

TIP SHEET

OECE’s Reporting Requirements for the California Early Care and Education Workforce Registry

Overview

The [California Early Care and Education Workforce Registry](#) (Registry) is a statewide web-based system that tracks the employment, training, and education accomplishments of early care and education professionals. The City and County of San Francisco is a founding partner of this statewide system which aims to help:

- ECE professionals store and share education, training, employment and professional accomplishments (including transcripts, permits and other pertinent documents) with employers
- Reduce the administrative burden on ECE professionals and their employers to verify qualifications and participation in trainings used for QRIS ratings or participation in other programs
- Administrators and advocates better understand and champion for better compensation for ECE professionals

Every program receiving Early Learning Scholarship or Preschool for All funding is required to meet the following Registry reporting requirements. Each program is responsible for ensuring data is accurate and updated in the Registry.

To learn more about Help Desk technical assistance available to help you with these reporting requirements, please go to <http://sfoece.org/data-reporting/>.

Requirements for Every Professional Working in a Program that Receives or is Qualified to Receive ELS or PFA Funding

Every professional in every program receiving or qualified to receive Early Learning Scholarship or Preschool for All funding is required to report the following information into the Registry. Once professionals enter the information, they are required to update any information that changes, such as an employer, job title, wage, etc., within one month of the change.

<p><u>Demographic Information</u> <i>(in Personal Profile)</i></p> <ul style="list-style-type: none">• Name• Email address• Street address and phone number• Gender• Race/ethnicity• Primary language	<p><u>Work Experience</u> <i>(in Personal Profile)</i></p> <ul style="list-style-type: none">• Year began work in ECE• Employer name, contact info, title, hours, start date Salary. OECE suggests the following guidelines: FCC owners and sole proprietors of centers should report their net profit (or net income) as their annual salary which is line 31 from their most recent IRS Schedule C tax return. Staff should report their hourly gross wages (the amount you are paid before any deductions are made.)
<p><u>Self-Reported Education</u> <i>(in Personal Profile)</i></p> <ul style="list-style-type: none">• Highest level of education/degree category• Highest level of ECE/CD education	<p><u>My Documents</u></p> <p>Professionals are required to submit evidence of the education they list in the “Self-Reported Education” portion of their Personal Profile, and evidence of any training they have attended. Evidence can be uploaded using the “My Documents” page on the Registry website* or by emailing or</p>

<ul style="list-style-type: none"> • Type of California Child Development Permit • Type of teaching credential 	<p>mailing the evidence to Registry staff.** See the details below:</p> <ul style="list-style-type: none"> • For the highest level of education/degree – submit a copy of the transcript with degree issue date • For highest level of ECE/CD education – submit a copy of a transcript(s) • For type of CD permit – upload a copy of the permit (and type in permit number, issue and expiration date) or email/mail a copy • For type of teaching credential – upload a copy of the , credential (and type in the credential number, issue and expiration date) or email/mail a copy • For any training, such as CPR, Supporting Linguistic Diversity, etc. , submit either a certificate, sign in sheet with agenda, CTC Growth Activity Verification form, or a document that includes all of the following: <ul style="list-style-type: none"> • Name person who attended the training • Training title • Training completion date • Number of training hours or duration of time (i.e. 12pm – 3pm) • Signature from trainer, supervisor, or professional growth advisor (except for online certificates) <p><u>NOTE: If you participate in a training coordinated by San Francisco Quality Connections (ORIS partners) any time after July 1, 2017 and supply your Registry ID when you register for the training, SF Quality Connections partners will upload your professional growth to the Registry for you.</u></p>
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*As of late January 2018, you can now upload education and training documents, such as transcripts, permits, credentials, training certificates, etc., directly to the Registry database using the following steps:

- 1) Log in to the Registry
- 2) Click on “My Documents”
- 3) Select the type of document you plan to upload. Note: if you select a permit or credential, you will be required to enter the permit/credential name, document number, issue date, and expiration date.
- 4) Click on "Choose File" to search your computer/device for the document you'd like to upload. After selecting your document, click on "Upload Document."

Registry staff will verify education documents and note that the information has been verified in each user’s profile within 6 weeks. Users with Administrative Access (see below) can upload documents for other professionals in their program, if desired. For tip sheets on the new upload feature, go to <http://sfoece.org/data-reporting/>.

**If you want to email or mail your documents to the Registry staff, send it to:

Child Care Alliance of Los Angeles
Attn: "CA ECE Workforce Registry"
815 Colorado Blvd. Suite C
Los Angeles, CA 90041
OR
CARegistry@ccala.net

Requirements for Directors of Centers and FCC Owners Who Receive or are Qualified to Receive ELS or PFA Funding

Directors of Centers (or their designees) and FCC owners (or their designees) who receive or are qualified to receive Early Learning Scholarship or Preschool for All funding are considered **Administrative Users** of the Registry. Administrative Users are required to maintain program information and confirm data about paid staff in their programs, in addition to entering in their own personal profile in the Registry (see above). FCC owners without staff must confirm data for their own personal profile. The Help Desk can provide technical assistance for this process.

Administrative Users are required to report the following information into the Registry:

Reporting Requirements for Administrative Users	
<u>Program Information</u> <ul style="list-style-type: none">• Phone number• Facility address• Mailing address• Business type	<u>For Each Staff Person</u> <ul style="list-style-type: none">• Job title• Start date• End date (as applicable)• Hours per week, weeks per year• Wage rate• Education/training documents that verify staff’s qualifications, if the staff person has not uploaded the documents to the Registry themselves nor submitted copies of the documents to the Registry staff

Administrative Users are required to update any information that changes for the staff in their program, such as a job title, wage, etc. or a staff person ending employment with the program, within one month of the change.

Training and Technical Assistance on the Registry

OECE contracts with the Children’s Council to provide Help Desk technical assistance and trainings in English, Spanish and Cantonese on how to use the Registry. The Help Desk staff can assist individuals or groups at your program site, over the phone, over email or with a group training.

Consider inviting Help Desk to your program to meet with you or attend part of a staff meeting to train your staff on the Registry and help ensure your program meets these requirements!

Please check sfoece.org/data-reporting/ for updates, or contact the Help Desk at (415) 343-4669 or support@childrenscouncil.org.

You may also contact the CA Registry Office at the Child Care Alliance of Los Angeles by calling toll free at 888-922-4453 or by email at CARegistry@ccala.net.

Want more information about the Registry?

For a quick video on how to create an account, go to: <https://youtu.be/3J3frU3WyCY>

For a Frequently Asked Questions document, go to: <https://www.caregistry.org/pdf/FAQs.pdf>