



The Connecticut Early Childhood Professional Registry

Instructions for Licensed Family Child Care Providers

Note that **unlicensed family home providers** must identify their role as Unlicensed Family Home Provider and choose Unlicensed Family Care Home as their place of employment.

Licensed family child care providers who join the Registry must link themselves to their program as their place of employment.

The owner of the licensed family child care program must also request Administrative Access to the program. For registry purposes, a program administrator is an individual in charge of a program for young children. The owner of a family child care licensed by the Office of Early Childhood is often the sole employee of the program but by definition may have other staff associated with the license. The owner is considered the program administrator and is responsible for the program details in the Registry and any staff details.

How to Request Administrative Access

After joining the Early Childhood Professional Registry (the Registry) and indicating employment at the licensed program:

- Log in at www.ccaregistry.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.



Once the Registry staff 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. Within Program Administration, you will need to complete and keep current the Edit Program Details and Staff Confirmation portions.

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

The **Staff Confirmation** tab will show you and any individual(s) who have indicated that they work at your program. Confirm the employment for you (and your assistant, if applicable) 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.

