Early Care & Education Workforce Registry

Pathway Program

Pathway Program Administrator User Guide

Description

This document provides instructions for accessing the Pathway Program Module and its features, as well as guidance on setting up, managing, and accessing reports for the Pathway Program in your county or program.

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Early Care & Education Workforce Registry

Table of Contents

Pathway Program User Guide

The Pathway Program (Pathway) program is a comprehensive and aligned professional development trainer and training system for the state's early childhood education (ECE) workforce. It provides an accessible avenue of professional development, particularly for Family Child Care (FCC) and other Home-Based child care providers. It also provides consistent standards for trainers and promotes professional development training to support early childhood professionals with finding and choosing training opportunities. Additionally, Pathway enables offering and tracking training in early childhood education topic areas aligned with the California Department of Education Early Childhood Education Competencies. It was first launched in Los Angeles County in 2010 as the Gateways for Early Educators™ (Gateways) and has been integrated with the California Early Care and Education Workforce Registry since 2016. The program is now being expanded, and renamed Pathway, as an option for other counties to implement towards a statewide system and accessible professional development pathway.

The Pathway Trainer Approval process gives trainers the opportunity to showcase their experience and formal education background in early childhood. This process also allows trainers to demonstrate their knowledge of adult learning principles, their experience presenting workshops and training sessions to diverse adult learners, and early childhood professionals. Trainers must also display knowledge of the CA ECE Competencies and how their trainings are in alignment with the twelve competencies. Trainer approval is required of trainers who are interested in conducting trainings for any one of the CCALA member agencies.

PATHWAY PROGRAM

TRAINER APPROVAL
- Standards
- Process

TRAININGS
- Aligned with Competencies
- Approval Process

PATHWAY
- Digital Pathway
- Self & Agency Tracking

The Pathway model is designed to achieve the following statewide system goals:

Professional Development System Goals

- Provide access for each county throughout the state
- Leverage resources and infrastructure for cost-effectiveness and sustainability
- Easily track professional development (PD) providers, the workforce, and state and county administrators
- Build on the state's work on Transforming the Workforce: Birth to Eight workgroups, the Training and Training Approval Process workgroup, and various efforts of First 5 CA, California Department of Education, and WestEd
- Includes a Trainer and Training Approval process to promote high quality trainings offered by approved trainers

1.1.   Pathway Administrators

Each Training/Sponsor Agency must have at least one designated primary Pathway Administrator included in the Application, unless the Executive Director will be adding, editing, and /or removing trainings for the organization. The Pathway Administrator must have an active Registry profile to access the Training Sponsor Tools.

- To create a profile, go to www.caregistry.org and click *"Create Profile"* and complete the registration process. An email address is required and will serve as the username upon login.

- Once the Pathway Administrator has completed the registration process and has an active profile, and is approved, he/she/they will have access to the **Pathway Administration Menu.**
- If the **Pathway Administrator** is also a trainer, an **Instructor Access Request** will also need to be submitted to access the **Instructor Tools**. See 2.2 and 2.3. or the Pathway Administrators can add the Instructor in **Instructor Management.**

1.1.1 Pathway Administration Tools

When the Pathway Administrator logs-in to his/her/their profile, the Home Screen will appear. To access the **Pathway Administration Tools**, click the link in the navigation bar to the left of the screen.
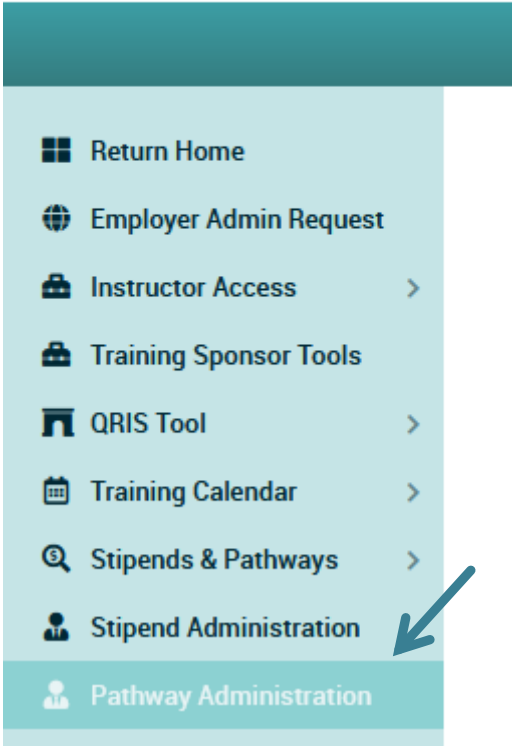
Another method for accessing the **Pathway Administrator Tools menu** is through **Training Sponsor Tools.**

Clicking the Pathway Administration link will display a page listing all Active Pathway Programs for which the user is an approved administrator. The **Pathway Administration** page will appear, listing the tools available: Pathway Setup, Approved/Pending Instructors, Approved/Pending Training, My Partners, and Reports.
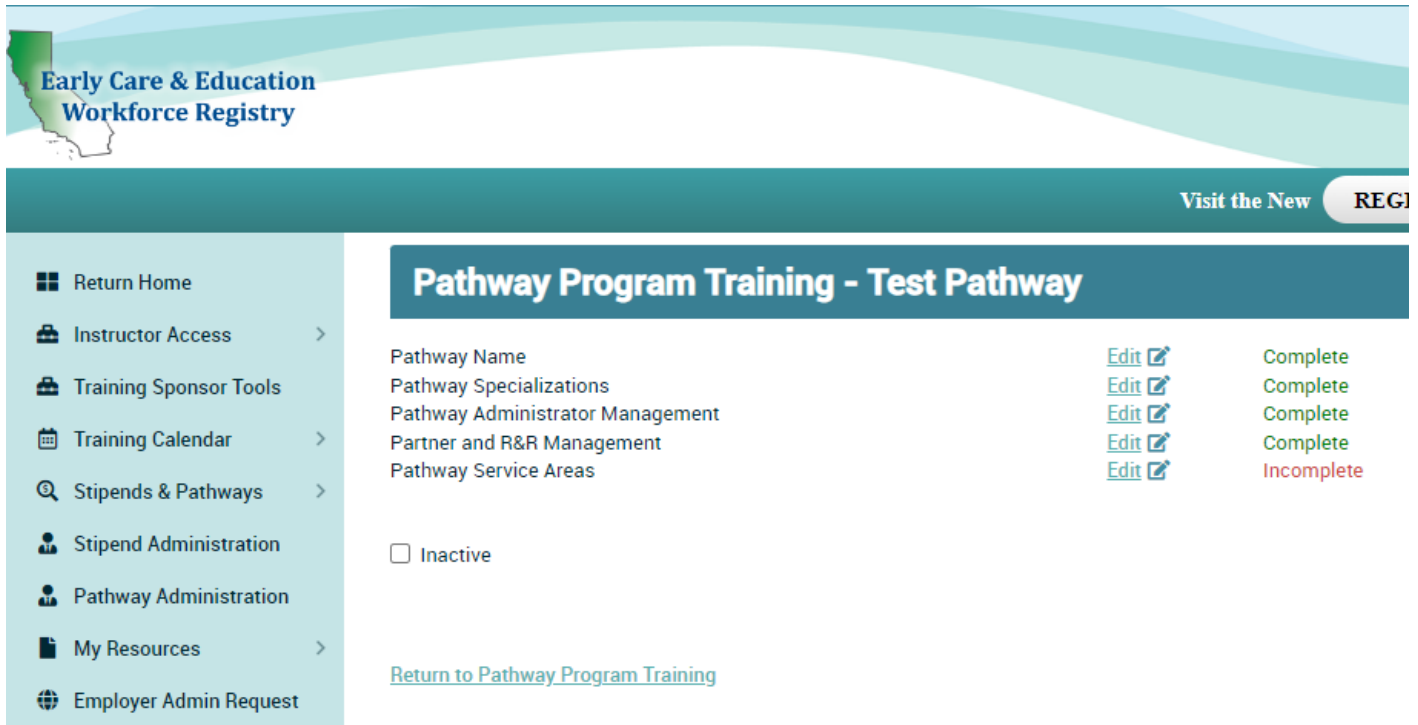
1.1.2.   Pathway Setup

The Pathway Program information supplied in the application will already be prepopulated by the Registry for the Pathway Administrator once granted access to the Pathway Administration Menu. The primary Pathway Administrator should ensure that the data in **Pathway Program Setup** section is correct and remains up to date. This information can be edited at any time.

Pathway Setup: Menu option in the Pathway Administration that allows Pathway Administrator to manage details of the Pathway Program.

Pathway Program Training - Test Pathway

Pathway Name	Edit 🖉	Complete
Pathway Specializations	Edit 🖉	Complete
Pathway Administrator Management	Edit 🖉	Complete
Partner and R&R Management	Edit 🖉	Complete
Pathway Service Areas	Edit 🖉	Incomplete

☐ Inactive

Return to Pathway Program Training

- When each section is complete, the page will display 'Complete' in green text.
- When each section is incomplete, the page will display 'Incomplete' in red text.

- **Pathway Name:** Official name for each Pathway Program as designated on a submitted application for participation; enter text for the Pathway Program name in English, Spanish or Chinese.
- **Pathway Specializations:** The professional development pathways created for each Pathway Program
  - Foundational Knowledge covers 12 topic areas aligned with the California ECE Competencies completed when a participant attends at least two trainings in each topic area.
  - Specialization Pathways provide an opportunity to concentrate more deeply on a particular subject, such as Trauma Informed Care or Multi-Language Learning, to build an increased level of focus and expertise on subjects of importance to the healthy development of young children.
  - A Specialization Pathway is completed when one completes all trainings in the defined Pathway topic (a minimum of 16 hours per Specialization.) The 16 hours must consist of separate training sessions, or a series of training sessions on topics all related to or part of the subject of focus and be approved Pathway Specialization Trainings.

- **Pathway Administrator Management:** Display of all existing administrators associated with the Pathway Program; add a new Administrator by searching with the Registry ID.
- **Partner and R & R Management: P**artners could include educational institutions, childcare centers, non-profit organizations (Resource & Referral agencies), and other stakeholders invested in ECE workforce development and collaboration with the Pathway Program lead agency.
- **Pathway Service Area:** Participating R & Rs will provide updated zip codes for service areas that will be selected in this section of the program set-up.

1.1.3. Approved/Pending Instructors

This menu selection allows **Pathway Administrators** to view all Pathway Applications for individuals that stated they were independent trainers. The number of applicants and their application status will be displayed: Pending, Approved, or Denied.

The page will display all Instructors that have been approved or have pending applications for the Pathway Program or are independent trainers that submitted a Pathway Trainer Application but it not affiliated (no Instructor Access Request or added instructor by Training Sponsor) with a participating Pathway Administrator.

This menu allows **Pathway Administrators** to view all Pathway Applications for individuals that stated they were independent trainers.

Individuals without an existing Pathway Sponsor Affiliation will appear in all Pathway Programs for approval. Only Pathway Applications without a Training Sponsor Affiliation can be approved in the Pathway Administrator location.

- At this point, the instructor must wait for your approval to proceed with the Instructor Tools.

Early Care & Education Workforce Registry

Pathway Trainers/Applications - Independent

These are all Pathway Applications for individuals that stated they were independent trainers.

Export Results

	App ID	Submit Date	App Status	Registry ID	First Name	Last Name	View Pathway App	Status Change Date	Email	Pathway App?	CA Career Lattice Met?	Specific Content App?	Independent?	Approved Topics	View Ed & Train Report	Service Area Counties
▶	6	04/03/2024	Pending	100031470	Christy	Test last name	View	04/03/2024	✉	Yes	Yes	No	No	Emotional Intelligence	View	Test Pathway-Statewide

You can change the current status of an application by clicking on the App Status link.

Pathway Trainers/Applications - Independent

These are all Pathway Applications for individuals that stated they were independent trainers.

Export Results

Application Status ✕

Status:

Pending

Select the desired status of an application: Approved or Denied.

Pathway Trainers/Applications - Independent

These are all Pathway Applications for individuals that stated they were independent trainers.

Export Results

Application Status ✕

Status:

Pending
Pending
Approved
Denied

Update   Close

If an instructor has been approved by a Pathway Program, the program is visible by clicking the ▶ icon in the first column.

Pathway Trainers/Applications - Independent

These are all Pathway Applications for individuals that stated they were independent trainers.

Export Results

	App ID	Submit Date	App Status	Registry ID	First Name	Last Name	View Pathway App	Status Change Date	Email	Pathway App?	CA Career Lattice Met?	Specific Content App?	Independent?	Approved Topics	View Ed & Train Report	Service Area Counties
▶	6	04/03/2024	Approved	100031470	Christy	Test last name	View	04/05/2024	✉	Yes	Yes	No	No	Emotional Intelligence	View	Test Pathway-Statewide

A Trainer who does not meet the qualifications for a Pathway Trainer based on the CA Early Childhood Career Lattice, but has, either through years of experience or specific education or training, specific content knowledge relevant or related to the field and work of child care

providers will be eligible to apply as a Content Specific Pathway Trainer. Content Specific Trainers will be limited to training in their approved content area which will be visible in the "Approved Topics" column.

If more than one topic is approved the column will display a plus sign to expand and list the topics.

1.1.4.   Pathway Training Search

Trainings that have been designated Pathway Trainings within your Pathway programs are searchable in the Pathway Administration tools.

After selecting the menu "Approved/Pending Training," the search page will open, and the search fields will allow to filter by training title or keyword, specific Pathway, specific sponsor,, and or county:

Pathway Training Search

Course/Training Title or Keyword (Note: Entering **fewer words** will provide **more training results** - start with a one-word search for more results.)

Type in keyword/s

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

- Select Pathway -

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

- Select Sponsor -

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

| Alameda |
| Alpine |
| Amador |
| Butte |

Search

Return to Pathway Program Training

1.1.5.   My Partners

Displays currently approved Partner Organizations with their designated Pathway lead.

My Partners - Test Pathway

Program ID	Sponsor Name		Sponsor Contact
29283	Test Organization		Testing, Test

- ▪ The addition of new partners that are existing Training Organizations is accessed in the Pathway setup menu.

1.1.6.   Reports

Reports - New Pathway Program

- Pathway Summary Report
- Pathway Progress Report
- Pathway Report

Return to Pathway Program Training

- **Pathway Summary Report:** By entering a date range by which to search, a report is generated with a listing of each Training Name and the Core Knowledge Area with the number of trainings offered, number of Trainees, Total Training Hours Offered, Total Training Hours of Trainings, and Average Hours per Trainee.

- **Pathway Progress Report:** Pathway Progress Monitoring Report provides the number of participants as of the date and time the report is run. The participants will be listed with names, Registry ID, completed Passport Dates (1,2, and 3), completed PD Pathways (Foundational Knowledge 1, 2, or 3 or Specialization), total hours of training, total Pathway hours and hours completed in each competency.

- **Pathway Report:** Provides a spreadsheet listing of Pathway Trainee names, Registry ID, completion dates of Passport 1, 2, and/or 3, completion dates of PD Pathways (Foundational Knowledge 1, 2, or 3 or Specialization), and total hours completed.

2.0 Instructors/Trainers

In adopting the Pathway model, the participating County agrees to approve trainers and trainings according to Pathway guidelines and track Pathway trainers and training participation in the California Early Care and Education Workforce Registry.

The first step to becoming an approved trainer/instructor with a sponsor organization is to have or create or update an existing Registry account.

2.1 Trainer Qualifications

Trainer qualifications are aligned with the California ECE Career Lattice (adopted by California Department of Education, 2018). See the link below for more information on the qualification alignment with the California Early Learning Career Lattice 2018 and how to better understand the career lattice levels.

California Early Learning Career Lattice Guide 2018

Gateways Trainer: A Gateways Trainer is professional with both the subject matter and adult learning knowledge and skills to provide "a learning experience, or series of experiences," on early care and education and child development topics to build participants skills or dispositions" (NAEYC and NACCRA, 2011, p.7). To be eligible as a Gateways Trainer, the individual must meet specific qualifications as determined by the CA Career Lattice (7A-7C through 10A-10C (all D levels excluded). A Gateways Trainer is one that is approved and participates in a Gateway Program at the county, regional or statewide level.

Specific Content Gateways Trainer: A Trainer who does not meet the qualifications for a Gateways Trainer but has, either through years of experience or specific education or training, specific content knowledge relevant or related to the field and work of child care providers. Content Specific Trainers will be limited to training in their approved content area. A Content Specific Gateways Trainer is one that is approved and participating in a Gateway Program at the county, regional or statewide level.

2.2 Creating a Registry Profile

The first step to becoming an approved trainer/instructor with a sponsor organization is to have or create or update an existing Registry account.

- An email address is required and will serve as the **Username** upon login. The email address used to create your profile will be the same email address participants will use if they have questions regarding one of your trainings. *Please use your work/professional email address.*

- To create a profile, go to www.caregistry.org and click **Create Profile.**
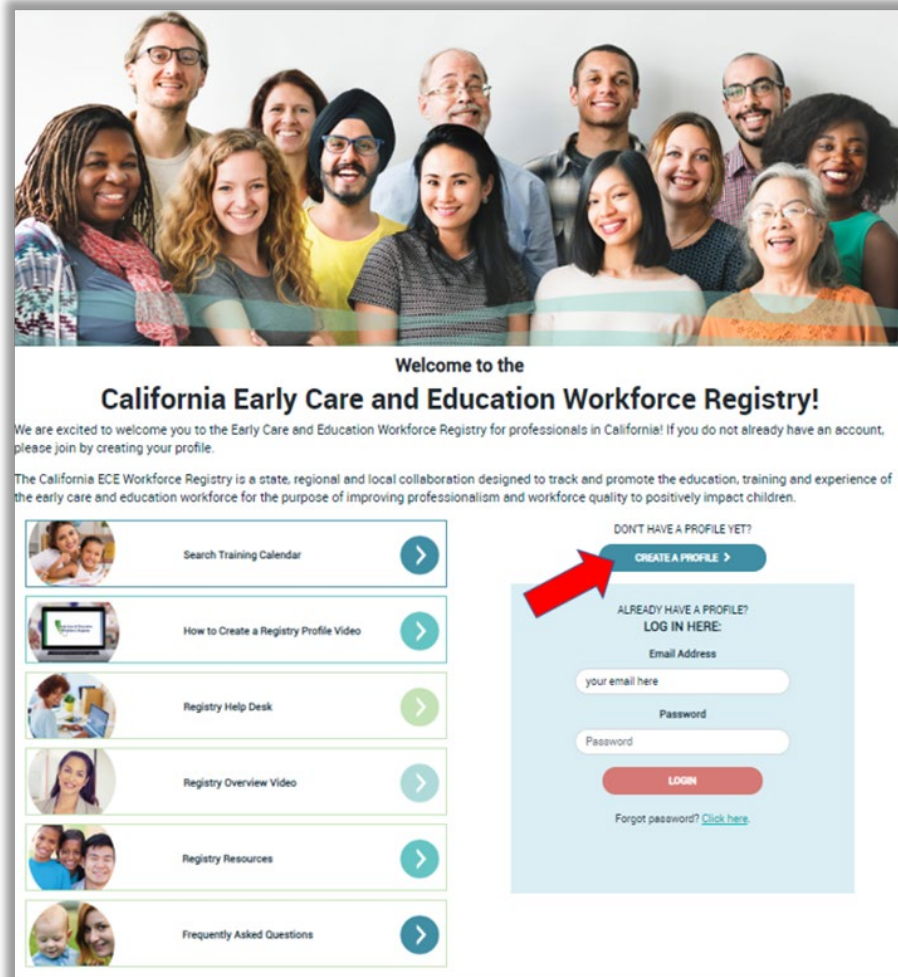
- **User Registration**
  This section asks for contact information including creating a password, demographic information and indicating language(s) spoken. Required fields are marked with an asterisk.
- **Employment Status**
  When choosing employment option in the second screen of the Registration page or updating employment status in the Registry
    - **Employees** - Trainers that are employees of the training/sponsor organization search by the name of the organization.
    - **Contractors/Self-Employed** - Trainers that are contractors, self-employed, will first select search by **Employer Name** and then search and select **Contractor.** (See screen shot on next page.) Do not use this option if you are a FCC provider.
        - If you have more than one role, and/or employer, or also owner your own center/FCC, please create two employment records. Most individuals utilizing the Training Module/Calendar will fall into the two categories below: Employed/Owner of a professional development organization or is a contracted instructor in a training organization.

- If you are also a FCC, or have another role, add another employment record when you log back in to capture your role in the field, including the number of hours you work, etc.

User Registration: Employment

Search for your current employer. If you don't find the employer on the first search, you may want to try again using different criteria.

Specific Search Categories

- **Licensed Center, Public School site or Family Child Care (FCC) Home**: Click **Select Employer/Business/State and Location** and **Search By** to start your search. When you select **Name**, type in the name of the licensed facility/school site where you work/own your business. You may also search by the **License Number** issued by Community Care Licensing, if applicable. When you locate your work site/status, press **Select**.

  FCCs: Search by Last Name, First Name of owner/operator or license number.

  Large Multi-Site Employer: Search and select the site where you spend most of your working hours.

  If you cannot find your center, school or family child care home or FCC employer, click **Please Select** then **Name** and Select *Employer/Business not Found* and type in your employer/business details. Registry staff will work to add the employer/business/ECE related business in the Registry and match you with your employer/business/FCC.

- **Professional Development Organizations**: If you are employed by a professional development provider, such as a resource and referral agency, **Select Employer/Business/State and Location** and **Search By**, select **Name**, then enter the name of that organization, then click **Search**. When you locate the organization, press **Select**.

- **Unemployed**: If you are unemployed, **Select Employer/Business/State and Location** and **Search By** and **Name**, type "unemployed" then click **Search** and then **Select**.

- **Student Not Employed in ECE Field**: If you are a student not employed in the ECE field, **Select Employer/Business/State and Location** then **Search By** then **Name**, type "student" in search field, then **Search** and then **Select**. If you are employed in ECE and also a student, please search for the facility/home/organization by following the instructions in **Licensed Center, Public School site, or Family Child Care (FCC) Home** above.

- **License-Exempt Provider** (Family, Friend, Neighbor = FFN): If you are a license-exempt provider (FFN), **Select Employer/Business/State and Location** then **Search By** then **Name** and type "license-exempt" in search field then **Search** and **Select** that option from the list. If you work in a licensed facility, or license-exempt school site, please follow Licensed Center, Public School or Family Child Care Home instructions above.

- **Contractor** (self-employed in support role for the ECE field, not FCC or FFN): This category is for individuals that may be hired by a professional development organization to conduct professional development, such as training, but is not an employee of that professional development organization. If you are a contractor, type "Contractor" in Search by Employer/Business Owned/Status and **Select** that option from the list. This is not intended for individuals that are employed and/or work directly with children and have an employment contract or for family child home operators/owners.

After making your selection close the box, complete the additional information, and **Save!**

Search By *

Please Select	⌄

2.3 Instructor/Trainer Access Request
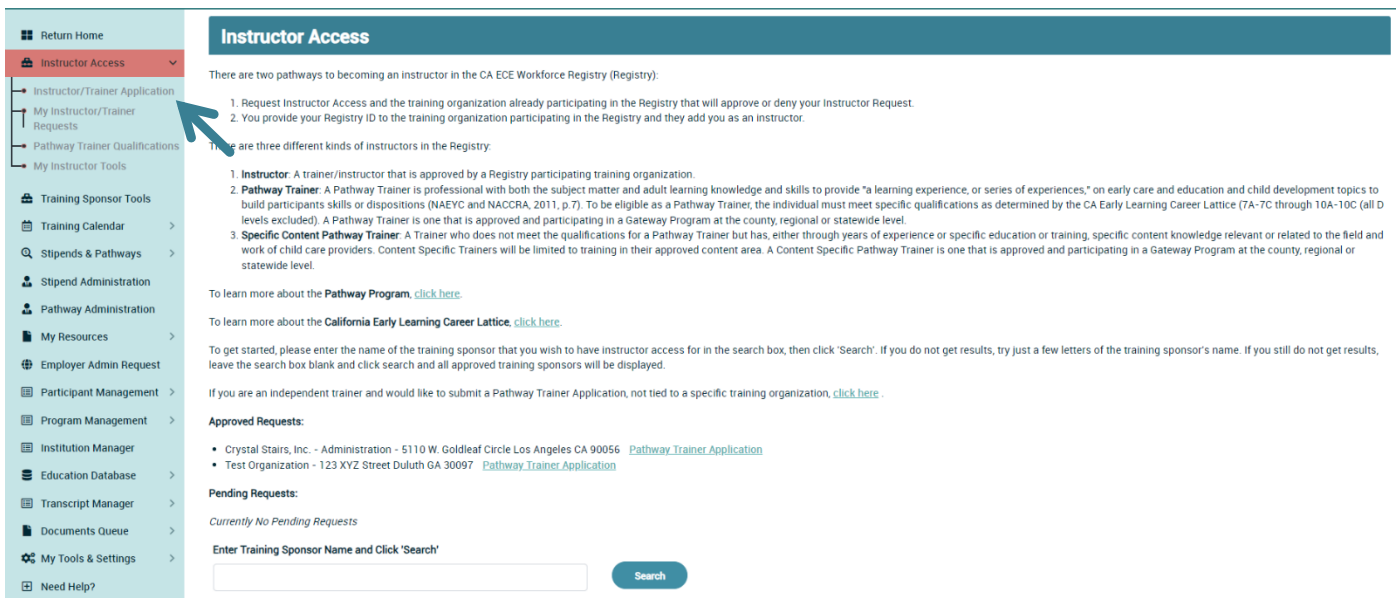
Any Registry participant can request instructor access by clicking the link on the navigation bar entitled **Instructor Access Request**.

There are two pathways to becoming an instructor in the CA ECE Workforce Registry (Registry):
- Request Instructor Access and the training organization already participating in the Registry that will approve or deny your Instructor Request.
- Instructors provide their Registry ID to the training organization participating in the Registry and are directly added as an instructor.

The **Pathway Administrator(s)** designated by participating Pathway Program Training/Sponsor Organizations approve their Pathway instructors.
- Regardless of whether the trainer is an employee or a self-employed contractor, they must be approved by the training/sponsor organization to gain access to **Instructor Tools**.
- Approval will involve submission of an application through the Registry using the Instructor Access menu.

- Click the "Instructor Access Request" link, as shown, to access the Instructor menu. Next click the Instructor/Trainer Application link to display the Instructor Access request page.
- When submitting an application for a particular Pathway Program follow these steps:

- Type in the name of the organization you want instructor access with and click "**Search**."
- Click the circle next to the organization you choose and click "**Submit**".
- Organization name will now appear in "Pending Requests".
- At this point, the instructor request will be sent to the sponsor organization and will remain pending until the sponsor approves or denies the request. Once the sponsor processes the request, an email will be sent informing the applicant of the decision.
- If a request is denied, applicants will have the ability to request access again in the future.
  Please note: There is no limit to the number of sponsor organizations an instructor can send a request to.

Step 1: Enter the name of the organization here, then click **Search**.

Enter Training Sponsor Name and Click 'Search'

| CCEI | Search |

Show 10 entries

	Program Name	Address	City	Zip
●	CCEI Community College licensed	789 River on the Rays	San Francisco	94108
○	TEST CCEI FOUNDATION SALINAS	1210 JOCOB STREET	SALINAS	93905
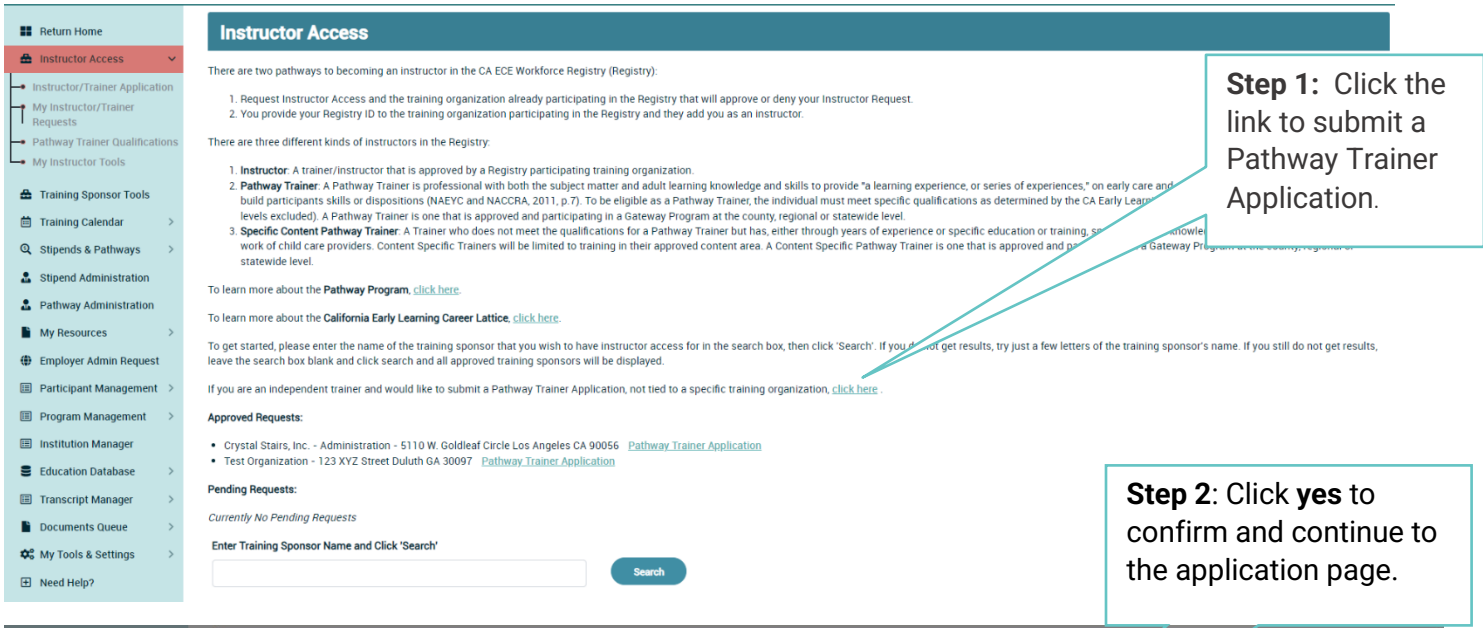
Showing 1 to 2 of 2 entries 1 row selected

Previous | 1 | Next

Submit

Step 2: Click the circle next to the organization then click **Submit**.

- If submitting an independent trainer application to be approved as a Specific Content Trainer, follow these steps:
  - Click the link at the end of the sentence: If you are an independent trainer and would like to submit a Pathway Trainer Application, not tied to a specific training organization, "click here."
  - Confirm at the prompt "yes" to proceed with completing an application for submission.
  - Complete the sections of the application: General Information, Experience and References, Instructor Profile, and Information & Statements of Understanding.
    - Pathway Trainer eligibility aligned qualifications with the California ECE Career Lattice will be visible based on calculations from the applicants Registry profile.

- If the applicant is not eligible as a Pathway Trainer, the applicant can still submit as a Specific Content Pathway Trainer and must provide documentation on qualifications to provide training in specific content areas.

Step 1: Click the link to submit a Pathway Trainer Application.

Step 2: Click **yes** to confirm and continue to the application page.

Trainers must submit the topics they wish to offer for training, and the Pathway Administrator will assess and decide on the approval or denial of each submission. Pathway Trainers and Specific Content Pathway Trainers and must provide documentation on qualifications to provide training on the topics submitted.

2.3   Instructor/Trainer Tools

If the sponsor approves a request for instructor access, the approved profile will include the **"My Instructor Tools"** located under the Instructor menu on the navigation bar *(see screenshot below)*.

Early Care & Education Workforce Registry

The instructor will have access to the **Instructor Profile to edit as needed, a printable profile, Pathway Trainer Information, Instructor/Trainer Application requests** and **Event Management** (if granted by associated training organization).

See the following sections in the Training Calendar Module User Guide for Instructor Tools: **Instructor Profile = 2.3.1.**

Event Management = 1.1.6.

Instructor Tools

- Event Management
- Events: Special Accommodations Report (Download)
- Instructor Profile
- View Printable Trainer Profile
- Pathway Trainer Information
- View Instructor/Trainer Application Requests
    - **No pending applications:** Begin a new Pathway Trainer Application

Return Home

Employer Admin Request

Instructor Access ⌄

— Instructor/Trainer Application
— My Instructor/Trainer Requests
— Pathway Trainer Qualifications
— My Instructor Tools

2.3.1 Instructor/Trainer Profile

The instructor must complete the profile page. Some of the information is pulled and populated from the instructor's profile; other information is typed in. Click the Instructor Profile link *(as shown in the screenshot above)* to access the Instructor Profile Viewer.

- To add or change information in the Instructor Profile Viewer, click "**Edit**" at the top right corner.

Instructor Profile Viewer

Edit ✎

Contact Information

Instructor Name: Elise Testtwo
Instructor Email: ecrane11@comcast.net

Instructor Summary Information

No information was provided.

Instructor Self-Reported Education

Associate's Degree

Instructional Counties

Alpine

Clicking the link will allow a participant to send an email to the instructor. The email address cannot be changed in this section of the Registry. It is the same email address entered when the profile was being created. To change the email address, go to **My Profile**, on "**My Tools & Settings**". *Please use a work email.*

Instructor Core Knowledge Areas

Child Development and Learning
Culture, Diversity and Equity
Administration and Supervision

Instructional Age Level Instruction Applies To

Infant (Birth - 18 Months)

Instructional Languages of Instruction

English

Additional Information

No information was provided.

Early Care & Education Workforce Registry

- ▪ Upon clicking **Edit**, the following **Instructor Profile Editor** screen will appear

Instructor Profile Editor

Instructor Name: Elise Testtwo

Instructor Summary Information:

Free-type space. Max 500 characters

The Instructor Name and Instructor Self-Reported Education fields are prepopulated from the personal profile page completed during registration. These fields cannot be changed from this screen. To change these 2 fields, the information must be edited from the personal **My Profile** screen.

Instructor Self-Reported Education: Associate's Degree

Instructional Counties: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Alameda
Alpine
Amador
Butte

Instructor Core Knowledge Areas: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Administration and Supervision
Child Development and Learning
Culture, Diversity and Equity
Dual Language Development

Each of the 4 drop down boxes will allow the instructor to select more than one choice by holding down the **Ctrl** button on the keyboard and clicking as many choices that apply.

Instructional Age Levels: (Hold down the Ctrl (windows) / Command (Mac) button to select r

Infant (Birth - 18 Months)
Toddler (19 - 36 Months)
Preschool (3 - 5 Years)
Transitional Kindergarten (4 - 5 Years)

Instructional Languages: (Hold down the Ctrl (windows) / Command (Mac) button to select r

American Sign Language
English
Spanish
Cantonese

Additional Information:

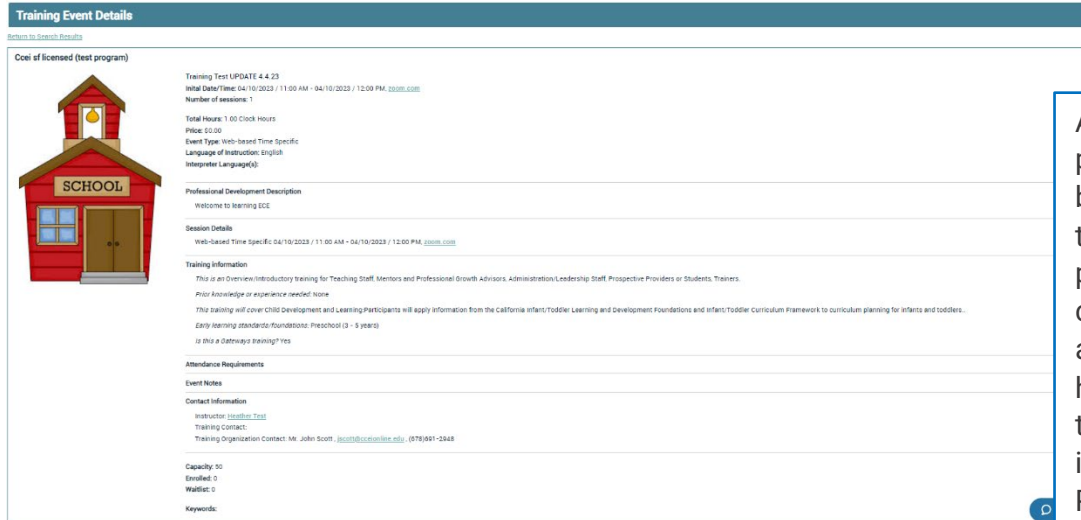Free-type space. Max 500 characters

When the **Publish Profile** box is checked, all participants will be able to see your profile once you have posted a training to the calendar that you will instruct.

☐ Publish profile

Save

Click **Save** when all updates/edits are complete.

▪ When a participant searches for trainings, he/she will be able to see the instructor profile by clicking on the Instructor Name, if the profile is published:

> Any Registry participant will be able to see the instructor profile by clicking here on any training that has been posted to the calendar, if the "Publish Profile" box was checked by the instructor.

Event Management: The Event Management section for instructors is the same as for sponsors. Click the **Event Management** link in the Instructor Tools to access this section (1.1.6.) for step-by-step instructions on how to add an event to the calendar, email enrollees, change enrollment status for enrollees, manually add non-enrolled participants, manually enter payment information, view/print the training roster, view/print a sign-in sheet, and update enrollees attendance status once they have completed the training.

▪ Only the **Contact Manager(s)** can **edit training information** once entered into the Registry.

3.   Contact Us

Registry Training Module/Calendar Support:

Christy Waterman
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CA ECE Workforce Registry
Child Care Alliance of Los Angeles
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Call: (323) 274-1394

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Angel.Ramirez@ccala.net
Call: (323) 457-0126 Ext. 266

Elise Crane
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For participant questions email:

https://childcareallianceoflosangeles.zohodesk.com/portal/en/newticket

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