

**Connecticut Administered State-Funded Program General Policy**  
**15-08**  
**(replaces 14-01)**

X OEC Child Day Care Contractors  
X OEC Competitive School Readiness Municipalities  
X OEC Priority School Readiness Districts

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

**FROM:** Harriet Feldlaufer, Director  
Division of Early Care and Education  
Office of Early Childhood



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

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**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.*"

**For further information on this GENERAL POLICY please contact:**

**Gerri Rowell**  
**School Readiness Program Manager**  
**Office of Early Childhood**  
**860-713-6774**  
**Or**  
**Michelle Levy**  
**Child Day Care Program Manager**  
**Office of Early Childhood**  
**860-713-6756**

## Supplemental Guidance: Accessing 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 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](http://www.ctcharts.org)

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

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**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	<a href="mailto:Deb.Flis@ct.gov">Deb.Flis@ct.gov</a>	Room G-35
Margaret Gustafson	860-713-6983	<a href="mailto:Margaret.Gustafson@ct.gov">Margaret.Gustafson@ct.gov</a>	Room G-35
Valerie Parks	860-713-6981	<a href="mailto:Valerie.Parks@ct.gov">Valerie.Parks@ct.gov</a>	Room G-35
Margaret Westwood	860-713-6984	<a href="mailto:Margaret.Westwood@ct.gov">Margaret.Westwood@ct.gov</a>	Room G-35

**REGISTRY LOGIN**

Email Address:

Password:

Login

[Forgot your password?](#)

**Register Now**

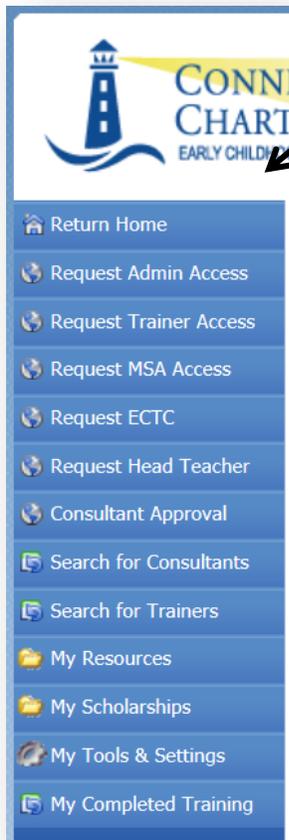
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**Need Assistance?**

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

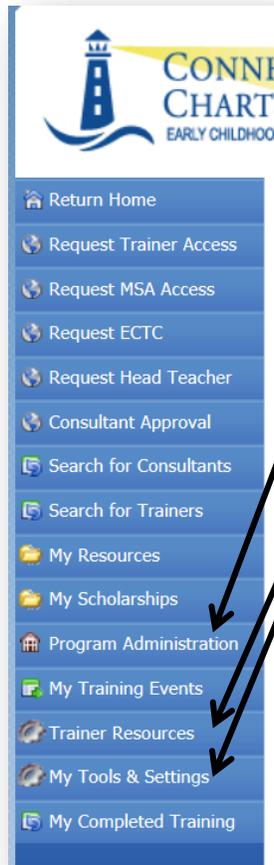
**News and Updates**

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	<a href="mailto:Valerie.Parks@ct.gov">Valerie.Parks@ct.gov</a>	800-832-7784 x2 860-713-6981
Margaret Westwood	Hartford, Litchfield, Tolland, Windham	<a href="mailto:Margaret.Westwood@ct.gov">Margaret.Westwood@ct.gov</a>	800-832-7784 x3 860-713-6984

For questions regarding a program’s Registry account and tools, contact Margaret Gustafson [Margaret.Gustafson@ct.gov](mailto:Margaret.Gustafson@ct.gov) 860-713-6983.