



Information Needed to Complete Your Registry Application

You will provide the following information when creating your Registry account:

1. First and last name
2. E-mail address (you must have a unique e-mail address that is not in use with another registry account.)
3. Password (8 characters including at least one letter, one number, and one special character among *\$+?&=!%{}/@#): *.*.)
4. Mailing address
5. Phone number
6. After entering the required information, and reading and checking the box that you agree to the terms of registry use, select 'Continue with Registration' (see below):

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Return Home Login Now
Powered by RegistryOne™

Awaiting Login...

Welcome
Register Now
Career Lattice
Submit Documentation
FAQs
Terms of Use

User Registration

*Required Field

Salutation:

First Name: *

Last Name: *

Former Last Name:

Email Address (No Email Address?): *

Re-Type Email Address: *

Password (at least 8 characters, including at least one letter, one digit and one special character among *\$+?_&=!%{}/@#): *

Re-Type Password: *

Address 1: *

Address 2:

Zip: *

City: *

State: *

County: *

Daytime Phone: *

Evening Phone:

Birth Date: *

I have read and agree to the Arizona Registry [Terms of Use.](#)

Continue with Registration

7. Current employer. You will now enter your employment information. First search for your current employer by entering in keywords of the employer name. If you do not find your employer the first time, try using different search terms.

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User Registration: Employment

Employer Name: * Enter Search Criteria:

 Search

Continue With Registration

** By clicking "Continue with Registration" I certify that the information I have submitted is true and accurate.

After entering your keyword(s), click search to return the list of employers that match your search criteria then click 'Select' next to your employer.

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Select Your Program

Click to select your program:

Program Name	City	State	Select
ABC & 123 Small Blessing 1060 North Arizona Blvd.	Coolidge	AZ	Select
ABC Preschool 6311 South Rural Road	Tempe	AZ	Select
ABC's Daycare Center 13615 N 35th Ave	Phoenix	AZ	Select
ABC's Family Child Care 2214 N Santo Patron	Nogales	AZ	Select
ABC's Family Child Care 6692 S Star Ridge PL	Tucson	AZ	Select
Currently Unemployed	Phoenix	AZ	Select
Employer Not Listed	Phoenix	AZ	Select

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Close This Window

If you cannot find your employer or are unemployed, follow the directions below.

- a. If you are currently unemployed, you will select 'Currently Unemployed' at the bottom of the list.

- b. If your employer is not listed, select 'Employer Not Listed'. A pop up box will appear (see below) so you may submit an 'Add My Employer' request. Enter the requested information then select 'Send E-mail'. Then continue to complete the employment information using the employer 'Employer Not Listed'. Once your employer has been added, your record will be updated.

Arizona Early Childhood Workforce Registry - Microsoft Internet Explorer provide...

https://www.azregistry.org/_modules/mod_createEmailNoFramework.cfm?emailto=100010940

Send Email

To: Registry Administrator (info@thearizonaregistry.org)
From: Stephanie Golden (sgolden2@cox.net)
Subject: Add my Employer

Please provide the following information:

Employer Name:
Employer Address:
Employer City:
Employer State:
Employer Zip:
Employer Contact Name:
Employer Phone:
Type of Program:
Is this a Family Child Care Home?

Message:

Send Email

Note: If you have more than one employer, add your primary employer now and contact the Registry staff at 1.855.818.6613 or info@thearizonaregistry.org for assistance with entering your secondary employer(s) after verifying your Registry account.

After selecting your employer, click 'Continue with Registration' and you will get a screen asking you for details about your employment. Complete this screen and click Continue with Registration.

User Registration: Employment

Employer Name: * ABC & 123 Small Blessing

Enter Search Criteria:

Job Title: *

Primary Age of the children you serve for this position? *

Start Date: *

Position Type: * Part Time Full Time

Number of hours worked per week: *

Number of Weeks worked per Year: *

Salary Type: * Hourly Annually

Benefits Offered: (Through employer)

<input type="checkbox"/> Child Care	<input type="checkbox"/> Dental
<input type="checkbox"/> Discount	<input type="checkbox"/> Life Insurance
<input type="checkbox"/> Medical	<input type="checkbox"/> Paid Professional Development Time
<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

** By clicking "Continue with Registration" I certify that the information I have submitted is true and accurate.

8. You will now see a screen that your account has been created and is awaiting validation. Check your email and click the validation link to validate your account.

The requested account has been created successfully!

An email has been sent to the email address you provided and should arrive in the next few minutes. This email contains:

- Login details
- An email validation key,
- Simple instructions on how to validate your email address, and
- Direction on how to submit transcripts

Next Steps:

- Check your email and follow the instructions within it to validate your email. **Be sure to check your SPAM folders.**
- Once you validate your email, you can enter your employment history into your registry account.
- Submit transcript and professional development documentation to the Registry.

9. After validating your Registry account, you will need to submit documentation of your professional development and education. Instructions are provided by clicking on the 'Submit Documentation' tab along the left side of the Registry home page (see below for partial screen shot).



- Awaiting Login...
- Welcome
- Register Now
- Career Lattice
- Submit Documentation**
- FAQs
- Terms of Use

How to Submit Documentation

Once you register and verify your e-mail address, you will need to **submit documentation to determine your Arizona Early Childhood Workforce career lattice (lattice) level**. Your level is based on the information in your profile and will update automatically as you continue to provide the required early childhood experience, education, and professional development information.

You will enter all of your previous and current early childhood employment information in your Registry profile, under "My Employment History". If you currently hold more than one position in early childhood, please contact the Registry staff for assistance via the contact information on the contact us page.

Please submit your education and professional development documentation as follows:

1. Proof of the highest level of education completed:
 - a. For high school graduation or high school equivalency, submit **copies** of high school diploma or transcript or GED® certificate. If you joined the Arizona Early Childhood Workforce Registry and you do not have a high school diploma or GED®, you will not be assigned a lattice level. However, you may still be an active registry member and access the many resources and professional development opportunities available to every registered early childhood professional in Arizona.
 - b. For college/university transcripts, only the highest level of education completed has to be verified through an **official** transcript from an accredited institution listed in the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (<http://ope.ed.gov/accreditation/>).