This tip sheet is designed to be used with the How to Apply for a Stipend Program video: https://youtu.be/oz0SURIKQ4Q so that you can reference the "click sequence" and time stamp while completing your stipend application.

Log in to Registry at www.caregistry.org (Time stamp 00:45)

Before starting your application,
UPDATE YOUR REGISTRY PROFILE: Click on **My Tools & Settings**, **My Profile**, and **Edit**. Check that your address, email and Employer are correct and up to date. (Time stamp: 00:50)

STEP 1: APPLY FOR THE STIPEND - Click on **Stipends & Pathways**, **Application**, check your profile information, and click on **Confirm and Continue**. (Time stamp 1:55)

- Select the stipend you are applying for: Read the stipend program information carefully; take note of the eligibility, pathway information, deadlines, and the contact information of the stipend administrator. Click on **Continue to Online Application**. (Time stamp 2:10)

    Question 1. Tell us your career/educational goals. (Time stamp 2:45)

    Question 2. Select the Stipend Period for which you are applying.

    Question 3. Select the Pathway Type(s). It is important to carefully read the stipend eligibility criteria and ask your stipend administrator if you are unsure. (Time stamp 2:55)

- Read the Statement of Understanding: Reading the Statement will help you understand the stipend terms and conditions of your application. (Time stamp 3:40)

- Ready to Submit Application: Click **Submit Stipend Application** at the bottom of the page. If you need to go back or do not want to submit your application, click **Cancel**.

- **Note:** If an **Employment Verification Request** pop-up box appears, this means your current employer does not have access to submit electronic verification of employment through the Registry. Please type in the First and Last Name of your Director or Supervisor and their email. (Time stamp 4:19)

STEP 2: DOWNLOAD SUPPLEMENTAL FORMS – Click on **Supplemental Forms** to download, save, or print required forms to complete. (Time stamp 4:45)

STEP 3: UPLOAD COMPLETED FORMS – Upload Supplemental Forms and/or Required Documents on your Registry Profile by clicking **My Documents** (or go to **My Tools & Settings** and **My Documents**). (Time stamp 5:25)

EDIT AND VIEW YOUR STIPEND: click **Stipends & Pathways**, **My Stipend**, and click **Edit** (Note: only applications that are still in 'applied' status can be edited). Click on **View** to review the application you submitted, including the **Stipend Request Information** and the **Required Documents**. (Time stamp 6:33)

If you have questions about Stipend eligibility or your application, contact your stipend administrator.

For assistance with the Registry, contact the Help Desk: By Email Support or call 855-645-0826. Click on the "Support" box on the CA ECE Workforce Registry website.

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