

1.4. ¿Cómo se utilizarán los datos del registro?

El registro proporcionará las primeras perspectivas integrales sobre la fuerza laboral de la primera infancia en California. Esta información ayudará a los investigadores, a los encargados de formular políticas y a los financiadores a comprender mejor las necesidades educativas, de desarrollo profesional y de empleo de los proveedores de educación temprana y los maestros. Al ser parte del registro, puede ayudar a que esto suceda.

El registro almacena de manera confidencial datos que ayudarán a identificar brechas y patrones de finalización y capacitación de cursos universitarios a nivel regional y estatal. Esta información se puede utilizar para crear conciencia sobre los problemas de la fuerza laboral que afectan los programas de atención y educación temprana. Esta información es vital para alentar un mayor reconocimiento y compensación para los profesionales con conocimientos y experiencia en el campo de la educación de la primera infancia.

En la mayoría de los casos, sus datos de registro serán reportados en conjunto. Su información personal, incluido su nombre, dirección, número de teléfono, dirección de correo electrónico, número de seguro social y los documentos enviados, se mantienen confidenciales y nunca serán divulgados.

Si está trabajando en un programa que participa en el Sistema de Calificación y Mejora de la Calidad (QRIS), recibe fondos estatales o locales, o participa en una de muchas iniciativas como CARES Plus, AB 212 o un proyecto similar, algunos de sus datos podrán ser compartidos con organizaciones y agencias que le ayuden con fondos locales, estatales o federales. Uno de los muchos beneficios del registro es que debido a que su información, incluida su educación y capacitación, se encuentra en un solo sistema de datos, varias agencias no deben solicitarle los mismos datos; registros de capacitación, transcripciones, permisos, demografía, empleador actual, etc.

1.5. ¿A qué idiomas sirve el registro?

El Registro sirve los siguientes tres idiomas con la excepción del foro de Trabajo, el Módulo de Capacitación y el Generador de Curriculum:

- Inglés
- español
- Chino

Ayuda también podría estar disponible en estos idiomas.

2. UNIRSE AL REGISTRO

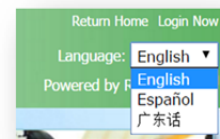
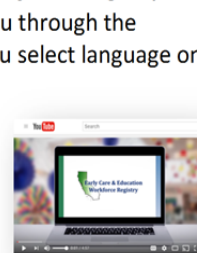
2.1. ¿Cómo me uno al registro?

Vaya a www.caregistry.org y haga clic en "Registrarse ahora" ("Register Now"). Será dirigido a la página de registración. Se requiere una dirección de correo electrónico para poder registrarse. Una vez que haya llenado la página, haga clic en "continuar con la registración" ("Continue with registration"). Asegúrese de iniciar sesión en su correo electrónico y volver a iniciar sesión en el Registro de la Fuerza Laboral ECE de CA para activar su cuenta.

2.2. ¿Cómo puedo obtener ayuda para inscribirme en el Registro de la Fuerza Laboral ECE de CA?

Hay tres videos tutoriales disponibles para guiarlo a través del proceso *Workforce Registry*? you through the you select language on

[Inglés](#)
[Español](#)
[Chino \(cantonés\)](#)



2.3. ¿Cómo activo mi cuenta?

Una vez que termine de registrarse, recibirá un correo electrónico con un enlace e instrucciones para activar su cuenta. Haga clic en el enlace, o copie y pegue el enlace en su navegador. Será dirigido al sitio web del Registro donde iniciará sesión con la dirección de correo electrónico y la contraseña que creó durante el proceso de registro. Una vez que inicie la sesión, su cuenta se activará oficialmente.

2.4. ¿Cuánto cuesta unirse al registro?

En este momento, no hay ningún costo para que los participantes se unan al registro. Las tarifas de inscripción están cubiertas actualmente por First 5 Los Angeles y la Oficina de Atención y Educación Temprana de San Francisco.

3. PERFIL DEL REGISTRO

3.1. ¿Qué información contiene el registro?

El registro puede almacenar de forma segura toda su información de empleo, educación y capacitación.

La información de empleo incluye una lista de su puesto actual, así como trabajos anteriores. Esto incluye el nombre de la instalación, el título del trabajo, la fecha de inicio del empleo o el cambio en el puesto, la tasa de pago, las horas trabajadas, la fecha de finalización del empleo, los salarios por hora o anuales antes de los impuestos (brutos), estado de tiempo parcial o tiempo completo, horas por semana y semanas trabajadas por año. Su empleador actual podrá ver esta parte de su empleo, pero no el historial de empleo anterior.

La información educativa incluye títulos universitarios, incluido el nombre del título, los cursos universitarios completados, los permisos de desarrollo infantil, las credenciales de enseñanza y las capacitaciones de desarrollo profesional completadas. Estos datos se muestran en su Informe personalizado de educación y capacitación, incluidos los cursos tomados con una "C" o superior. Su empleador tiene acceso a este informe, ya que es posible que se le solicite que presente pruebas al Departamento de Servicios Sociales - División de Licencias de Atención Comunitaria, a la Comisión de Acreditación de Maestros o al Departamento de Educación de California - División de Apoyo a la Educación Temprana de que sus calificaciones cumplen los requisitos establecidos por el estado. Los programas locales, como QRIS y los programas de estipendios, a menudo también necesitan datos de calificación para ayudar a los profesionales a seleccionar una ruta educativa o cumplir con los requisitos de calificación para la calificación de QRIS para asegurar la financiación de su empleador.

3.2. ¿Pueden los empleadores iniciar una sesión y buscarme?

No. Su relación de registro con su empleador comienza cuando usted busca a un empleador, selecciona el programa como su empleador y guarda su registro de empleo. Los empleadores solo pueden ver datos limitados y de su educación

y el resumen de capacitación y los documentos que necesitan para informar a agencias estatales como el Departamento de Servicios Sociales de California - Licencias de Atención Comunitaria o financiadores como el Departamento de Educación de California que requiere documentación de calificaciones para el preescolar estatal y otros programas.

3.3. *When my employer verifies my employment, what can they see?*

Your current employer can see the following fields, which you entered in your employment record and can either confirm that the information is accurate or make changes:

- First and last name
- Job Title
- Start date of employment
- End date of employment (if submitted previous employer information for verification)
- FT or PT work status
- Hours worked per week
- Hours worked per year
- Hourly or salary compensation type
- Wage

Periodically your employer may update the items above based on change of status such as job promotion, change in compensation, or end of employment. Once your employer enters an employment end date, they no longer have access to your education and training data, and will no longer see your name in their list of employees.

3.4. *What information needs to be verified and who verifies my information?*

Education, credential, and training information will be verified by Registry staff.

Current self-reported employment information will be verified by the current employer participating in the CA ECE Workforce Registry.

3.5. *What happens if my employer is not on the CA ECE Workforce Registry and does not verify my employment information?*

The Registry offices will work with employers to encourage participation. You can also encourage them to join and reach out to one of the Registry Offices.

In some cases employers are required to participate based on program participation.

3.6. *What happens when I change my employment? Who updates my account?*

When you change employers, your previous employer should update your profile with an employment end date. When this occurs, the employer will no longer see you on their staff roster and no longer has access to your Education and Training Report. If your employer forgets to enter an end date of employment, you can add the end date. You are required to start a new "Add a New Employment Record" for your new employer. Your new employer will confirm your employment and will be able to access your Education and Training Report, which will enable them to report to appropriate state agencies that you meet state requirements to work in a child development program or meet training organization requirements.

3.7. *Can my employer "transfer" my portfolio to my new employer?*

No. One of the ways the Registry preserves privacy is by empowering individuals to initiate contact with their employer and thereby share limited data, including education and training data. This type of data is collected

GENERAL FREQUENTLY ASKED QUESTIONS

by employers in the child development field anyway, but the Registry enables a transfer of education and training data only when an individual initiates contact with their employer.

3.8. Should I create a new account if am not sure that I am registered or change employers?

No. If you are not sure if you have a Registry account, go to www.caregistry.org, go to the bottom of the Registry Home page and click CARegistry@ccala.net to email staff at CA ECE Workforce Registry, please include your first and last name and your email address. You may be asked for additional information to verify your identity. If you have accidentally created a second account, please contact the Registry Office so that Registry staff can assist you with combining the data into a single account.

If you have created more than one account, please contact the Registry office to have the two accounts consolidated into one. And reprint your Membership ID card. Your Membership ID number will be used to track training attendance for your records and keep your verified education in the same location for your records and for your employer to report to state agencies for regulatory and funding purposes.

NOTE: You are the only one that should be registering yourself on the Registry unless you ask someone for assistance, but you should always be present and not share your login information.

3.9. How often should I or my employer update my information?

Only you can update your contact information. Contact information should be changed as it occurs to ensure that Registry staff are able to communicate with you, if necessary.

Employment information should be kept up-to-date so that accurate information is available for you and your employer if she/he is required to report on staffing, and the Registry tools, such as the Resume Builder. You need to initiate a new Employment Record if you change employers. Your former employer should add an employment end date for that employment record, but if it is not completed, you can enter your last day of employment.

In order to best showcase qualifications, it is beneficial to submit all education information including college transcripts and Child Development permits and credentials. You should update this data when there is a significant change that will impact your eligibility for a promotion, demonstrate that you have met education and training milestones for your employer, or based on funding to the program and/or state requirements; for example, upon degree attainment and/or when eligible for a new child development permit. It is strongly recommended to update this information annually.

Please note that only trainings with appropriate documentation will be verified and uploaded to a participant's profile.

3.10. Should I use my personal email or my work email when setting up my Registry account?

It is recommended that you use your personal email account so that if your work email account is not working, or you change employers and forget your password, you will be able to request a password reset and access the email with the reset link. If you infrequently use email and use a free email account, such as Google or Yahoo, and do not log into the account for several months, you will be locked out of your email and may not have access to that email address again. If this occurs, you can always contact a Registry Office from the "Contact Us" link on the bottom of the Home Page at www.caregistry.org to request assistance.

There are two options for entering an email one is Personal (primary) and Work (secondary). If you are a trainer or an Administrator of a program, you will want to use the Personal (primary) email so that notifications from the Registry for staff registering, instructor access requests, and training RSVPs go to your work email that you view most frequently.

3.11. *How do I make changes to my profile (name, email, password, address, contact information, etc.)?*

Go to www.caregistry.org and log into your account. Click the quick link square you wish to edit, or look for the topic on the left side of the screen, and you will be able to make edits to the following areas:

- Personal Information (for example, Former Last Name(s), email address, password, home address, etc.)
- Experience (for example, current employer, former employer)
- Self-Reported Education Information (for example, degree, child development permit, credential)
- Demographic Information (for example, date of birth, marital status, race/ethnicity, languages spoken, etc.)

3.12. *What if I forgot my password?*

On the login page, there is a link that says “Forgot your password?” Click this link and you will be directed to a page where you will enter your email address (the same email address as your user name). Your password will be emailed to you within 30 minutes. If you do not receive an email, check your SPAM folder. If you still have not received your email, go to “Contact Us” at the bottom of the Home Page and request assistance. It could be that your email address was entered incorrectly when you created your account, that your email service has blocked the email from the Registry, or you have a different email address on file. *(If you print your Registry Membership Card, you will have access to your Registry ID number and the email address on file with your ID number. Be sure to print a new card if you change email addresses. The number will be the same, but the email listed on the card will change).*

3.13. *What if I forgot my email address I used to register or have a typo in my email and I cannot log in?*

Contact the Registry Office by clicking “Contact Us” at the bottom of the Home Page for assistance with verifying the email used for the account and/or correcting your email address or email CARegistry@ccla.net.

4. REGISTRY FEATURES

4.1. *What is the Registry Membership Card and what is it used for?*

The Registry Membership Card contains your name, your unique identification number (randomly assigned), and the email address that you are registered with at the time of printing the card.

The Registry ID number is associated with your account. Instead of asking individuals to list their social security numbers the Registry can associate education and training data based on a Registry ID number. The Registry number cannot be used to open a bank account or purchase a cell phone; it is specifically for the CA ECE Workforce Registry as an ID for the child development workforce in California.

You should print your membership card and use the Registry ID when submitting documents to a Registry Office, when signing into trainings on the sign-in sheet and Direct Service Profile, setting up your CARES Plus or Child Care Education Online (CECO), and Child Development Training Consortium stipend program, to name a few. The

Registry ID, with your name and other pertinent information, will enable your training data to be linked into your Education and Training Report.

If you have created more than one account, please contact the Registry office to have the two accounts consolidated into one. And reprint your Membership ID card. Your Membership ID number will be used to track training attendance for your records and keep your verified education in the same location for your records and for your employer to report to state agencies for regulatory and funding purposes.

4.2. *How does the Resume Builder work?*

The resume builder is a tool that takes information from your Registry profile, allows you to add additional information, then uses the information to create a formatted resume. The results output to a Word document that you can save and edit further. The Resume Builder is in English only, at this time.

4.3. *What is the Job Board and how does it work?*

The Job Board enables **practitioners** to gain access to job opportunities in the child development field, contact employers and submit Education and Training Reports and Resumes generated by the Registry.

The Job Board enables **Program Administrators** with Administrative Access to post jobs based on type of job, job title, minimum qualifications, as well as upload a customized job description. Practitioners can log in and search for jobs and contact Program Administrators for application process. Practitioners can create resumes with the Resume Builder and download their Education and Training report and email both to potential employers.

4.4. *What is the Training Calendar and what types of trainings are/will be on it?*

The Training Calendar is currently live and will feature a calendar of trainings offered across Los Angeles and San Francisco, and will also include the ability to register for trainings and enable trainers to verify attendance. As a Registry participant, you will be able to register for the trainings directly in the Registry; once attended, the verified training information will be available on an individual's Education and Training Report. The initial trainings that will be posted will be locally or state funded trainings.

A process is being developed to create a training and trainer approval process that may broaden the number of trainings available on the Training Calendar.

4.5. *I am a trainer and want to post trainings on the Training Calendar; how do I get approved?*

In order to post trainings on the CA ECE Workforce Registry Training Calendar, you need to be affiliated with an approved Training Organization. If you are an employee or contractor for an approved Training Organization, you need to submit an Instructor Request, located on the left margin when logged into your Registry account.

You will need to be approved by the Training Organization in order to access the Trainer features. Please contact your training organization for more information.

4.6. *I am the Executive Director or manage trainings for a training organization and want to get our trainings on the Training Calendar; how do I gain access?*

Currently, the Training Calendar on the CA ECE Workforce Registry is limited to training organizations that are approved vendors of the California Department of Education – Early Education Support Division or are locally funded by City/County funds and your trainings meet state/programmatic requirements needed for QRIS, R&R, Community Care Licensing, and/or the Child Development Permit. Please contact one of the Registry Offices

located in “Contact Us” at the bottom of www.caregistry.org to get more information and application materials.

5. SUBMITTING DOCUMENTS

NOTE: At this time, the only counties that are processing education documents are Los Angeles, San Francisco and Santa Clara counties. Beginning July 1, 2017, all State funded trainings will be available on the CA ECE Workforce Registry Training Calendar. With a current Registry account, you will be able to register for most of these trainings through the Registry. Confirmation of attendance will be added to your Education and Training Report available in your profile on the CA ECE Workforce Registry.

Please contact the Registry at caregistry@ccla.net regarding submission and verified of education documents in the Registry.

5.1. What documents need to be submitted?

In order to create an Education and Training Report for each Registry participant, all education and training information documents such as transcripts, Child Development Permits, Credentials, CDAs and training certificates need to be submitted to the designated Registry office, see “**How do I submit.**”

Appropriate documentation includes:

- Official college transcripts from an accredited institution(s) for degree(s) earned or college course work completed. Unofficial transcripts, college printed but envelope opened will be accepted.
 - All transcripts must be clear, legible, and free of highlights, written marks, and white-out. Be sure to have your current legal name and prior legal last names recorded in your Registry profile so that transcripts and other documents can be matched accurately. You should include your Registry ID when submitting documents to speed processing.
 - The only modification to the transcript accepted (but not required) is including the Registry Membership ID and removing social security number from the document prior to submission.
- Student printed course completion from a college or university website that must include the college or university name and individual’s name printed on the document. No modifications to the document will be accepted.
- Documents issued from the Commission on Teacher Credentialing (CTC); Child Development Permits or Credential must include first and last name, the document number, issue date, and expiration date.
- Official training document or certificate issued from the training organization. The certificate must include the name of the training that was completed, the number of hours completed, and the signature of the trainer.

Note: We do not accept faxed documents for verification. The quality of faxed documents is poor and often hard to read, which can negatively impact the speed and accuracy of verifications, and prohibit uploading documents to participant profiles.