

**Hartford Mayor's Cabinet for Young Children  
Policies and Guidelines  
Early Childhood Professional Development Registry (A-03)**

Pursuant to state directives, part-time and full-time teaching and administrative staff members of state-funded programs (Child Day Care, School Readiness, Smart Start and State Head Start programs) are required by the CT Office of Early Childhood to (a) hold Registry accounts (b) with current transcripts and diplomas on file. Other funded staff may join at their discretion. In addition, programs serving Hartford children are required to enter data in Hartford's Early Childhood Data System. In order to access Hartford's Early Childhood Data System, staff is required to provide their Registry ID and designated ladder level to the DFYC Data Coordinator.

In addition, each state-funded program must designate at least one leadership-level staff member to request Administrative Access to the program's Registry account to oversee compliance; this individual must be an employee of the program as consultants are not eligible to assume this responsibility. The program's Administrative Access designee is required to perform the following in the Registry:

- Confirm the Program Details page at least twice a year and when 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)

Each state-funded program must also identify within the Registry a Designated Program Administrator who meets NAEYC Accreditation criteria 10.A.02-04. In addition, all state-funded programs are encouraged to utilize the Registry's NAEYC report when submitting candidacy or renewal for NAEYC Accreditation.

The Early Childhood Professional Registry provides early care and education staff the ability to track professional development and generate reports useful for meeting State reporting requirements as well as planning individual and program professional development goals. The CT Office of Early Childhood and the Department of Families, Children, Youth and Recreation's Division for Young Children utilizes the Early Childhood Professional Registry database as a source for verification of state-funded credentialed staff and for information pertaining to the annual Connecticut School Readiness Preschool Program Evaluation System (CSRPPES).

The Division for Young Children will ensure that:

- A Division staff member holds a Registry Account linked by the Office of Early Childhood to the relevant funded programs for monitoring purposes and will perform quarterly checks of each funded program's education qualifications, and progress toward meeting and maintaining compliance with both NAEYC Accreditation candidacy requirements and the state-legislated education requirements.
- It will work with program administrators to create action plans for those programs that do not meet and maintain NAEYC and/or do not meet the legislated education requirements. Action plans will be reviewed quarterly by the Division for Young Children.