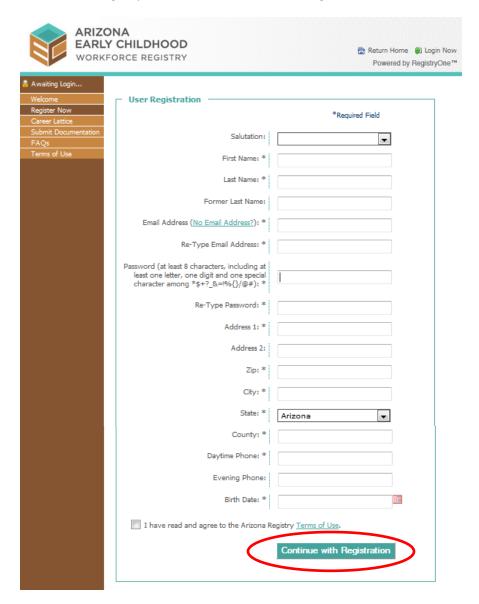


## **Information Needed to Complete Your Registry Application**

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

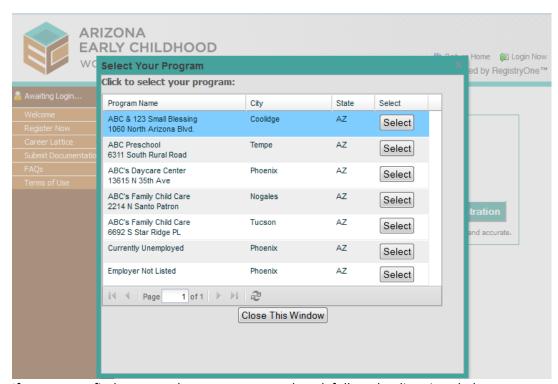
- 1. First and last name
- 2. E-mail address (you must have a unique e-mail address that is not in use with another registry account.)
- 3. Password (8 characters including at least one letter, one number, and one special character among \*\$+?&=!%{}/@#): \*.)
- 4. Mailing address
- 5. Phone number
- 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):



 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.



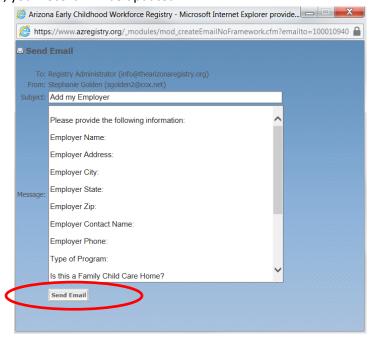
After entering your keyword(s), click search to return the list of employers that match your search criteria then click 'Select' next to your employer.



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

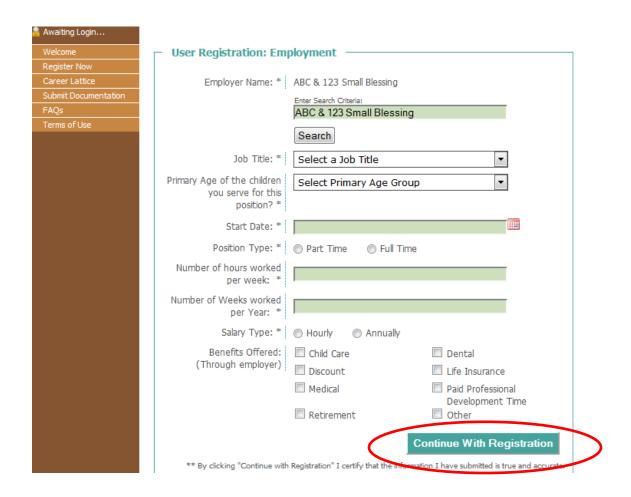
a. If you are currently unemployed, you will select 'Currently Unemployed' at the bottom of the list.

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.

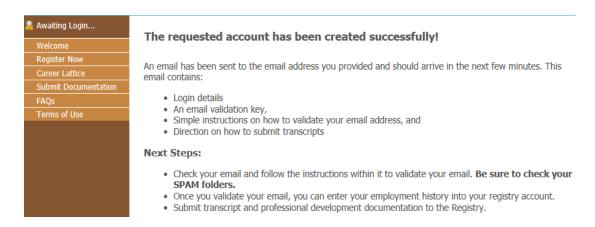


Note: If you have more than one employer, add your primary employer now and contact the Registry staff at 1.855.818.6613 or <a href="mailto:info@thearizonaregistry.org">info@thearizonaregistry.org</a> for assistance with entering your secondary employer(s) after verifying your Registry account.

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.



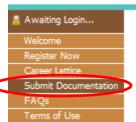
8. You will now see a screen that your account has been created and is awaiting validation. Check your email and click the validation link to validate your account.



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).







## **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.
  - For <u>college/university transcripts</u>, only the highest level of education completed has to be verified through an <u>official</u> transcript from an accredited institution listed in the U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs (<a href="http://ope.ed.gov/accreditation/">http://ope.ed.gov/accreditation/</a>).