



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD



Connecticut Office of
Early Childhood

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Myra Jones-Taylor, Ph.D.
Commissioner

**Connecticut Administered State-Funded Program General Policy
A-03**

- OEC Child Day Care Contractors
- OEC Competitive School Readiness Municipalities
- OEC Priority School Readiness Districts
- State Head Start
- Smart Start

TO: Mayors, Superintendents, School Readiness Council Chairs/Co-Chairs and Liaisons, Child Day Care Contractors

FROM: Harriet Feldlaufer, Director
Early Care and Education
Office of Early Childhood (OEC)

SUBJECT: Early Childhood Professional Registry (“the Registry”)

Background

Oversight of Professional Registry Process at the Program Level

Part time and full time teaching and administrative staff members of state-funded programs are required to (a) hold Registry accounts (b) with current transcripts and diplomas on file; additional staff may join the Registry at their discretion.

Each state-funded program must designate at least one leadership-level staff member to request Administrative Access (Admin Access) to the program’s Registry account to oversee compliance; this individual must be an employee of the program (consultants are specifically not eligible).

Each state-funded program must identify within the Registry a Designated Program Administrator who meets NAEYC Accreditation criteria 10.A.02-04.

The program’s Admin Access designee is required to do the following within the Registry:

- Confirm the Program Details page at least twice a year and as program data changes.
- Identify every classroom or group (regardless of funding).

- For every classroom or group: identify its funding source(s), all associated staff and designated roles, and one Qualified Staff Member (QSM).
- Ensure newly hired eligible staff members hold a Registry account within 30 days of hire, including up to date transcripts and diplomas.
- Update the Staff Confirmation page monthly, completing all fields with current data (including salary).

All state-funded programs are encouraged to utilize the Registry's NAEYC report when submitting candidacy or renewal for NAEYC Accreditation.

School Readiness

Liaison Role: Each School Readiness liaison (a) will hold a Registry account (b) which will be linked by the OEC to the relevant funded programs for monitoring purposes; and (c) will perform a *quarterly* check 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).

The liaison will work with the program administrator to create action plans for those programs that do not meet and maintain NAEYC and/or do not meet the legislated education requirements. Updated action plans will be reviewed quarterly by the liaison.

The OEC may request updates from the liaison at any time.

Child Day Care Contractors

Child Day Care Contractors are responsible for ensuring that all programs providing services under their contract (including programs operated by the contractor and those who are providing services through a subcontract) hold a Registry account and are meeting the requirements outlined in the section of this policy entitled "*Oversight of Professional Registry Process at the Program Level.*"

Head Start/Early Head Start

Any federal Head Start program receiving state funds (State Head Start, School Readiness, Child Day Care) is responsible for ensuring that all Head Start and Early Head Start site(s) where children are served that share a license with sites that accept state funds enter information for all classrooms into the professional registry. If a Head Start is licensed exempt they must enter all classrooms into the professional registry if any children at the Head Start or Early Head Start site receive state funding.

Smart Start

Smart Start grantees are responsible for ensuring that all infant/toddler and preschool classrooms located at a site that receives Smart Start funding enter information for all classrooms at the site and under the auspices of the board of education into the professional registry.

Note: Programs should use their official licensing name in the professional registry, for accreditation and approval systems (e.g. NAEYC, Head Start), Child Day Care reporting requirements and in the Early Childhood Information System (ECIS) to avoid problems with misidentification. School programs that are license exempt should use the same name for accreditation and approval systems (e.g. NAEYC, Head Start), Child Day Care reporting requirements and ECIS: (town) BOE at (school name). Other license exempt programs should use their legal name (registered business or non-profit name) for accreditation and approval systems (e.g. NAEYC, Head Start), Child Day Care reporting requirements and ECIS.

For further information concerning this GENERAL POLICY please contact:

CHILD DAY CARE	SCHOOL READINESS	STATE HEAD START and SMART START
<p>Michelle Levy Program Manager 860-713-6756 Michelle.Levy@ct.gov</p>	<p>Gerri Rowell Program Manager 860-713-6774 Gerri.Rowell@ct.gov</p>	<p>Andrea Brinnel Program Manager 860-713-6771 Andrea.Brinnel@ct.gov</p>

Supplemental Guidance: Accessing the Registry

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

Instructions for opening an account are located on the www.ctcharts.org and 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 administrator).

Note that an email address serves as the login. Correspondence from the Registry goes to this email address. The user should change the Registry login email if the actual email account is no longer active. **Registry login email address and password can be re-set by the user:** log in, go to My Tools

and Settings, click on My Profile, click the Edit button in the Personal Information section, edit the fields as needed and click Update Account Info to save changes.

Figure 1 View of www.ctcharts.org

CONNECTICUT CHARTS-A-COURSE
EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT SYSTEM AND REGISTRY

Advanced Search

- Home
- About Us
- Accreditation Support
- Career Ladder
- Career Counseling
- CDA Credential
- Core Areas of Knowledge
- DPH Head Teacher Approval
- Program Administrators
- Registry
- Scholarship Assistance

CT Charts-A-Course has moved to the new Office of Early Childhood!

Please note our new contact information below and make changes to your contact lists.

Office of Early Childhood, CT Charts-A-Course
165 Capitol Avenue, Hartford, CT 06106
Phone number: 800-832-7784
Fax number: 860-713-7040

Staff Member	Direct dial	Email address	Location at:
Deb Flis	860-713-6982	Deb.Flis@ct.gov	Room G-35
Margaret Gustafson	860-713-6983	Margaret.Gustafson@ct.gov	Room G-35
Valerie Parks	860-713-6981	Valerie.Parks@ct.gov	Room G-35
Margaret Westwood	860-713-6984	Margaret.Westwood@ct.gov	Room G-35

REGISTRY LOGIN

Email Address:

Password:

Login

[Forgot your password?](#)

Register Now

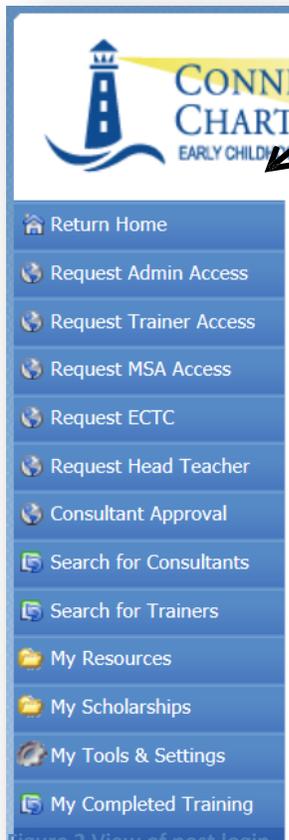
[Instructions - English](#)
[Instrucciones - Español](#)
[Instructions - Administrators](#)

Need Assistance?

Contact
CT Charts-A-Course
at
800-832-7784

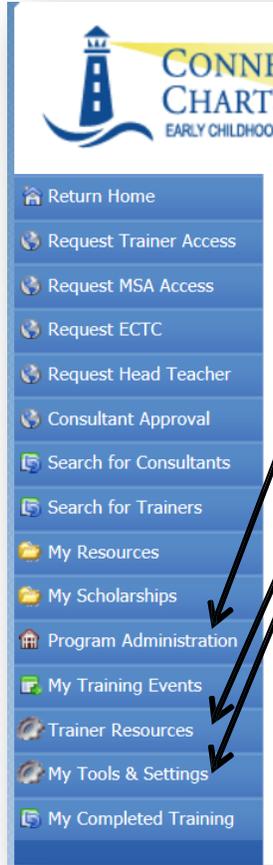
News and Updates

Upon log in, note that the left menu bar differs depending on access levels and roles.



This Registry participant has basic access.

Figure 2 View of post login participant left menu



This Registry participant has Program Administrator access, and is also an approved trainer.

Figure 3 View of post login multi-role left menu

After securing Administrative Access, the designee is required to “build” the program and maintain it. Detailed instructions are housed in the section **Resource Documents** under the left menu tab titled *Program Administration*.

Note: Each classroom or group (NAEYC definition) must have its own entry, regardless of funding.



Figure 4 View of Program Administration menu

For questions regarding education qualifications of staff, submission of documents, and uploading and coding of documents done by the Office of Early Childhood, please contact your regional Education Advisor:

Education Advisor	Covers these counties	Email	Phone
Val Parks	Fairfield, Middlesex, New Haven, New London	Valerie.Parks@ct.gov	800-832-7784 x2 860-713-6981
Margaret Westwood	Hartford, Litchfield, Tolland, Windham	Margaret.Westwood@ct.gov	800-832-7784 x3 860-713-6984

For questions regarding a program’s Registry account and tools, contact Margaret Gustafson Margaret.Gustafson@ct.gov/ 860-713-6983.