OVERVIEW

The California Early Care and Education (ECE) Workforce Registry (the Registry) is a web-based data system that maintains demographic and verified education and professional development information for members of the early care and education workforce in an electronic portfolio.

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The Registry takes the protection of members' personal information seriously. However, some information about Registry members can be shared with employers who have been authorized to receive Administrative Access. Sharing information with employers supports professional development planning and reduces the need for multiple submissions of child development permits, transcripts, training records, credentials and other documentation. Administrators, or designated staff in organizations that employ members of the workforce (ex. Human Resources), who have been granted Administrative Access can also verify key information about their employees and obtain reports with verified data, including Quality Counts California staff qualifications scores. The Registry is currently available statewide through support from a collaboration of funders, see below.

Administrative Access helps to ensure that the Registry has current and accurate information about ECE programs and their staff. It also helps to streamline reporting to state agencies and other funders. In order to receive Administrative Access, approved individuals must agree to do the following:

- Be an active-member of the Registry
- Maintain an active e-mail account that is linked to your Registry profile
- Maintain an accurate and complete Program Profile by confirming or updating information annually
- Maintain accurate information about employees by confirming or updating information monthly
- Protect the security and integrity of personal information about employees in the Registry

Applying for Administrative is Access is a two-step process:

Step 1:

Apply by logging into the CA ECE Workforce Registry (www.caregistry.org), clicking **Administrative Access Request**. After reviewing the process and agreement, click the **Request Administrative Access** button. Be sure to include all of the facilities for which Administrative Access is being requested. For example, for multi-site administrators, Administrative Access should be requested for all applicable sites. If a facility cannot be located using the search function, the facility information should be detailed in the documentation that is submitted to the Registry Office (see guidelines below).

You will receive email confirmation of your Administrative Access Request which will include instructions on where to send documentation.

Early Care & Education Workforce Registry

Step 2:

Submit the required documentation using one of the following methods: (1) upload to the Registry profile of the member requesting Administrative Access, (2) attach to an email and send to email address below or (3) send by postal mail to mailing address below. Required documentation varies based on the type of facility and/or organization the person requesting Administrative Access works for:

Type of Business	Role	Documentation **Option 1**: Child Development Programs	Documentation **Option 2**: Child Development and Other Organization Types	Method of Delivery
NON-PROFIT	**Executive Director/ Director**	**Child Development Only**: Registry Staff will use Administrator of Record* as reported by Department of Social Services (DSS) - Community Care Licensing (CCL). For multi-site administrators, please submit a list of facilities, include CCL name of facility, license number, and address.	A signed letter by the Executive Director of the organization on pre-printed letterhead. The letter should include the name and job title of the administrator and all facilities for which Administrative Access is being requested; include facility name by CCL, license number, and address.	Upload Administrative Access authorization document to each profile for which Administrative Access is requested, email or mail (see below).
	Staff (e.g., Human Resources or Program Personnel)		A signed letter by the Executive Director of the organization on pre-printed letterhead that includes applicable staff name(s) and corresponding job title(s) and facilities for which requesting Administrative Access is being requested; include facility name by CCL, license number, and address.	
FOR-PROFIT	**Owner**		A signed letter by the owner of the organization on pre-printed letterhead with owner name and title listed, and all facilities for which requesting Administrative Access; include facility name by CCL, license number, and address.	

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FOR-PROFIT	**Staff** (e.g., Human Resources or Program Personnel)	See above	A signed letter by the owner of the organization on pre-printed letterhead applicable name(s), title(s), and all facilities for which requesting Administrative Access for staff; include facility name by CCL, license number, and address.	Upload Administrative Access authorization document to each profile for which Administrative Access is requested, email or mail (see below).
FAMILY CHILD CARE HOME	**Owner**	N/A	Copy of FCC License	
	Staff (e.g., family member, teaching staff, administrative staff)	N/A	Letter from FCC owner requesting access for staff: Needs to include CCL name of FCC, address, license number, and name of individual to be granted Administrative Access.	
SCHOOL DISTRICT OR COUNTY OFFICE OF EDUCATION	**Other Staff Access** (e.g., HR Director, Program Director, Program Coordinator)	N/A	Letter from Assistant Superintendent on letterhead requesting access for staff: First and last name(s), title(s), and all facilities for which requesting Administrative Access for staff.	

*Administrator of Record identified are usually Directors, Owner, or Site Supervisors

For Email or Mail Documentation Submission:

Email
CARegistry@ccala.net
Subject line: "Administrative Access Request"

Mail
Child Care Alliance of Los Angeles
Attn: "CA ECE Workforce Registry – Administrative Access Request"
815 Colorado Blvd. Suite C
Los Angeles, CA 90041