**Steps to an Accurate Report**

The following steps can only be implemented by an individual with **administrative access** to the program's account (see Instructions - Program Administrators under the login section of the Registry homepage [www.ccacregistry.org](http://www.ccacregistry.org)).

1. **Confirm all staff members:** Log in. Click on the **Staff Confirmation** tab under **Program Administration** to view all staff members associated with the program. Designate "Yes" for individuals who are currently employed at the program, or "No" for individuals who no longer (or never did) work at the program; verify all information is correct; and **save**.
2. **Confirm program details:** Click on **Edit Program Details** tab under **Program Administration** to view program information. If changes are required to locked fields, please contact OEC Registry staff.
3. **"Build" your program for the report:** 
   1. **Designate classrooms:** Click the **Building/Managing Rooms** tab under **Program Administration**, and then click "Add Room." For each classroom in the program:
      * Enter the name of the classroom/group (i.e. Blue Room, Room 10, etc.).
      * Choose the age category from the drop down menu.
      * Click all of the days the classroom / group operates.
      * Check the hours of operation for the classroom / group.
      * Enter the total number of children enrolled in the classroom/group (not licensed capacity)
      * Enter funding details for the specific classroom (optional for NAEYC report; required for state-funded program reporting)
      * Click "Add Room" to save your work!

Notes:

1. If a room is open **different hours on different days**, enter the accurate hours.

2. If a classroom / group **combines** with another at different times of a day, the hours of operation should be only those hours of the actual classroom / group.

3. **If a room no longer exists OR is not currently operational: delete the room**. If you do not, the system will look at it as an active classroom and apply rules to it that may cause your data to show as noncompliant.

* 1. **Assign staff to classrooms:** Click the **Building/Managing Staff** tab under **Program Administration**. For each staff member:
     + Choose a staff member from the employee drop down menu. You will see all staff members that were confirmed in Step 3; staff members not yet assigned will show in red. An official report will only trigger if every confirmed staff member has been assigned a role.
     + Assign the staff member to the appropriate role from the drop down menu.
     + Assign the staff member to the applicable room / group from the drop down menu. The Operational Administrator, Pedagogical Administrator, and Non-Teaching roles do NOT allow rooms to be assigned per their role.
     + Click on "Add Employee to Room" to save your work.

Notes:

1. The report **calculates** requirements for the Operational Administrator; Pedagogical Administrator, Teachers, and Assistant Teachers in NAEYC-eligible classrooms. However, all confirmed staff appear on the report. **If a classroom is not NAEYC-eligible, staff assigned to it will not be included in the calculations.**
2. The Registry captures the following optional **non-calculating staff members**:
3. **Non-Teaching Leadership** (non-calculating role) may include such staff as Assistant Director, Curriculum Coordinator, Education Manager.   
   **Non-Teaching Other** (non-calculating role) may include such staff as Nurse.
4. **Every classroom MUST have a Teacher**.
5. **If a staff member counts in ratio, they must be included**. Refer to NAEYC guidance for any exceptions.
6. **Floaters** are typically considered teaching staff members and must be designated as Teachers or Assistant Teachers, and are then Unassigned to a specific room. These individuals count in calculations in eligible rooms.
7. **If a staff member works in multiple classrooms and/or has multiple roles** (i.e. Pedagogical Administrator **and** Teacher), enter each staff member in each role / with each classroom / group separately to accurately reflect your program.
8. **Build your program's staff education qualifications**. See [Submit Documentation](https://www.ccacregistry.org/index.cfm?module=submitDocumentation). Registry participants should keep documentation current to avoid delays.
   1. Individuals with administrative access can:

* **View what has been entered** to someone's account by reviewing the Staff Education and Training Report under their program tools; and
* **See files that have been uploaded** to a confirmed staff member’s account AND **upload files to an account** by going to Document Management.
  1. An individual account holder can:
* **View what has been entered** to his/her account by going to My Tools and Settings then My Education and Training Report; and
* **See files that have been uploaded** to the account AND **upload files to his/her own account by going to Document Management.**

A note about evidence of successful completion of **First Aid and CPR**:

* Use the [Multiple Attendees Submission Training form](https://www.ccacregistry.org/_forms_documents/Multiple_Attendees_Training_Submission.pdf) for staff of the **same** program attending the **same** training on the **same** date and time. Do NOT send individual cards with this form!
* If not, individual cards must be sent – either via fax (each card separately) or uploaded via **Document Management.**

1. **View reports:** You can view reports by clicking on **NAEYC Report** under the **Program Administration** tab. The NAEYC Report is available in Unofficial and Official versions. Official versions are required for NAEYC submission.   
     
   Each report is date stamped, and is only accurate to what has been entered by Registry participants, and submitted and verified by OEC up to that date. The report is in .pdf format. To download Adobe for free, go to <http://www.adobe.com/products/acrobat/readstep2.html>. This report will not be saved to your program record. You may save it to your own computer.

If you have any questions about using the OEC Registry with NAEYC Accreditation, please contact **Margaret Gustafson** [**Margaret.Gustafson@ct.gov**](mailto:Margaret.Gustafson@ct.gov)**, 800-832-7784**.