



STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD



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

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

TO: Mayors, Superintendents, School Readiness Council Chairs/Co-Chairs and Liaisons

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

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

Professional Registry Requirements

Part-time and full-time teaching and administrative staff members of state-funded programs are required to hold Registry accounts with current transcripts, diplomas, teaching / administrative endorsements and credentials on file; other staff members may participate in the Registry.

All state-funded programs 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 not eligible).

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

The program’s Admin Access designee is required to perform the following Registry responsibilities:

- Confirm the Program Details page at least twice a year and as program data changes;
- Identify every classroom or group regardless of funding;
- Identify every classroom or group’s funding source(s), all associated staff and designated roles, and one Qualified Staff Member (QSM);
- Ensure newly hired eligible staff members activate a Registry account within 30 days of hire, including submission of up-to-date documents; and

- Update the Staff Confirmation page monthly, completing all fields with current data including salaries and information regarding those employees actively matriculating toward a degree in early childhood education.

Use the Resource Document: QSM Information and Instructions available under the Program Administration tab for guidance on the items above.

Note: The Registry includes a NAEYC report generating feature. State-funded programs are encouraged to utilize this Registry report when submitting candidacy or renewal for NAEYC Accreditation.

School Readiness

Liaison Role: Each School Readiness Liaison (SRL) is required to have a Registry account that will be linked by the OEC to the relevant funded programs for monitoring purposes. The SRLs are required to complete 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, Staff Education and Training Reports, and the Designated QSM Compliance Report).

The SRL is required to work with the Designated Program Administrator to create action plans for those programs that do not meet and maintain NAEYC Accreditation and/or do not meet the legislated education requirements. Updated action plans must 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 Professional Registry Requirements on page 1.

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 Registry. If a Head Start is license-exempt, they must enter all classrooms into the 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 funds enter information for all classrooms at the site and under the auspices of the board of education into the Registry.

Note: Programs should use their official licensed name in the Registry, for NAEYC Accreditation OR Head Start approval, Child Day Care reporting requirements, and in the Early Childhood Information System

(ECIS) to avoid misidentification. School programs that are license-exempt should use the same name for Accreditation or Head Start approval, 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 or Head Start approval, Child Day Care reporting requirements, and ECIS.

For further information concerning this GENERAL POLICY please contact:

CHILD DAY CARE	SCHOOL READINESS and SMART START	STATE HEAD START
<p style="text-align: center;"> Deb Flis Program Manager 860-713-6982 Deb.flis@ct.gov </p>	<p style="text-align: center;"> Andrea Brinnel Program Manager 860-713-6771 Andrea.brinnel@ct.gov </p>	<p style="text-align: center;"> Amparo Garcia Program Manager 860-713-6783 Amparo.garcia@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: 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.

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

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



Figure 1 View of Program Administration menu

For questions regarding participant accounts, 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 about the program’s Registry account and program administration tools, contact Margaret Gustafson: Margaret.Gustafson@ct.gov or 860-713-6983.