

THIS IS NOT THE APPLICATION – See Steps Below

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 your Registry account. Incomplete forms will not be accepted. Your **supervisor or program owner MUST sign off on this form. After receiving the Verified email, you may apply.**
- 2. Application:** Log in to your Registry account and APPLY: Request Admin Access. View the full administrative access details for application and tools at **Instructions > Program Administrators** under the log in at www.ccacregistry.org.

Your name: _____	
Your Registry ID # (starts with 100): _____	
Your job title: _____	
Are you the program owner? <input type="checkbox"/> No <input type="checkbox"/> Yes (an owner-applicant may sign in both sections)	
Are you an OEC School Readiness liaison or OEC AQIS facilitator? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Your 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 1-4 digit Registry ID, if known: _____

If this form is accompanying a **Multi Site Administrative (MSA) access request**, add another page on program letterhead that identifies additional programs, addresses, license #s, and is also signed and dated by the supervisor/owner.

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 AQIS facilitator? <input type="checkbox"/> Yes <input type="checkbox"/> No	

This form is valid for 30 days from signature.