

# Quality Counts

## Workforce Registry

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# Purpose of the Workforce Registry

- Have a central, statewide system that gathers information for the full workforce in early care and education.
- Utilize the information to better support the field through funding and policy decision-making at the state level.

# Purpose of the Workforce Registry

- Quality Counts California now requires QRIS counties to use the CA Workforce Registry <https://caregistry.org>
- In 2021, we understand that the Registry will be the only way that Lead Teacher, Family child Care provider and Director qualifications will be rated.
- Quality Counts San Mateo has negotiated a “soft start” for sites being rated this year.

# Requirements for Quality Counts

- Everyone must sign up for the Registry (including directors, site supervisors, lead teachers, and family child care providers).
- Provide a final set of documents (e.g. transcripts, permits, degrees) to SMCOE for submission to the Registry.
- Directors/Agency Leads must request *Administrator Access* for each of their sites.

# Signing Up for the Registry

Go to [www.caregistry.org](http://www.caregistry.org)

The screenshot shows the homepage of the California Early Care & Education Workforce Registry. At the top left, there is a logo for 'Early Care & Education Workforce Registry' with a map of California. To the right, there is a language dropdown menu set to 'English' and a note 'Powered by RegistryOne™'. The main content area features a large heading 'Welcome to the California Early Care and Education Workforce Registry!' followed by a paragraph: 'We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California! If you do not already have an account, please join by creating your profile.' Below this is another paragraph: 'The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.' To the left of the text are images of a diverse group of professionals and a family. Below the text is a video player titled 'How to Create a Registry Account'. On the right side, there is a 'Resource Links' box with links for 'FAQs', 'Additional Resources', and 'Video: Registry Overview'. Below this is a prominent red 'Register Now' button. Underneath the button is a 'LOG IN' section with input fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password?' link. At the bottom left, there is a 'Training Calendar' icon. The footer contains links for 'Terms of Use', 'Privacy Policy', 'Contact Us', and 'CCALA', along with logos for 'FIRST5 CALIFORNIA', 'first 5 la', 'oe', 'CHILD CARE ALLIANCE LOS ANGELES', 'FIRST 5', and 'E3 Institute'.

Early Care & Education Workforce Registry

Language: English

Powered by RegistryOne™

## Welcome to the California Early Care and Education Workforce Registry!

We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California! If you do not already have an account, please join by creating your profile.

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.

[FAQs](#)  
[Additional Resources](#)  
[Video: Registry Overview](#)

**Register Now**

LOG IN

User Name  
Password  
[Login](#)  
[Forgot Password?](#)

Training Calendar

How to Create a Registry Account

Terms of Use | Privacy Policy | Contact Us | CCALA

FIRST5 CALIFORNIA first 5 la oe CHILD CARE ALLIANCE LOS ANGELES FIRST 5 E3 Institute

# Signing Up for the Registry

**Participant Management**

**User Registration**

\*Required Field

Salutation: \*

First Name (Birth Name): \*

Middle Name/Initial:

Last Name: \*

Former Last Name(s):

Email Address  
(This will be your username): \*

- Enter your personal email address and choose a password. Enter additional information as requested.

# Signing Up for the Registry

- The Registry will send an email to your personal email address to complete the Registration. You will be redirected to the Registry page to log in.



Dear Participant,

We are excited to welcome you to the Early Care and Education Workforce Registry.

To complete registration, you must now validate your email address. You can do so by clicking on the link below, or you may copy and paste the link into the address line on your Internet browser.

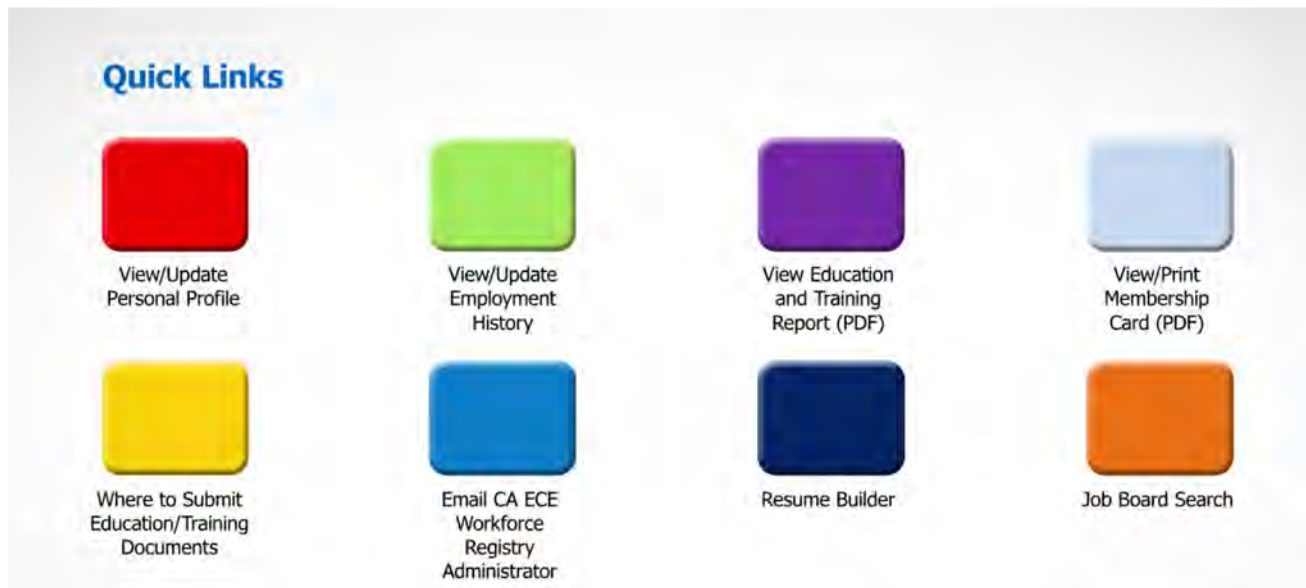
Click Here: <https://www.CARegistry.org/index.cfm?validateEmail=mtd756823f67&uEmail=kimhuly@gmail.com&uValidator=5469796&uPrefLang=1>

- As a participant in the Registry, you will be able to build a profile of your education, permits, training and employment history. The Registry will also electronically store your education, training, and qualification documents, such as transcripts and permits.
- The Registry will offer program administrators a way of documenting the qualifications of their staff. That documentation can be used in reporting to funders and creating staff professional development plans.\*
- The Registry will provide the first comprehensive look at the early childhood workforce. The goal is to expand to other counties for statewide participation. This data has tremendous potential to bring about improvements to the field.

*\*Offered to select counties.*

# Signing Up for the Registry

- Upon logging in, you can print your Registry Card for you and your employer (click “View/Print Membership Card”).





# Submitting Documents

- Make a photocopy of the following documents for staff to provide to SMCOE. Documents must be clean and legible.
  - Degrees
  - Child development permits/credentials
  - Full transcripts
  - Professional development hours

# Submitting Documents

- Complete the Registry Mailing Cover sheet for each site


AGENCY NAME:									
SITE NAME:									
# OF CLASSROOMS:									
DATE:									
<b>DIRECTOR INFORMATION OR FAMILY CHILD CARE</b>				<b>EDUCATIONAL DOCUMENTS SUBMITTED TO REG</b>					
<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>REGISTRY ID #</b>	<b>POSITION TITLE</b>	<b>TRANSCRIPTS YES/NO (How many?)</b>	<b>COPY OF PERMIT YES/NO?</b>	<b>CREDENTIALS YES/NO</b>	<b>TRAINING DOCUMENTS (How many?)</b>		
Example: Shawnece	Lacey	xxxxxxxxxxxxxx	Director	Yes (3)	Yes	No	Yes (10)		
1									
2									
<b>TEACHER INFORMATION (Lead Teachers Required)</b>				<b>EDUCATIONAL DOCUMENTS SUBMITTED TO REGISTRY</b>					
<b>CLASSROOM NAME / NUMBER</b>	<b>AGE GROUP</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>REGISTRY ID #</b>	<b>POSITION TITLE</b>	<b>TRANSCRIPTS YES/NO (How many?)</b>	<b>COPY OF PERMIT YES/NO?</b>	<b>CREDENTIAL YES/NO</b>	<b>TRAINING DOCS (How many?)</b>
Example: Room 1 Guppies	Toddlers	Emily	Harding	xxxxxxxxxxxxxx	Lead Teacher	YES (3)	YES	NO	YES (10)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

- Mail or bring complete Registry packet to SMCOE by Nov 1.
- SMCOE will mail the documents to the Registry on your behalf.

# Submitting Docs – Permits/Credentials

- Copies must include the following:
  - First and Last Name
  - Permit level/type of credential
  - Document number
  - Issue date
  - Expiration date

# Submitting Docs - Transcripts

- Only provide the most recent/complete transcript from each institution.
  - Official or unofficial copies accepted; screenshots not accepted
  - Must include institution name/logo, student's name, course names/#s, units, and grades.
  - If a teacher has a foreign transcript, seek a formal transcript evaluation by a CA DOE-approved evaluation organization and include the evaluation in your submission.
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# Submitting Docs - PD

- Provide copies of PD certificates for the prior 12 months for ECE topics to improve quality of care and education as well as child safety.
- Certificates must include the date, duration, ECE topic/description of the training, attendee name, and logo or signature of the organization or individual who conducted the training.
  - In-service trainings will be accepted if the above documentation (as well as an additional attendance roster) are provided.
  - Video coaching and professional learning community activities may also be accepted with sufficient documentation and permission from coach/facilitator.
- Starting this year, trainings through SMCOE and 4Cs will be entered directly into the Registry; documentation of these do not need to be provided.

# Administrator Access

- Purpose
  - View each of your staff's qualifications on their educational profile
  - Add new staff and update information on your existing staff.

# Administrator Access

- Log-in and click Administrative Access Request.
- Include all facilities that Administrator Access is being requested.
- You will receive an email with instructions on documents that will need to be submitted to complete the process.



## Administrative Access Request

To request administrative access, please follow the steps below:

1. Enter your search criteria below.
2. Select the centers and click **Add to List**.
3. When you are finished, click **Submit Request** to process the administrative access request.

Please Select the Appropriate School:

Search:  For:


Awaiting search...

# Staff Qualifications Ratings

- Quality Counts' Rating Advisor will review your documents and use them to do a preliminary rating of Lead Teacher/FCC Provider and Director qualifications before mailing all relevant documents to the Registry.
- The Registry will separately evaluate the mailed documents, estimate the staff/director qualification ratings and enter it into each person's records.



# Staff Qualification Ratings

- During San Mateo’s “soft start”, we will use this time to ensure consistency between the local and the Registry staff/director qualification ratings.
  - After this year, agencies/sites will be responsible for keeping staff information up-to-date (including the submitting of documentation).
  - After the “soft start”, the Registry will be the only means of determining ratings for Staff and Director Qualification elements.
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# Additional Resources

- Signing Up for the Registry
  - Registry Sign-Up Instructions
- Submitting Documents
  - Registry Procedures for Quality Counts SM Cty Sites
  - Registry Site Roster Mailing Form
- Administrator Access
  - Registry Procedures for Quality Counts SM Cty Sites
- General Information about the Workforce Registry
  - [Additional Resources](#)
  - [FAQs](#)

For questions about the  
Workforce Registry, feel free to  
email [gris@smcoe.org](mailto:gris@smcoe.org).

