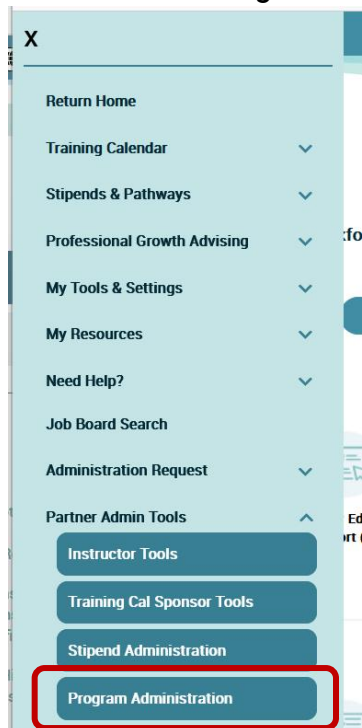
1.1. Go to www.caregistry.org

1.2. Enter your log in credentials

1.2.1. Username is your full email address



2. From the landing page, click on the Menu on the upper left side of the screen, scroll down to Partner Admin Tools and then **Program Administration** on the bottom of the list.



Single Site Administrators


As a single site administrator (for example, Center, organization, Family Child Care Home Owner/Operator) you are able to view and manage information about your program and staff. This updated navigation will support you:

- Program Information
- Staff Confirmation (Verify Staff Employment)
- Manage Staff Assignments
- Staff Report
- Education & Training Report
- Current Staff Detail Report
- CSPP Staff Report
- Enroll Staff in Training
- Manage Job Board Posts
- Upload Staff Documents

Program Administration

Program Info


Staff Confirmation

 Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

 CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Programs:

-- Select --

Program ID	Legal Program Name	Facility Address	Agency Affiliation	Facility Type	Business Type	Regulation Type	Funding Types	
7959	Ccei test (family care home) test	123 Test Duluth, GA 30097, Fulton	None	Program that directly cares for children	Public	Licensed	CalWorks Stage 1,Child and Adult Care Food Program,Early Head Start,Head Start,Private Foundation,QRIS (QCC),Reimbursement for Subsidized Child Care,SF-ELFA,QRIS LAUP – Fund Balance	Edit Program Details

Showing 1 to 1 of 1 programs

Previous1Next

Each section of this User Guide walks you through how to navigate and use each tab.

Note: 

Manage Staff Assignments is only used for individuals managing staff in more than one facility.

CSPP Staff Report is only used by administrators receiving California State Preschool Program funding and report to the California Department of Education.

Multi-Site Administrators

For individuals managing multiple sites the navigation has changed to enable you to look at one or more sites at the same time and select and search for specific staff. There are now 9-10 tabs at the top that enable you to view agency wide data depending on how you use the filters.

- Program Information
- Staff Confirmation (Verify Staff Employment)
- **Manage Staff Assignments (NEW)**
- Staff Report
- Education & Training Report
- Current Staff Detail Report
- **CSPP Staff Report (NEW)**
- Enroll Staff in Training
- Manage Job Board Posts
- Upload Staff Documents

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Programs:

-- Select --

Program ID	Legal Program Name	Facility Address	Agency Affiliation	Facility Type	Business Type	Regulation Type	Funding Types	
29283	Test Organization	2725 W Avenue 31, Suite 555 Los Angeles, CA 90065, Los Angeles	None	Agency	Public	License Exempt	Alameda - Measure C,EESG (SF),QRIS (QCC),Reimbursement for Subsidized Child Care,SF CARES, Orange,SF-ELFA,State Preschool (CSPP),test	Edit Program Details
7959	Coei test (family care home) test	123 Test Duluth, GA 30097, Fulton	None	Program that directly cares for children	Public	Licensed	CalWorks Stage 1,Child and Adult Care Food Program,Early Head Start,Head Start,Private Foundation,QRIS (QCC),Reimbursement for Subsidized Child Care,SF-ELFA,QRIS LAUP – Fund Balance	Edit Program Details

Showing 1 to 2 of 2 programs

Previous1Next

There are two new features for multi-site administrators:

1. **Manage Staff Assignment**
2. **CSPP Staff Report**

See next page

Manage Staff Assignment: You can move staff from **Current Site Assignment** to a different site by using the **Transfer to Site** dropdown. You may also filter for one or more sites and export your filtered results in an Excel file.

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Ccei test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Kennedy Crane (100206714)
Elysee Eisen (100113798)
Training Organization (100032971)
test90add phoneExtension (100112392)

Export Filtered Results

Staff Count	Select Staff	Last Name	First Name	Registry ID	Job Title	Hire Date	Start Date	Current Site Assignment	Transfer to Site	Send Email
1	<input checked="" type="checkbox"/>	Crane	Kennedy	100206714	License-Exempt Caregiver	09/01/2025	09/01/2025	Test Organization	- Please Select -	Email
2	<input type="checkbox"/>	Eisen	Elysee	100113798	Floater	12/13/2022	01/25/2024	Test Organization		Email
3	<input type="checkbox"/>	Organization	Training	100032971	Owner/operator of a Licensed Family Child Care	01/01/2024	01/01/2024	Ccei test (family care home) test		Email
4	<input type="checkbox"/>	phoneExtension	test90add	100112392	Head Teacher	02/08/2021	02/08/2021	Ccei test (family care home) test		Email
5	<input checked="" type="checkbox"/>	Taylor	Maria	100000001	Head Teacher	08/09/2019	08/09/2019	Ccei test (family care home) test	- Please Select -	Email
6	<input type="checkbox"/>	Test	Jacob	100001108	Paraeducator	03/11/2013	03/11/2013	Ccei test (family care home) test		Email
7	<input type="checkbox"/>	Test	Maria	100001213	Home Visitor/Social Worker	10/15/2010	10/15/2010	Ccei test (family care home) test		Email
8	<input checked="" type="checkbox"/>	Test	Daniella	100022480	Director	05/15/2000	05/15/2000	Ccei test (family care home) test	- Please Select -	Email
11	<input type="checkbox"/>	Test	Gracie	100021650	Assistant Director	03/15/2000	07/08/2025	Ccei test (family care home) test		Email
9	<input type="checkbox"/>	Test	Gracie	100021650	Assistant Director	07/18/2019	07/18/2019	Test Organization		Email

CSPP Report: The CSPP Report is configured to support your reporting of staff details when they are assigned to a site that is funded by California State Preschool Program (CSPP). Data included is a combination of verified qualifications for each individual as well as other data points required by the CA Department of Education. In instances where there is not a one-to-one fit with the information in the Registry, you can make changes in the Excel export to prepare the file to upload to the CAPSDAC database. A separate document will be created to guide you.

Program Information

Select which site you would like to edit information about the facility such as adding a Program Also Known As name, updating phone numbers, etc. For Family Child Care Home owners, you can add the name of your facility, such as Great Beginnings in the Program Also Known as name. This may also support your staff in search for your site, though the best search criteria is license number.

Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | Staff Report | Education & Training Report | Current Staff Detail Report | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | Upload Staff Documents

Programs: -- Select --

Program ID	Legal Program Name	Facility Address	Agency Affiliation	Facility Type	Business Type	Regulation Type	Funding Types	
7959	Ccei test (family care home) test	123 Test Duluth, GA 30097, Fulton	None	Program that directly cares for children	Public	Licensed	CalWorks Stage 1, Child and Adult Care Food Program, Early Head Start, Head Start, Private Foundation, QRIS (QCC), Reimbursement for Subsidized Child Care, SF-ELFA, QRIS LAUP – Fund Balance	Edit Program Details

Showing 1 to 1 of 1 programs

Previous 1 Next

For multi-site administrators, you will see all the sites you have Administrative Access to.

Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | Staff Report | Education & Training Report | Current Staff Detail Report | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | Upload Staff Documents

Programs: -- Select --

Program ID	Legal Program Name	Facility Address	Agency Affiliation	Facility Type	Business Type	Regulation Type	Funding Types	
29283	Test Organization	2725 W Avenue 31, Suite 555 Los Angeles, CA 90065, Los Angeles	None	Agency	Public	License Exempt	Alameda - Measure C, EESG (SF), QRIS (QCC), Reimbursement for Subsidized Child Care, SF CARES, Orange, SF-ELFA, State Preschool (CSPP), test	Edit Program Details
7959	Ccei test (family care home) test	123 Test Duluth, GA 30097, Fulton	None	Program that directly cares for children	Public	Licensed	CalWorks Stage 1, Child and Adult Care Food Program, Early Head Start, Head Start, Private Foundation, QRIS (QCC), Reimbursement for Subsidized Child Care, SF-ELFA, QRIS LAUP – Fund Balance	Edit Program Details

1. To update program details, click on the **Program Info** tab and **Edit Program Details**.

Program Profile Editor

Program Information: [Edit](#)

Program ID: 29283
 Legal Program Name: Test Organization
 Program Also Known As:
 CCL Licensee:
 Agency Affiliation: None

Contact Information:
 Facility Address: 2725 W Avenue 31, Suite 555, Los Angeles, CA 90065, Los Angeles
 Mailing Address: 2725 W Avenue 31, Suite 555, Los Angeles, CA 90065, Los Angeles
 Phone:
 Fax:
 Rating Date:

Other Program Information: [Edit](#)

Facility Type: Agency
 Program Location: No Information Provided
 Business Type: Public
 Regulation Type: License Exempt
 API Zone: 0
 Child Care Shortage Area: 0
 FEIN: 13-1233332
 CDSS/CDE/FSCA Vendor Number: TEST
 CDS Code: None

Funding Types:
 Alameda - Measure C, EESG (SF), QRIS (QCC), Reimbursement for Subsidized Child Care, SF CARES, Orange, SF-ELFA, State Preschool (CSPP), test

Benefits:
 Child Care, Life Insurance

Languages Spoken:
 Cantonese, English, Spanish

- 1.1. On this page, you will be able to edit details pertaining to your facility. To edit information, click on the **Edit** located at the top right corner of each information category.
- 1.2. When you are finished updating information, scroll to the bottom of the page and click **Save**.

Employment Verification/Staff Confirmation

The Employment Verification tool allows you to confirm the employment of staff at your facility. Doing so allows your staff to have a more complete Registry profile and will support you in managing information of your staff that will help with reporting. It also supports participation in County/State Stipend Programs and Quality Counts California.

2. The top section includes filters to enable you to select one or more sites or search by individual to verify employment details of staff. If you only have access to one site, only one program will display in the Programs section. You must click on the Program to display the staff grid underneath the filter (see Test Organization below)

There is a grid below the filters to show you all of the staff listed in the facility(ies).

Below the staff grid is a search option to find a staff person; you can search by first name, last name, or Registry ID.

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Ceci test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Hazel Codestack Test (100192469)
Kennedy Crane (100206714)
Elysee Eisen (100113798)
Gracie Test (100021650)
Hazel Codestack Test (100192469)

Staff User ID	Staff First Name	Staff Middle Initial	Staff Last Name	Program Name	Agency
100113798	Elysee		Eisen	Test Organization	
100021650	Gracie		Test	Test Organization	
100192469	Hazel	Codestack	Test	Test Organization	
100206714	Kennedy		Crane	Test Organization	
100199141	Rahul		Test	Test Organization	
100205486	Shipra		Test1	Test Organization	
100199988	Vijay		Test1	Test Organization	

Staff Search:

Search Staff by first name, last name, first name and last name, or registry ID

The following registry participants have reported their employment with your program or center. In order to keep your roster up-to-date, please verify the information associated with each record. Please correct any inaccurate information and add any missing information prior to verification, then either click 'yes' to confirm information or 'no' to indicate that the person does not and has not ever worked for your program or center. If you have confirmed the employee on a prior occasion, they are unconfirmed again because they have changed job information that requires reconfirmation. After all changes are made to a user, please be sure to click the SAVE button for that user to submit your verifications. To confirm employment for former employees, please [Click here](#).

For your convenience, we have sorted employees by Last Name. Color coding is used to more easily see their verification status.

Confirmed Participants appear in Light Blue

Unconfirmed Participants appear in Light Green

[Hide Docs](#)

There are 11 records.

2.1. Staff Confirmation is located underneath Staff Search

Registry participants who have reported working at your facility, FCCH, or organization will appear in the **Staff Confirmation** list of employees. Staff whose employment has been verified will appear in light blue while those whose employment has not been verified will appear in light green. Staff are listed in alphabetical order by last name.

2.1.1. **Confirm New Staff:** Verify staff employment by clicking on the circle next to **Yes** and then click on **Save** to confirm employment. Once the individual's employment has been confirmed, the box will turn blue.

2.1.1.1. If the individual no longer works for you, you can confirm employment, then click **End Employment** and include the last day of employment and click **Save**.

2.1.1.2. If the individual never worked for you, click **No** and then **Save**.

2.1.2. **Reconfirm Staff:** If the employment information has not changed, such as job title, wage, etc. you can Reconfirm staff information. This supports individuals that may be participating in a stipend program that required employment verification. To reconfirm staff data, click **Save**, only do this if you are sure there are no changes to employment details. To make changes to employment details, see next page.

Note: Confirm staff employment before making edits to Employee records.

To view documents for each staff, click **Show Docs**

For your convenience, we have sorted by Last Name. Color coding is used to more easily see their verification status.

☒ Confirmed Participants appear in Light Blue ☐ Unconfirmed Participants appear in Light Green

[Show Docs](#)

There are 7 records.

Eisen, Elysee Hire Date: 12/13/2022

Click this to download a staff's Education & Training Report

Reconfirm ☒ Yes ☐ End Employment **Save**

Test Organization

Primary Involvement:	Job Title:	From :	To:
Employed in a classroom and works with young children	Floater	01/25/2024	
Work Designation:	Hours/Week:	Program Length:	Comp Type:
Full Time	40	Full Year (ex. January - Decem	Hourly
			Wage:
			0.01

Test, Gracie Hire Date: 07/18/2019

Reconfirm ☒ Yes ☐ End Employment **Save**

Test Organization

Primary Involvement:	Job Title:	From :	To:
Administrator of a program that has direct care of young children	Assistant Director	07/18/2019	
Work Designation:	Hours/Week:	Program Length:	Comp Type:
Part Time	20	Full Year (ex. January - Decem	Hourly
			Wage:
			20

Codestack test, Hazel Hire Date: 08/05/2024

Confirm ☐ Yes ☐ No **Save**

Test Organization

Primary Involvement:	Job Title:	From :	To:
In a support role for the field	Other - Indirect	08/05/2024	
Work Designation:	Hours/Week:	Program Length:	Comp Type:
Full Time	40	Full Year (ex. January - Decem	Salary
			Wage:
			111111
			Pay Frequency:
			Per Year

- 2.1.3. **Edit Staff Information:** After you confirm staff employment, you can also edit the fields: Primary Involvement, Job Title, Work Designation (Full time or Part time), Hours/Week, Program Length (Full Year, School Year Only, Summer Only), Comp Type (Compensation: Hourly, Salary), Wage (amount in dollars), and Pay Frequency (Per Year, Per Month, Per Week).

Note: When changing Primary Involvement and Job Title you must add the date the position changed (if you do not, it will create a duplicate record for the employee).

When editing Primary Involvement and Job Title you must enter a From: date and a To: date

From: field is the date staff began with that job title.

To: field is the date that indicates when the change of job title was made – *this does not mean employee is ending employment.*

Once you make a change, there is a notice above the edit that says “**Changes Not Saved**” until you click on **Save**. Other fields like Wage, Hours, or Comp Type do not need a “To:” date entered.

Examples:

Employee has a new job title: When an employer edits an employee record and enters a new Primary Involvement and Job Title, they must also enter a To: date (*which is the date that the last job title/position ended*). There is a notice above the edit that says “**Changes Not Saved**” until you click on **Save**. Then the new job title will appear in the employee’s employment record, and you will see the employment record updated with the new Primary Involvement and Job title information that you entered. Each job title will show up in the employee’s profile on the “Experience Management” page as a new employment record.

Employee has multiple jobs at the same organization:

Employees must enter the jobs as two employment records to capture the two different job titles.

Employee has two jobs: Employers can only access the jobs that employees have entered that are associated with employer’s organization.

End Employment: When you select **End Employment**, the staff record will no longer be available in the Program Administration tools.

Note: Employees can edit their employment records until you confirm employment. Once you have verified your staff’s employment, they will be unable to edit that job.

- 2.1.4. To confirm the employment of staff that worked at your facility in the past, click on **Click here** (in dark red below) located above the list of your present employees. Then repeat the process described above.

Employment Confirmation

The following registry participants have reported their employment with your program or center. In order to keep your roster up-to-date, please verify the information associated with each record. Please correct any inaccurate information and add any missing information prior to verification, then either click 'yes' to confirm information or 'no' to indicate that the person does not and has not ever worked for your program or center. If you have confirmed the employee on a prior occasion, they are unconfirmed again because they have changed job information that requires reconfirmation. After any changes are made to a user, please be sure to click the SAVE button for that user to submit your verifications. To confirm employment for former employees, please [Click here](#).

For your convenience, we have sorted employees by Last Name. Color coding is used to more easily see their verification status.

Confirmed Participants appear in Light Blue

Unconfirmed Participants appear in Light Green

- 2.1.4.1. After approving staff employment, you will have access to your staff's education and training qualifications in several locations:

- Staff Report (PDF)
- Individual Education and Training Reports (PDF)
- Current Staff Details (Excel)

Uploading Staff Documents

In addition to allowing individuals to upload documents directly to their Registry profiles, the upload utility allows employers to upload documents to their staffs' profiles. Once documents are uploaded, Registry personnel will review the documents, verify the information, and enter verified data into the individual's Education and Training Report. Administrators on the Registry can see this report under the **Staff Education and Training Report** located in **Program Administration**. For employers participating in QRIS (Quality Counts California), the education and training data is calculated into QRIS scores for each staff with education and training on file. This score should be used as a tool to determine if there may be missing qualification documents but raters still need to assess qualifications.

To manage staff data and upload education and training documents, employers, or their administrative designees will need Employer Administrative Access. To gain Administrative Access, login to your Registry profile and click on **Employer Admin Request**.

NOTE: Be sure to read and follow the on-screen instructions carefully to ensure timely processing of your Employer Administrative Access Request.

First, to ensure that duplicate documents are not submitted, click on **Education & Training Report** tab, filtering by Programs and Staff or Staff Search, to view summary education and training data, or on **Staff Confirmation** to view the source documents for current employees.

3. To upload employee documents, select a site and one or more staff you want to upload documents for or search for a specific staff member.

- 3.1. Use the Username drop down to select a specific staff member

Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | Staff Report | Education & Training Report | Current Staff Detail Report | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | **Upload Staff Documents**

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Ccei test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Kennedy Crane (100206714)
Elysee Eisen (100113798)
Gracie Test (100021650)
Rahul Test (100199141)

Staff Search:
Search Staff by first name, last name, first name and last name, or registry ID
To submit multiple documents for multiple users, email file to CARegistry@ccala.net. Otherwise, select the name of the user you wish to upload the file for, select the file type, enter the file description and click browse to select the file.
Upload a new document (Maximum file upload size is 5MB)

Username: *
- Please Select -
- Please Select -
Gracie Test - Test Organization

Choose File... Choose

File Description
(Maximum characters: 200)

Upload Document

- 3.2. Then select File Type

Uploaded Documents:
To submit multiple documents for multiple users, email file to CARegistry@ccala.net. Otherwise, for, select the file type, enter the file description and click browse to select the file.
Upload a new document (Maximum file upload size is 5MB)

User Name: *
- Please Select -

File Type: *
- Please Select -

Choose a file... Choose

File Description
(Maximum characters: 200)

Upload Document

- Please Select -
- Academic Verification
- Business Name
- CCL - License
- Certificate
- Child Development Associate Credential (CDA)
- Credential
- Degree Transcript
- Drivers License
- Education Plan
- EESD Approved Staff Qualifications Waiver
- Higher Education Course Completion Summary (internal doc)
- Institution of Higher Ed Course
- Misc.
- Official/Registrar Transcript
- Permit
- Proof of Administrator Documentation
- Resume
- Stipend Program Supplemental Form(s)
- Training
- Please Select -

Choose a file... Choose

3.3. If CA Child Development Permit or CA Teaching Credential is selected, additional fields are displayed for data entry

- Select **Permit/Credential Name**
- Type in **Document Number** located on the permit or credential
- Enter **Issue Date** and Enter **Expiration Date**

Note: To ensure the verification of your staff's permit/credential, please be sure to accurately enter this information.

The form contains the following fields and options:

- File Type:** A dropdown menu with 'Permit' selected.
- Choose a file...:** A text input field with a 'Choose' button next to it.
- Credential or Permit Name:** A dropdown menu with 'Teacher' selected.
- Document Number:** A text input field containing '10009999'.
- Issue Date:** A date picker showing '08/01/2020'.
- Expiration Date:** A date picker showing '08/01/2025'.
- File Description:** A text area for additional information.
- Upload Document:** A blue button at the bottom of the form, highlighted with a red box.

3.3.1. After, select **Choose file** and you may add a brief description of the document, such as permit type, high education institution that issue the transcript, etc. It is not a required field.

3.3.2. Click **Upload Document**. You will see the document under **Uploaded Documents** with Unverified status. The document's status will change to Verified once Registry staff complete the verification process. Please allow 6 to 8 weeks for the verification of your staff's documents.

The uploaded document will be visible to the employee and under **Staff Confirmation** for that employee.

Enrolling Staff in Trainings

The following are step-by-step instructions for Employers/Program Administrators to enroll staff in trainings offered through the CA ECE Workforce Registry - Training Calendar.

4. Select the **Enroll Staff in Training** tab, the site and specific staff to be enrolled in training, then **Begin Enrollment**

The interface shows the following sections:

- Program Administration:** A header bar with a navigation menu.
- Navigation Menu:** Includes 'Program Info', 'Staff Confirmation', 'Manage Staff Assignment', 'Staff Report', 'Education & Training Report', 'Current Staff Detail Report', 'CSPP Staff Report', 'Enroll Staff in Training' (highlighted with a red arrow), 'Manage Job Board Postings', and 'Upload Staff Documents'.
- Agency:** A dropdown menu showing 'No agencies for the programs'.
- Programs:** A dropdown menu showing 'Ccei test (family care home) test' and 'Test Organization'.
- Staff:** A dropdown menu showing a list of staff members: 'Kennedy Crane (100206714)', 'Glysee Eisen (100113798)', 'Gracie Test (100021650)', and 'Rahul Test (100199141)'.
- Begin Enrollment:** A blue button at the bottom left, highlighted with a red box.

- 4.1. Search for the training you wish to enroll staff in. There are several fields in the **Training Search** you can use to search for the training but searching for fewer fields will generate more results. Tip: Searching by County generates more results, and you may find training close to you.

Find Training

	Start Date	Training Code	Training Name	Sponsor Name	Hours	Location	Event Type	Instructor Name
<input type="radio"/>	Anytime	first test	FIRST TEST	Nirmala Test School no funding in program	2.50	internet	Web-based Self-Paced/Ongoing	Queenie Test Bee
<input type="radio"/>	Anytime	abc123	test training	CCEI SF non licensed (test program)	5.00	internet	Web-based Self-Paced/Ongoing	esmerelda Test
<input type="radio"/>	08/31/2020	TEST 123	TEST ONLY ***Documentation	CCEI	15.69	Beverly Hills	Classroom/Face-to-Face	Wanda Test

Showing 1 to 3 of 3 entries

Previous 1 Next

[View Event Details](#)

- 4.2. Find desired training and click circle of the training you wish to enroll staff in, then click on View Event Details.
- 4.3. Review Event Details of the **Training Information**, such as date, location, time, duration of training, knowledge areas, and cost as well as other information then click on the **Enroll Staff**.
- 4.4. Select the names of staff in **Staff Enrollment** by checking the box next to their name and then **Enroll Staff**.

Your staff will be sent a confirmation email from cfmail@caregistry.org and they can view a list of trainings that they are enrolled in by clicking on the **Training Calendar** dropdown menu and clicking on **My Training Events**. They can withdraw from the training on **My Training Events**.

Staff Enrollment

Training Name: FIRST TEST

Instructor Name: Queenie Test Bee

Event Type: Web-based Self-Paced/Ongoing

Capacity: 3

Staff Members:

☒ Amanda Tester

[Enroll Staff](#)

[Back to Program Administration](#)

Staff Report

The Staff Report tool generates a PDF of current staff at your facility(ies). Click on the Staff Report tab in Program Administration to get started.

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Agency:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

No agencies for the programs

Programs:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Ccei test (family care home) test
Test Organization

Staff:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Kennedy Crane (100206714)
Elysee Eisen (100113798)
Training Organization (100032971)
test90add phoneExtension (100112392)

Export Results

REGISTRY ID	FIRST NAME	LAST NAME	START DATE	PROGRAM ID	IS QRIS	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	PD ONLY		QCC LEAD TEACHER/FCCH-O/O POINTS		QCC DIRECTOR POINTS	
									ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS HOURS	ED POINTS	TOTAL QRIS POINTS
100000001	Maria	Taylor	08/09/2019	7959	Yes	Head Teacher	No Permit on File		0	No	0	0	0	0
100001108	Jacob	Test	03/11/2013	7959	Yes	Paraeducator	Assistant	04/11/2013	0	No	2	2	0	0
100001213	Maria	Test	10/15/2010	7959	Yes	Home Visitor/ Social Worker	Teacher	03/30/2022	0	No	3	2	0	0
100021650	Gracie	Test	07/18/2019	7959	Yes	Assistant Director	No Permit on File		0	No	2	2	0	0
100021650	Gracie	Test	07/18/2019	29283	Yes	Assistant Director	No Permit on File		0	No	2	2	0	0
100022480	Daniella	Test	05/15/2000	7959	Yes	Director	No Permit on File		0	No	5	2	0	0

- To generate a Staff Report, use the filters to select one or more sites and by clicking on the site name. If you have more than one site and would like to see all staff report, **Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.**

5.1. Then Export Results PDF icon.

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Agency:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

No agencies for the programs

Programs:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Ccei test (family care home) test
Test Organization

Staff:

(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Kennedy Crane (100206714)
Elysee Eisen (100113798)
Training Organization (100032971)
test90add phoneExtension (100112392)

Export Results

REGISTRY ID	FIRST NAME	LAST NAME	START DATE	PROGRAM ID	IS QRIS	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	PD ONLY		QCC LEAD TEACHER/FCCH-O/O POINTS		QCC DIRECTOR POINTS	
									ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS HOURS	ED POINTS	TOTAL QRIS POINTS
100000001	Maria	Taylor	08/09/2019	7959	Yes	Head Teacher	No Permit on File		0	No	0	0	0	0
100001108	Jacob	Test	03/11/2013	7959	Yes	Paraeducator	Assistant	04/11/2013	0	No	2	2	0	0
100001213	Maria	Test	10/15/2010	7959	Yes	Home Visitor/ Social Worker	Teacher	03/30/2022	0	No	3	2	0	0
100021650	Gracie	Test	07/18/2019	7959	Yes	Assistant	No Permit on File		0	No	2	2	0	0

5.2. The QCC/QRIS points, though not currently active in California for qualifications, will be displayed. This will help you determine if staff have qualifications on file. Later iterations can remove this logic.

- i. QRIS Teacher Points
- ii. QRIS Director Points
- iii. Annual PD Hours
- iv. Met 21 Hours
- v.

Note for facilities participating in Quality Counts California (local names may be different, aka QRIS): only training hours verified in the Registry are visible in these calculations and are calculated on the date the report is generated.

Early Care & Education Workforce Registry							REGISTRY PROGRAM STAFF REPORT					
							10/19/2020					
Program Name: Test												
Registry Program ID: 000027816												
Total Current Staff: 2												
							PD ONLY		QRIS LEAD TEACHER/FCCP POINTS		QRIS DIRECTOR POINTS	
REGISTRY ID	FIRST NAME	LAST NAME	START DATE	ROLE	CD PERMIT TYPE	PERMIT EXPIRATION	ANNUAL PD HOURS	MET 21 HOURS	ED POINTS	TOTAL QRIS POINTS	ED POINTS	TOTAL QRIS POINTS
100031470	Legal First Name	Legal Last Name	03/01/2020	Head Teacher	No Permit on File		58.50	yes	0	0	0	0
100001217	Amanda	Tester	06/03/2020	Student Teacher/ Intern	Associate Teacher	03/31/2019	13.85	no	5	2	0	0

Staff Education and Training Report

The Staff Education and Training Report consolidates each of your staff's education and training information into one report.

On the Program Administration Page, you will see the sites you have Administrative Access to. To generate a staff report, click on **Staff Education and Training Report**.

Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | **Staff Report** | **Education & Training Report** | Current Staff Detail Report | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Ccei test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Kennedy Crane (100206714)
Elysee Eisen (100113798)
Training Organization (100032971)
test90add phoneExtension (100112392)

Download Education and Training Reports

First Name	Last Name	Registry ID	Program Name	Agency	
Daniella	Test	100022480	Ccei test (family care home) test	childcare education institute	Download Report
Elysee	Eisen	100113798	Test Organization	Test Organization	Download Report
Gracie	Test	100021650	Ccei test (family care home) test	childcare education institute	Download Report
Gracie	Test	100021650	Test Organization	Test Organization	Download Report
Jacob	Test	100001108	Ccei test (family care home) test	childcare education institute	Download Report
Kennedy	Crane	100206714	Test Organization	Test Organization	Download Report
Maria	Taylor	100000001	Ccei test (family care home) test	childcare education institute	Download Report
Maria	Test	100001213	Ccei test (family care home) test	childcare education institute	Download Report
Rahul	Test	100199141	Test Organization	Test Organization	Download Report
test90add	phoneExtension	100112392	Ccei test (family care home) test	childcare education institute	Download Report
Training	Organization	100032971	Ccei test (family care home) test	childcare education institute	Download Report
Vijay	Test1	100199988	Test Organization	Test Organization	Download Report

Showing 1 to 7 of 7 entries

Previous **1** Next

6. To generate a Staff Education and Training Report for all staff, click the PDF icon next to **Download Education and Training Reports**.
- 6.1. If you want one site and/or specific staff, click on the site and/or staff and the icon to limit the reports based on the search criteria

Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | Staff Report | **Education & Training Report** | Current Staff Detail Report | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Ccei test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Kennedy Crane (100206714)
Elysee Eisen (100113798)
Gracie Test (100021650)
Rahul Test (100199141)


Download Education and Training Reports

First Name	Last Name	Registry ID	Program Name	Agency	
Gracie	Test	100021650	Test Organization	Test Organization	Download Report
Rahul	Test	100199141	Test Organization	Test Organization	Download Report

Showing 1 to 2 of 2 entries

Previous **1** Next

- 6.2. A detailed report will be generated for each staff member at your facility (see example below). Note: the QRIS information is now located on the last page for each individual's Education and Training Report.



REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT
09/18/2025

Participant Name: Test, Gracie

Registry ID: 100021650

Employer Name: Test Organization

Employer's Registry ID: 000029283

Participant Role: Master Teacher

See the last page for Quality Counts California (QCC) points for Elements 3 and 7.

Degrees:

No Verified Information Found

Courses:

Course Number	Course Name	Institution	Completion Date	Course Units	ECE/CD	GE
CC 7 type 3	Test Course for C-ID	Ccei	Fall, 2017	4.5	X	
Test ECE CD	Test's skill course type 3	Ccei	Fall, 2017	12.0	X	
Total Course Units:				16.5	16.5	0

* Completed courses displayed on this report were completed with a D or higher

** Please check with an Academic Counselor at your current higher education institution to ensure that future GE course selections meet requirements for graduation and/or transfer to another institution.

*** Quarter units have been converted to Semesters by dividing by 1.5 and rounded to the first decimal point.

Permits, Credentials and Other:

No Verified Information Found

Infrastructure Certifications with Expiration Dates:

No Verified Information Found

California Early Care and Education Workforce
CA ECE Workforce Registry
815 Colorado Blvd., Fourth Floor, Los Angeles, CA 90041

Page 1 of 6

Current Staff Details Report

The Current Staff Details is visible in a grid format and can be generated into an Excel report of employee qualification information including demographic, employment, self-reported education, verified education, and training data.

- Use the filters to see staff details and generate a report by selecting one or more sites and staff. If you want all sites and all staff click on a different tab and back to the Current Staff Detail Report and click the **Export Results Excel** icon


Program Administration

Program Info | Staff Confirmation | Manage Staff Assignment | Staff Report | Education & Training Report | **Current Staff Detail Report** | CSPP Staff Report | Enroll Staff in Training | Manage Job Board Postings | Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Ccel test (family care home) test
Test Organization

Staff:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)
Training Organization (100032971)
test90add phoneExtension (100112392)
Maria Taylor (100000001)
Daniella Test (100022480)

Export Results 

Program name	Agency	First Name	Last Name	Registry ID	Hire Date at Agency	Role Start Date	Job Role	Job Title	Hire Change Date	Tenure At Agency	Tenure in Job Title	Years in Field	
Ccel test (family care home) test		Maria	Taylor	100000001	08/09/2019	08/09/2019	Employed in a classroom and works with young children	Head Teacher	08/09/2019	6.1	6.1	24	View Details

Showing 1 to 1 of 1 staff members (filtered from 13 total staff members)

Previous **1** Next

7.1. The Excel file contains the following data in the following order:

Excel Column	Field Name
A	Program Name
B	Agency
C	Last Name
D	First Name
E	Registry ID
F	Hire Date (at Agency)
G	Role Start Date
H	Job Role
I	Job Title
J	Hire Change Date
K	Tenure At Agency
L	Tenure in Job Title
M	Years In Field
N	Hours Worked Per Week
O	Weeks Worked Per Year
P	Hourly Wage Annual Salary
Q	Hourly Wage Annual Salary Type
R	Employment Confirmed
S	Confirmation Date
T	Age
U	Race
V	Gender

Excel Column	Field Name
W	Primary Language
X	Languages Spoken
Y	Education On File
Z	Education Entered
AA	Self Report Highest Level of Education
AB	Self Report Degree Category
AC	Self Reported Foreign Degree
AD	Self Reported Highest Level of ECE Education
AE	Verified Highest Level of Education
AF	Verified Degree Level
AG	Verified Degree Name
AH	Verified Degree Category
AI	Verified Degree Issue Date
AJ	Verified Total ECE Units
AK	Verified Total GE Units
AL	Verified Total Unit Types
AM	Self Reported Highest Permit
AN	Verified Permit Type
AO	Verified Permit Expiration Date
AP	Self Reported Credential
AQ	Verified Credential Type
AR	Verified Credential Expiration

Excel Column	Field Name
AS	Self Reported CDA
AT	Verified CDA Type
AU	Verified CDA Expiration
AV	Self Reported Other Authorization
AW	Verified Other Authorization Type
AX	Verified Other Authorization Expiration
AY	Verified Number Completed Training Hours Last 12 Months
AZ	Verified Number Completed Training Hours Last 5 Months
BA	Verified Number Completed Training Hours All Time
BB	Subtotal Lead Teacher
BC	Total Lead Teacher
BD	Subtotal Director QRIS Points
BE	Total Director QRIS Points
BF	Last Profile Updated Date
BG	Employer Admin Request
BH	Employer Admin Request Granted Date
BI	Documents Pending Verification

Job Board

As an Administrator you can post job announcements for open positions at your facility. Once posted, all Registry users will be able to see your job announcements and contact you for more information about the position and application process.

- To post an announcement on the **Job Board**, click on the **Manage Job Board Postings** tab in **Program Administration**

On this page, you will be able to see all positions you have currently posted or have posted in the past.

Program Administration

Program Info

Staff Confirmation

Manage Staff Assignment

Staff Report

Education & Training Report

Current Staff Detail Report

CSPP Staff Report

Enroll Staff in Training

Manage Job Board Postings

Upload Staff Documents

Agency:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

No agencies for the programs

Programs:
(Hold down the Ctrl (windows) / Control (Mac) button to select multiple options.)

Ccei test (family care home) test
Test Organization

Welcome to the Registry Job Board. This board is designed to provide you with a site to post and manage open jobs for the site or sites that you have Employer Administrative Access over.

Please review the Job Board instructions before beginning use. They give you details on the functionality. You can access them by [clicking here](#). When you are ready, click the search link below to begin.

POSTING HISTORY

Open

	Posting Date	Position	Employer	Agency	Status
No Data Available in Table					

Previous1Next

Filled

	Posting Date	Position	Employer	Agency	Status
Edit	03/10/2015	Teacher/Co-Teacher	Ccei test (family care home) test	childcare education institute	FILLED
Edit	02/18/2020	Head Teacher	Ccei test (family care home) test	childcare education institute	FILLED

Previous1Next

Closed

	Posting Date	Position	Employer	Agency	Status
Edit	05/07/2015	Teacher/Co-Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	04/28/2016	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	03/09/2015	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	03/09/2015	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	02/27/2017	Administrator/Manager	Ccei test (family care home) test	childcare education institute	CLOSED

Previous1Next

Post New Job

Run Posting Report

- 8.1. To post a new job announcement on the Job Board, click on **Post New Job**, see previous page.
- 8.1.1. Fill in all the requested information. All fields marked with an asterisk (*) must be completed. In addition to the information provided in this form, you may attach a PDF with information about the position. After you are done completing this page, click on Post Job at the bottom of the page.

Note: All job announcements will be posted on the job board for 30 days. After that time period has elapsed, your job announcement will be automatically taken down from the Job

Add Posting

Employer Information

Employer: *

- Please select -

Employer Address:

Contact Name: *

Contact Email Address: *

Board until you log into your Registry profile and repost the announcement.

- 12.1.2 To repost a previously posted job announcement, click on **Edit** next to the job you want to repost located on the **Manage Job Board Postings** page.

Filled

	Posting Date	Position	Employer	Status
Edit	10/01/2018	Master Teacher	Test	Filled

Closed

	Posting Date	Position	Employer	Status
Edit	06/03/2019	Head Teacher	Test	Closed

Confirm all information is still correct. Then scroll to the bottom of the page and click **Repost Job**. If the position has been filled, click **Mark Filled**.

By clicking 'Post Job', I understand that CA ECE Workforce Registry participants will be able to search for and contact me for 30 days regarding this job post, unless I enter a 'Job Filled' date or remove the post prior to 30 days. I agree to accurately post jobs and manage my job posts so that individuals searching for employment have up to date information on available jobs.

Repost Job

Cancel

Mark Filled

- 8.2. To run a report on the job positions you have posted on the Registry's Job Board, click on **Run Posting Report** at the bottom of the **Manage Job Board Posts** page under **Closed**. This will generate an Excel spreadsheet with details on the positions you have posted.

Closed

	Posting Date	Position	Employer	Agency	Status
Edit	05/07/2015	Teacher/Co-Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	04/28/2016	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	03/09/2015	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	03/09/2015	Lead Teacher	Ccei test (family care home) test	childcare education institute	CLOSED
Edit	02/27/2017	Administrator/Manager	Ccei test (family care home) test	childcare education institute	CLOSED

Previous 1 Next

Post New Job

Run Posting Report

Need Help?

In the event you have a question about Registry tools or encounter a problem while on the Registry, please contact the Registry Help Desk.

1. RegistryEmployerAccess@ccala.net
2. Phone: (323) 645-2631, Toll Free: (855) 645-0826
3. [Email Registry Staff](#)