Early Care & Education Workforce Registry

Uploading Staff Documents

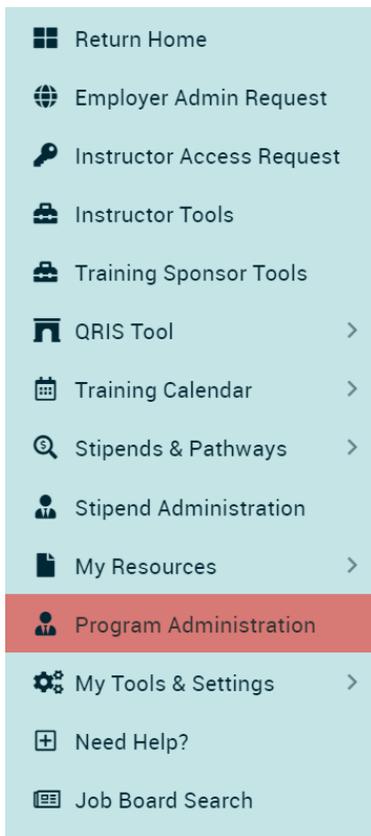|	
▪▪ Return Home	
🌐 Employer Admin Request	
🔑 Instructor Access Request	
🧰 Instructor Tools	
🧰 Training Sponsor Tools	
🔲 QRIS Tool	>
📅 Training Calendar	>
🔍 Stipends & Pathways	>
👤 Stipend Administration	
📄 My Resources	>
👤 Program Administration	
⚙ My Tools & Settings	>
➕ Need Help?	
📖 Job Board Search	

In addition to allowing individuals to upload documents directly to their Registry profiles, the upload utility allows employers to upload documents to their staffs' profiles. Once documents are uploaded, Registry personnel will review the documents, verify the information, and enter verified data into the individual's Education and Training Report. Administrators on the Registry can see this report under the **Staff Education and Training Report** located in **Program Administration.** For employers participating in QRIS (Quality Counts California), the education and training data is calculated into QRIS scores for each staff with education and training on file. This score should be used as a tool to determine if there may be missing qualification documents but raters still need to assess qualifications.

To manage staff data and upload education and training documents, employers, or their administrative designees will need Employer Administrative Access. To gain Administrative Access, login to your Registry profile and click on **Employer Admin Request.**

NOTE: Be sure to read and follow the on-screen instructions carefully to ensure timely processing of your **Employer Administrative Access Request**.

First, to ensure that duplicate documents are not submitted, click on **Program Administration**, then **Staff Education and Training Report** to view summary education and training data, or on **Staff Confirmation** to view the source documents for current employees.

To upload employee documents:

1. Login to the CA ECE Workforce Registry at www.caregistry.org
2. Click on **Program Administration** on the left navigation menu
3. Scroll down to "Uploaded Documents".

Early Care & Education Workforce Registry

Uploaded Documents:

To submit multiple documents for multiple users, email file to CARegistry@ccala.net. Otherwise, select the name of the user you wish to upload the file for, select the file type, enter the file description and click browse to select the file.

Upload a new document (Maximum file upload size is 5MB)

User Name: *

- Please Select -

File Type: *

- Please Select -

File Description

(Maximum characters:: 200)

Choose a file...   Choose

Upload Document

4. To upload a file, click on **User Name** to see a current list of employees in alphabetical order, and select an employee and **File Type**:

Uploaded Documents:

To submit multiple documents for multiple users, email file to CARegistry@cc for, select the file type, enter the file description and click browse to select the

Upload a new document (Maximum file upload size is 5MB)

User Name: *

- Please Select -

- Please Select -

Amanda Tester - Test Organization

Training Organization - nirmala test only

Choose a file...   Choose

Upload Document

- Please Select -
Academic Verification
Business Name
CCL - License
Certificate
Child Development Associate Credential (CDA)
Credential
Degree Transcript
Drivers License
Education Plan
EESD Approved Staff Qualifications Waiver
Higher Education Course Completion Summary (internal doc)
Institution of Higher Ed Course
Misc.
Official/Registrar Transcript
Permit
Proof of Administrator Documentation
Resume
Stipend Program Supplemental Form(s)
Training

- Please Select -

Choose a file...   Choose

Early Care & Education Workforce Registry

a. If CA Child Development Permit or CA Teaching Credential is selected, additional fields are displayed for data entry

- Select **Permit/Credential Name**
- Type in **Document Number** located on the permit or credential
- **Enter Issue Date** and **Enter Expiration Date**

Note: To ensure the verification of your staff's permit/credential, please be sure to accurately enter this information.
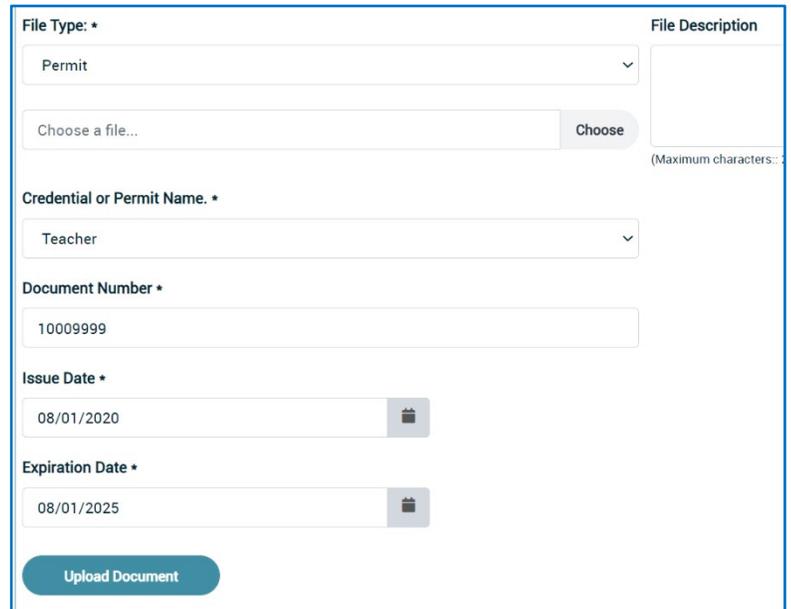
5. After, select **Choose** file and you may add a brief description of the document, such as permit type, high education institution that issue the transcript, etc. It is not a required field.

6. Click **Upload Document**. You will see the document under **Uploaded Documents** with Unverified status. The document's status will change to Verified once Registry staff complete the verification process. Please allow 6 to 8 weeks for the verification of your staff's documents.

The uploaded document will be visible to the employee and under **Staff Confirmation** for that employee.

Need Help? Contact the Registry Help Desk

If you have questions please contact the Registry by Email, call (323) 645-2631, Toll free: 855-645-0826, use Chat or Support features on the website (Chat operated Monday to Friday from 9 a.m. to 5 p.m.), or search the Help Desk articles.