

Verification for Administrative Access / Multi Site Administrative (MSA) Access

Individuals with administrative access can view some profile information for employees of the program, view and confirm employment information (including wages), and are the users who enter specific information about the program (classroom names, ages served, staff member roles within the rooms, etc.).

An administrator of multiple sites may apply for Multi Site Administrative (MSA) access for those programs.

Steps:

1. Verification: Complete this form and then upload it to the applicant's Registry account (or fax to 860-713-7040). Incomplete forms will not be accepted. **The applicant's supervisor or program owner MUST sign off on this form.**
2. Application: The applicant may then APPLY for Administrative / MSA Access via their Registry account. View the full administrative access details for application and tools at **Instructions – Program Administrators** www.ccacregistry.org.

Name of applicant requesting Admin / MSA Access: _____	
Applicant's Registry ID # (do NOT send this form if applicant has no account): _____	
Job title of applicant: _____	
Is applicant the program owner? <input type="checkbox"/> No <input type="checkbox"/> Yes (an owner-applicant may sign in both sections)	
Is applicant an OEC School Readiness liaison or OEC facilitator? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Applicant's signature: _____	Date: _____

Program's legal name: _____	
Program's license # if licensed: _____	Is program license exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No
Program's address: _____	
Program's town: _____	Program's Registry ID: _____

If this form is accompanying a **Multi Site Administrative (MSA) access request**, please add another page on program letterhead that identifies additional programs and program information, and is ALSO signed by the authorizing party.

Supervisor / Owner Verification ("**Supervisor**" is the person to whom the applicant reports; this person may also do the applicant's performance review. "**Supervisor**" may include director, principal, superintendent, board chair, HR authority. **Forms signed by individuals who are NOT a supervisor or program owner will not be accepted**)

Both boxes must be checked:

- I am the applicant's direct supervisor or program owner.
- I authorize the above named applicant to have administrative access to the program listed above in Connecticut's Early Childhood Professional Registry. I have the authority to do so. I understand the scope of access.

Supervisor / Owner's Name: _____	
Supervisor / Owner's Job Title at Program: _____	
Supervisor / Owner's Phone # (with extension if relevant): _____	
Supervisor / Owner's Signature: _____	Date: _____
Supervisor / Owner's Email: _____	
Is supervisor an OEC School Readiness liaison or OEC facilitator? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please note:

- OEC Registry staff may randomly audit Verification forms and contact the applicant and/or authorizing individual.
- OEC Registry staff may request an updated Verification form for new account activity.