

**East Hartford School Readiness Council**  
**Policies and Guidelines**  
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**Reference (A-03/GP 09-09 /GP 15-08)**

The Early Childhood Professional Development Registry (*Registry*), managed by Connecticut Charts-A-Course (CCAC), provides early care and education staff with the ability to track professional development and generate reports useful for meeting State reporting requirements as well as planning individual and sub-grantee professional development goals.

The CT Office of Early Childhood (OEC) will be utilizing the Early Childhood Professional Development Registry database as a source for verification of School Readiness credentialed staff and for staff and sub-grantee information pertaining to the annual Connecticut School Readiness Preschool Sub-grantee Evaluation System (CSRPPES).

All teaching and administrative staff members of East Hartford School Readiness (EHSR) funded programs are required to hold a registry account maintain current transcripts and diplomas on file; additional staff may join the Registry at their discretion.

The EHSR Administrator will hold a *Registry* account that is linked by the CT OEC to the relevant funded programs for monitoring purposes and will perform quarterly checks of each funded program's education qualifications and progress toward meeting and maintaining compliance with both NAEYC Accreditation candidacy requirements (via the NAEYC Report) and the state-legislated education requirements (via the Staff Qualifications and Detail Report and Staff Education and Training Reports).

Each EHSR sub-grantee must designate at least one leadership level staff member to request *Administrative Access* to their program's *Registry* account to oversee compliance; this person individual must be an employee of the program. Each EHSR program must identify within the *Registry* a *Designated Program Administrator* who meets NAEYC Accreditation criteria 10.A.02-04. The program's *Administrative Access* designee is required to do the following within the Registry –

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- Confirm the ***Program Details*** page at least twice a year and as program data changes
- Identify every classroom or group (regardless of funding)
- Identify for every classroom or group its funding source(s), all associated staff and designated roles, and one ***Qualified Staff Member*** (QSM)
- Ensure that newly hired eligible staff members hold a ***Registry*** account within 30 day of hire, including up to date transcripts and diplomas
- Update the ***Staff Confirmation*** page monthly, completing all fields with current data (including salary)
- Utilize the ***Registry's*** NAEYC report when submitting candidacy or renewal for NAEYC Accreditation
- Use the EHSR program's official licensing name in the ***Registry***

The CT Early Childhood Professional Registry is accessible at both [www.ctcharts.org](http://www.ctcharts.org) and [www.ccacregistry.org](http://www.ccacregistry.org) . The web address [www.ctcharts.org](http://www.ctcharts.org) contains information about programs and services related to professional development including the Registry. The web address [www.ccacregistry.org](http://www.ccacregistry.org) is a direct log in page for the Registry.

Instructions for opening an account are located on the [www.ctcharts.org](http://www.ctcharts.org) and [www.ccacregistry.org](http://www.ccacregistry.org) homepage under the yellow "Register Now" button. Instructions for administrators of programs are also located here. The administrator instructions include information for administrators of multiple sites (MSA=Multi-site admins.).

Questions regarding Early Childhood Professional Development Registry processes and procedures should be directed to 800-832-7784x3 or 860-713-6984.