

Submitting documents? Easy as 1-2-3!  
 We've made big changes so please give yourself time to get to know this information.  
 Submitting documents correctly will get your documents processed more quickly.

Select one way to submit (below)	How do I do that?	How do I know my document was received and processed?
1. FAX	<p>Fax documents to 860-713-7040</p> <p>Use the <a href="#">Registry FAX cover sheet</a> (found under General Information – Forms)</p>	<p>You will receive an email confirming what has been received (typically within 2-5 business days), and then a <b>second email confirming when the document has been uploaded</b> to your account (typically within 5-10 business days).</p> <p>Note: there will be only one email upon receipt and processing of First Aid, CPR, Med Admin and Emergency meds / EpiPen documents.</p>
2. Upload it myself	<p>Log in to your account, go to Document Management and Upload (see below for more detail).</p> <p>Do not include a cover sheet</p> <p><b>Administrative Access / MSA Access Users:</b> You may upload documents to any confirmed staff member; upload Multiple Attendee Training Submission forms to your own account (they will be processed and moved to the program record).</p> <p>Click here for more detail.</p>	<p>When you successfully upload you get a pop up and email telling you the document has been received by the system.</p> <p>You get another email when the document was processed (verified, denied or identifying we need something else from you to process the document).</p> <p><b>Administrative Access / MSA Access Users:</b> Correspondence goes to the account holder, not to you.</p>

Once documents are uploaded to your account you can **view your documents** after you log in under Document Management.

You can **view completions coded to your account** under My Tools and Settings – My Education and Training Report.

## What to Send

One rule: If you don't see it here – please don't send it or upload it!

### Standard Documents

Administrative Access / MSA Access form
Correspondence directly requested by my Registry Education Advisor
Course Description / Syllabus (when requested by regional education advisor)
ECTC IRR letter – A or B level
Education Consultant certificate (from OEC licensing)
Foreign Degree Translation / Equivalency
Head Teacher certificate (Only send if not already available in your account)
Head Teacher experience verification form
High School diploma / GED (Only send if requested by your regional education advisor)
Pathways Exam (Must have the actual date of the exam on the document)
Proof of Name Change
Scholarship Evidence of FAFSA Application
Scholarship Evidence of Institution Financial Aid Application
Scholarship Plan of Study or Graduation Evaluation
TA Providers ONLY: Code of Ethics Attestation Form
TA Providers ONLY: Resume

### Training

Training: Adult Learning Theory for TA providers ONLY
Training: CKC for TA providers ONLY
Training: ELDS for TA providers ONLY
Training: Pyramid for TA providers ONLY

**Please do NOT send/upload Thrive or CCEI certificates** as these are automated uploads to your account.

### Degree Work

CDA credential (only college credit toward; see Expiring Documents for the CDA credential itself)
One Year (30 credit) ECE Certificate
Associate Degree
Bachelors Degree
Masters Degree
Advanced Degree
PhD

- Send transcripts noting credit toward an unfinished degree OR a completed degree.
- Unofficial transcripts are accepted.
- For degrees completed: Please send the diploma AND final transcript (it should have the date of conferral noted).
- All credit work must be from a regionally accredited college / university. For more information about regional accreditation, go to [www.chea.org](http://www.chea.org).
- **Foreign Higher Education Degrees and Credits** are recognized if evaluated course-by-course by an evaluation service approved by the National Association of Credential Evaluation Services (find a list of evaluation services at [www.naces.org](http://www.naces.org)). The evaluation must specify that the credits and/or degree are the equivalent of credits and/or degrees from a regionally accredited U.S. institution of higher learning. If the

evaluation service is not a member of NACES, or if the NACES equivalency is specified at the regionally accredited college level, the credits and/or degree will not be entered.

**Expiring Documents**

CDA Credential (from the Council for Professional Recognition)
Director Credential (NAEYC Recognized)
Health and Safety: First Aid CPR Med Admin and Emergency Meds EpiPen
Health and Safety: CPR Certificate ONLY
Health and Safety: Emergency Medication-EpiPen ONLY
Health and Safety: First Aid and CPR
Health and Safety: First Aid Certificate ONLY
Health and Safety: First Aid CPR Emergency Meds / EpiPen
Health and Safety: First Aid CPR and Med Admin
Health and Safety: Medication Administration and Emergency Meds-EpiPen
Health and Safety: Medication Administration Certificate ONLY
Health and Safety: Multiple Attendee Training Submission Form (Administrators ONLY)
Medical License
State Administrative Endorsement (please also send transcripts and diplomas)
State Teaching Endorsement (please also send transcripts and diplomas)

- **We allow combinations of health and safety documents to be uploaded as one bundle.** This only includes first aid, CPR, medication administration, and emergency meds / EpiPen certificates.
- Certificate of completion including at least the attendee’s name and contact information, the specific name of the training, the date of the training, the trainer and training agency or institution information, and non-expired expiration date.
- **Licensed programs** must send proof of [OEC licensing approved First Aid and CPR](#).
- **License-exempt programs** may send proof of non-licensing approved First Aid and CPR and it will be entered as such. Note that if the program accepts Care4Kids, [OEC licensing approved First Aid and CPR](#) is required.
- **For Administrative Access / MSA Access Users:** the [Multiple Attendee Training Submission form](#) should be used for every first aid, CPR, med admin, emergency meds / EpiPen group training. Upload this form to your OWN account for OEC processing (it will be moved to the program’s account). Do not attach certificates.

**Please Do Not Send**

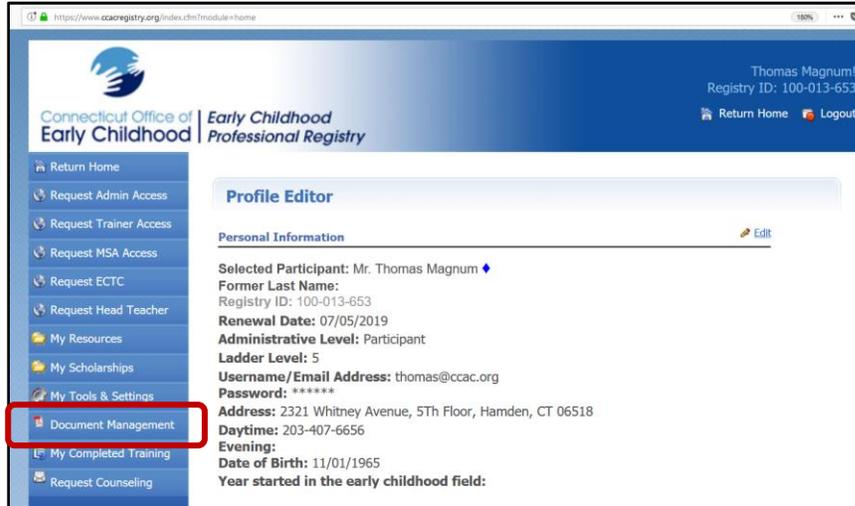
Thrive! or CCEI certificates
Expired credentials of any type
Non-credit trainings certificates (unless pre-authorized by a Registry Education Advisor)
High school diplomas or GEDs (unless required by an Education Advisor for a Head Teacher application)
Pay stubs or income tax returns
Diabetes or Diastat training certificates
NAEYC Worksheets

**Note: The OEC Registry Unit will review all documentation and will follow the steps of the [Fraud Policy](#) if there are any concerns around authenticity.**

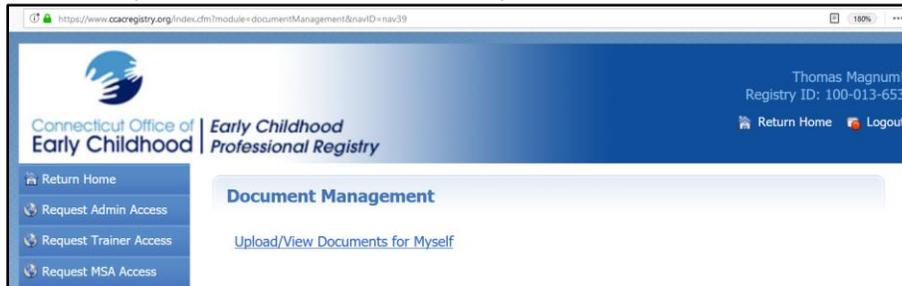
1. The OEC Registry Unit may require official transcripts or other attestations as needed for verification.
2. Course descriptions may be requested to verify if coursework meets Connecticut's Common Standards for Early Childhood and School-Age Credits and Degrees (see General Information).

## How to Upload Documents Yourself

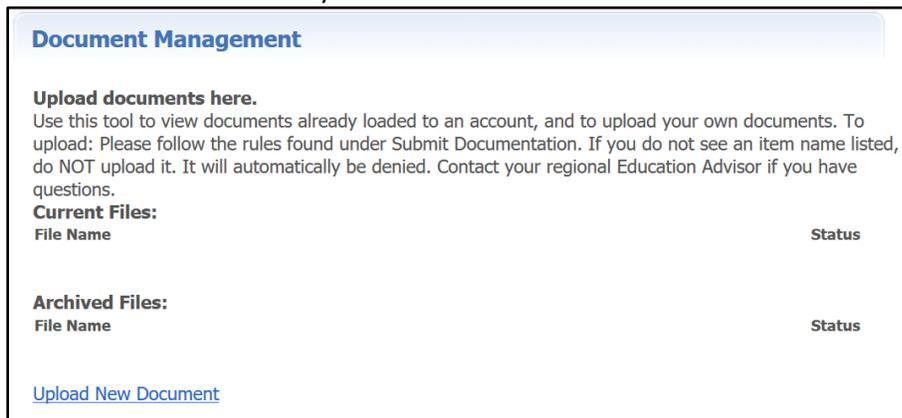
1. Log in to your account at [www.ccacregistry.org](http://www.ccacregistry.org)
2. Always make sure Pop Ups are allowed on your device for Registry use.
3. Click the Document Management tab on the left navigation bar.



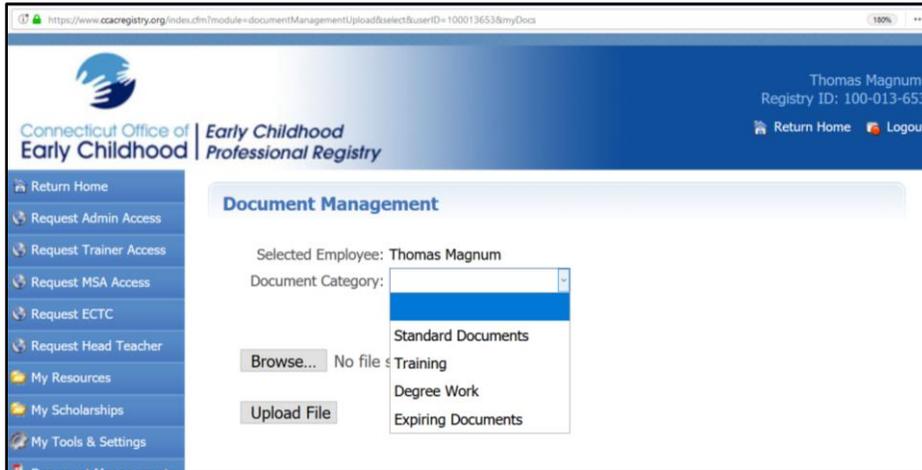
4. Click Upload / View Documents for Myself



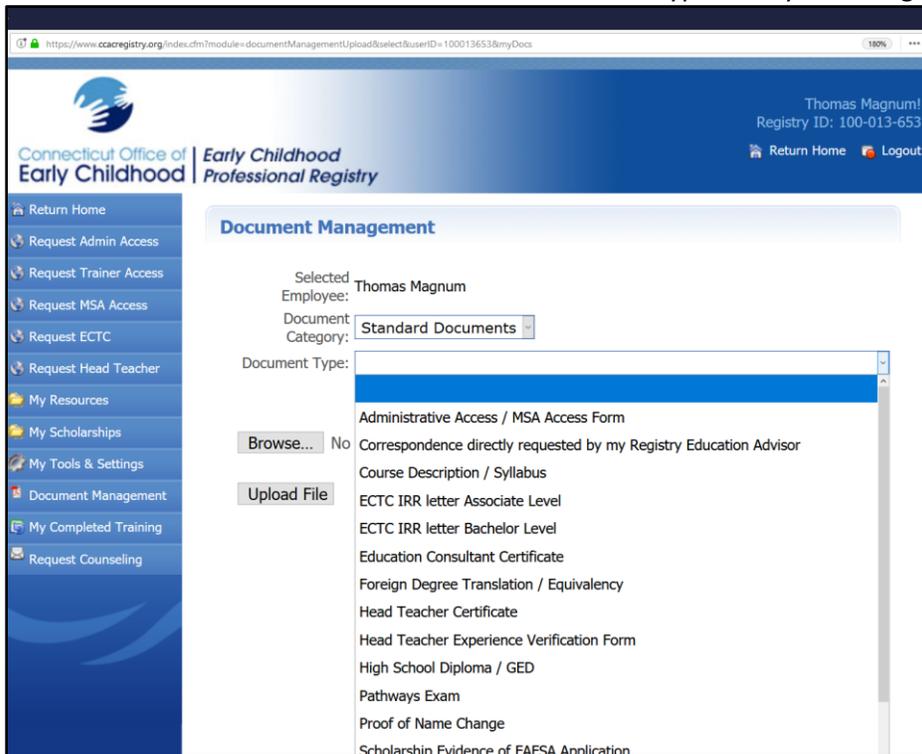
Note: any files you had in your account before the upload system was made will show in your Archive Files and are accessible to you there.



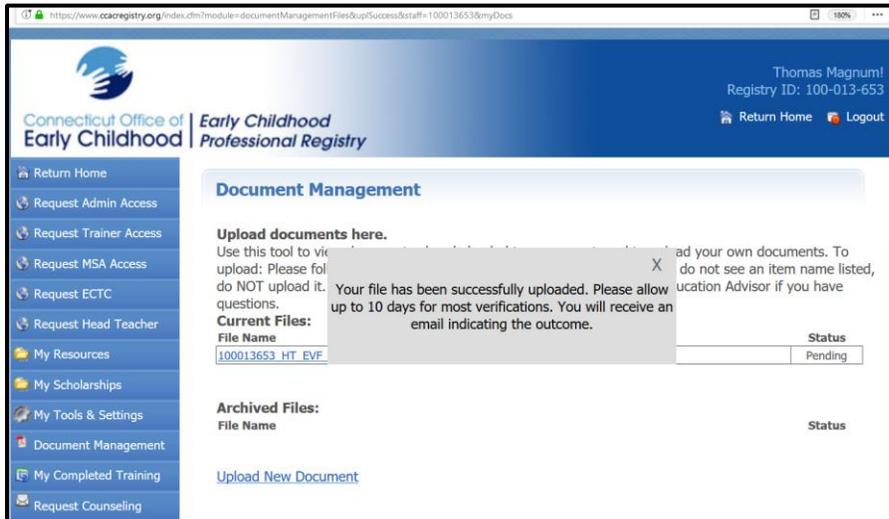
- Choose the Document Category of the document from the drop down. Refer to 'What to Send' if you have questions or need guidance.



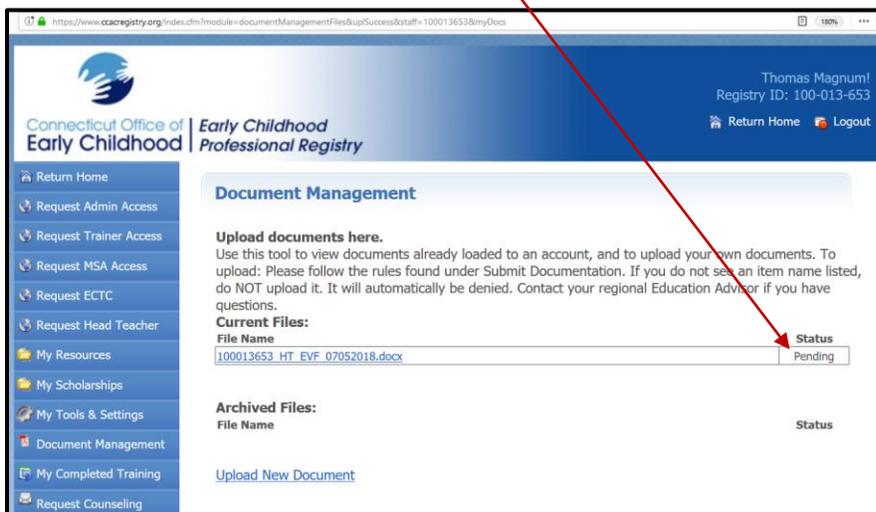
- Choose the Document Type from the drop downs. Each Document Type drop down has different lists. Refer to 'What to Send' to view all the Document Types or if you need guidance.



7. Click Browse to search your device for the file you want to upload.
  - a. Choose one file at a time to name each correctly.
    - i. The only exception is if you have a Health and Safety combination of any of the following Expiring Documents: first aid, CPR, medication administration, emergency meds/ EpiPen. You may bundle these and choose the first expiration date of the document expiring first.



You will see a pop up indicating successful upload. Notice the processing time in the pop up. Also notice the file is marked Pending in the Status column.



When the file has been processed by the OEC Registry staff, the status will change. You will be able to view the status change, and you will receive an email with the results.

- Pending = New; yet to be processed
- Processing = Being worked on; awaiting more information
- Verified = Document acceptable and content noted in the account

- Denied = Document is not acceptable and a reason will have been selected to indicate why.

https://www.ccregistry.org/index.cfm?module=documentManagementFiles&myDocs

Thomas Magnum!  
Registry ID: 100-013-653  
Return Home Logout

Connecticut Office of Early Childhood Professional Registry

Return Home  
Request Admin Access  
Request Trainer Access  
Request MSA Access  
Request ECTC  
Request Head Teacher  
My Resources  
My Scholarships  
My Tools & Settings  
Document Management  
My Completed Training  
Request Counseling

### Document Management

**Upload documents here.**  
Use this tool to view documents already loaded to an account, and to upload your own documents. To upload: Please follow the rules found under Submit Documentation. If you do not see an item name listed, do NOT upload it. It will automatically be denied. Contact your regional Education Advisor if you have questions.

**Current Files:**

File Name	Status
<a href="#">100013653_HT_EVF_07052018.docx</a>	Verified

**Archived Files:**

File Name	Status
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[Upload New Document](#)

**Remember: If you don't see it, don't send it!**

**Only upload what is on the list. If you have questions, contact your regional education advisor.**