



In addition to allowing individuals to upload documents directly to their Registry profiles, the new upload utility allows employers to upload documents to their staff's 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.

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 **Administrative Access Request**.

NOTE: Be sure to read and follow the on-screen instructions carefully to ensure timely processing of your **Administrative Access Request**. To learn more about employer Administrative Access click the language link: [English](#), [Spanish](#), [Chinese](#).

First, to ensure that duplicate documents are not submitted, click on Program Administration, then **Staff Education and Training Report** to view summary education and training data, or on **Staff Confirmation** to view the source documents for current employees.

To upload employee documents:

1. Login to the CA ECE Workforce Registry @ www.caregistry.org
2. Click on **Program Administration** on the left navigation menu
3. Click on **Upload Files for Users** (see image)
 - a. Employers with many facilities to manage can click **Upload Files for Users** to get to the **Participant Documents** utility.
 - b. Employers with only a few sites will see the **Participant Documents** upload utility without scrolling down

Program Administration

[Upload Files for Users](#)
[Manage Job Board Postings](#)



Participant Documents

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.

Uploaded Documents

No Documents Uploaded

Upload a New Document (maximum file upload size is 5MB)

User Name:

File type:

Select file: No file chosen

File desc.: (Max. chars.: 200)

4. To upload a file, click on **User Name** to see a current list of employees in alphabetical order, and select an employee and **File Type**:

The left screenshot shows the 'Upload a New Document' form. The 'User Name' dropdown menu is open, displaying a list of employees. The selected user is 'Nirmala Test - Nirmala Test School'. The 'File type' dropdown menu is also open, showing various document types, with 'Permit' selected.

The right screenshot shows the 'Participant Documents' form. The 'User Name' dropdown menu is set to 'Nirmala Test - Nirmala Test School'. The 'File type' dropdown menu is open, showing various document types, with 'Permit' selected.

- a. If CA Child Development Permit or CA Teaching Credential is selected, additional fields are displayed for data entry
 - i. Select Permit/Credential Name
 - ii. Type in Document Number located on the permit or credential
 - iii. 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 screenshot shows the 'Participant Documents' form with the 'Permit' file type selected. The form includes fields for 'Permit name', 'Document number', 'Issue date', and 'Expiration date'. The 'Permit name' field is currently empty and has a dropdown arrow. The 'Document number', 'Issue date', and 'Expiration date' fields are also empty. The 'Select file' button is labeled 'Choose File' and 'No file chosen'. The 'File desc.' field has a character limit of 200.

5. 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.
6. Click **Upload Document**. **Document successfully uploaded** will appear and 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 screenshot shows a web interface titled "Participant Documents". At the top, there is a section for "Uploaded Documents" with a table listing a document: "100001100_OfficialRegistrarTranscript_20180124_1.docx" with a status of "Unverified" and links for "View" and "Delete". Below this, there is a section for "Upload a New Document" with a note that the maximum file upload size is 5MB. A red message states "Document successfully uploaded." The form includes a "User Name" dropdown menu set to "Nirmala Test - Nirmala Test School", a "File type" dropdown menu, a "Select file:" button labeled "Choose File" with the text "No file chosen", and a "File desc.:" text area with a 200-character limit. An "Upload Document" button is located at the bottom of the form.

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

Need Help? Contact the Registry Help Desk

If you have questions please contact the Registry by email at caregistry@ccala.net, use Chat or Support features on the website, call (888) 922-4453 (operated Monday to Friday from 8am to 5pm), or search the Help Desk.