

The Connecticut Charts-A-Course Early Childhood Professional Registry

Instruction for Program Administrators

For registry purposes: A program administrator is an individual in charge of a program for young children. The program administrator may have a title such as director, principal, site manager. Note that a site / program may have more than one program administrator for the purposes of shared responsibility, emergency planning and/or other leadership decision. This choice is up to the program and should be made with intentionality. Individuals with administrative access can view the profiles and employment confirmation information of all employees of the program.

How to Request Administrative Access

After joining the CCAC Early Childhood Professional Registry (the Registry):

- Log in at www.ccacregistry.org
- From the left menu, click on Request Admin Access; indicate that you are an administrator of the site / program to which you have already said you are employed; agree to the terms and submit.
- Send CCAC the necessary evidence that you are an administrator of the site / program.

If you are requesting as the **administrator of multiple sites**:

- Log in at www.ccacregistry.org
- From the left menu, click on Request MSA Access; check all the sites for which you are requesting administrative access, and click submit.
- Send CCAC the necessary evidence that you are an administrator of the sites / programs.



Once CCAC receives and reviews your documentation, you will receive a decision email confirming either approval of your access or denial with instructions on follow up.

When approved, the Menu Bar located left hand side of the screen will now have a tab entitled Program Administration. When clicked, you will see options similar to the screen shot below. If you have Multi-Site Administrator Access, you will see this set for EACH site / program.



Items listed under the Resource Documents section:

The **Resource Documents** section contains detailed instructions on how to use specific administrator tools incorporated into the **Building / Managing Rooms** and **Building / Managing Staff** sections. Read these **before** trying out tools, as many of your questions will be answered.

Items listed under the name of the program:

The **Edit Program Details** tab links to the program's profile. Click on the blue edit buttons to fill in your program information.

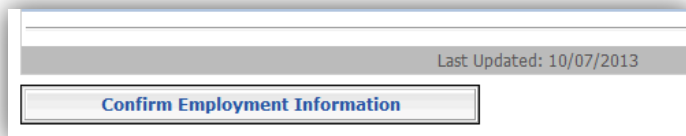
The **Building / Managing Rooms** tab allows the program administrator to create an accurate description of the classroom / groups in the program by naming the classrooms / groups at the program, assigning an NAEYC age-group category, and providing classroom / group level information. Drop down bars have been provided to assist you with your choices. See **Using NAEYC Registry Tools** and **QSM Information and Instructions** (for state-funded programs) under **Resource Documents** for instructions.

The **Building / Managing Staff** tab allows the program administrator to create an accurate description of the staffing by placing each employee (who has been confirmed under Staff Confirmation) in a classroom / group and assigning an NAEYC role. See **Using NAEYC Registry Tools** under **Resource Documents** for instructions.

The **Staff Confirmation** tab will show staff who have indicated that they work at this particular program. For each staff member who is employed at this program, confirm their employment and complete the information in the boxes provided.

- If someone appears on this list that has left your employment, please enter the "End Date" of their employment and click the "No" option in the green bar.
- If someone appears on this list that is not an employee of your program, click the "No" option in the green bar.
- Unconfirmed Participants appear in Light Pink and Confirmed Participants appear in Light Blue.

Always click on the **Confirm Employment Information** tab at the bottom of the page to record your last review. Whether or not you made updates, this will verify the last date this was completed.



The **Employment Confirmation** tab allows the program administrator to verify past employment dates and details via requests by past employees. Some individuals need this information for meeting accreditation requirements. Always remember to select the **Save Information** tab to record entries.

Items listed under Program Reports:

These reports pull data about each employee and compiles a program-wide report.

The **Staff Qualification Detail Report** – is an excel worksheet report showing the following for each employee: Role, Name, Registry ID number, ECE Student Status, Ladder Level, Description of Ladder Level, Employment Confirmed and whether the person Meets School Readiness (state-funded) Teacher Requirement.

The **Staff Qualification Summary Report** – is an excel worksheet report showing a summary of the following categories for the program:

| Participant Role | Number in Center | Number Pre-CDA Level 1-5 | Percent Pre-CDA Level 1-5 | Number CDA or 12 ECE Credits Level 6 | Percent CDA or 12 ECE Credits Level 6 | Number CDA and 12 ECE credits or above Level 7-15 | Percent CDA and 12 ECE credits or above Level 7-15 |
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The **Scholarship Report** – shows information for each employee who has requested scholarship from Connecticut Charts-A-Course, including the request date, what was requested, the status of the request (approved, denied and why), and use by date. This report is valuable to the program for tracking scholarship use for education and professional development advancement; for reporting outside scholarship dollars to owner, board or families; and for providing professional check ins to be sure staff are using their award vouchers on time and successfully.

The **Staff Education and Training Report** –provides a print out of each employee’s basic education and training information as coded into the Registry. Program administrators may choose to use this report to quickly assess if an individual’s information is up to date.

The **NAEYC Report** allows a program administrator to complete final steps to view the program’s room, staff, and education qualifications details in regard to NAEYC candidacy requirements. See **Using NAEYC Registry Tools** under **Resource Documents** for more detail on this exciting partnership with NAEYC.