National Workforce Registry Alliance

Supporting the Nation's Early Childhood and Afterschool Workforce

# Partnership Eligibility Review Application Packet

Please direct any questions or comments regarding this document to

National Workforce Registry Alliance
P.O. Box 58190
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E-mail: contact@registryalliance.org
Website: www.RegistryAlliance.org

Updated April 11, 2015

**National Workforce Registry Alliance Partnership Eligibility Review**

**Instructions:** Please read the instructions completely and submit your application exactly as specified. Failure to complete the application in the appropriate format may result in return of the application for submission in a future cycle.

Application Requirements:

- Alliance Membership: In order to apply for Partnership Eligibility Review, the applying registry must be a current member of the National Workforce Registry Alliance.
- Application Fee: The application fee is $1,000. Payment should be mailed to the National Workforce Registry Alliance at PO Box 58190, Washington, DC 20037-8190 and must be received prior to the submission deadline or your application will not be sent to a review panel.
- Submission of a properly formatted application to the appropriate parties by the stated deadline.
- Submission of a PER release form (included this document as part of your application submission).

Formatting:

- 8 ½ x 11 single spaced, single sided, with 1 inch margins on all sides, 12 point font size, Times New Roman font
- Header should include registry name in bold, flush left
- Footer should include page number, 1 of xx, 2 of xx, etc., flush right
- Double space in between sub sections
- A table of contents should be included with page numbers for all major sections and subsections
- Completed submission, including all exhibits, should be in one pdf document

Submission:

- Using the 'Standards and Criteria' document as your guide, take each area and submit the following:
    - A description of how your registry meets the criteria. Be specific.
    - Supporting materials that verify what you have stated.
- For each standard, describe in detail how your registry meets the standard. Include any supporting material referenced in your description below your summary. The supporting material should be properly referenced in your description and indented (see exhibit 1 for sample format)
- Each major section, 1, 2, 3, etc. must start on its own page. Subsections within that section may follow. (i.e. 1.1 and 1.2 can flow, but 2 must begin on a new page, etc.)
- Each section must be labeled with the proper numeric heading
- The submission must follow the order specified in the referenced table of contents
- All sections must have something listed. If you are not applying for a section indicate that under the section heading, but do not leave the section blank.
- A note about processes and procedures…you must not only demonstrate that you have a process but also show HOW you execute that process. For example, it's not enough to

say that you have a process for fraud detection, you must include the implementation methodology.

Verification Materials:

Each standard and/or criterion must be verified. The Alliance strives to provide you flexibility in determining the type of documents that you can use to meet a standard. Examples of acceptable documentation include, but are not limited to:

- Data Element Dictionary*
- Policies and Procedures Manual*
- Data Entry Business Rules*
- Registry Application/Enrollment Form*
- Registry Marketing Materials
- Copy of Report/Screen Shot of Report – When using a report, be sure to describe the elements of the report so that it is clear how it relates to the standard
- Screen Shot from Website – When a website screen shot is used, it must include a shot of the item you are trying to use and a second shot of what is on screen once that item is clicked (i.e. if using a screen shot of the website to show that there is a link to your privacy policy, show that and show the screen shot of what is seen after the link is clicked)
- Data Entry Screen Shot – When a screen shot is used, it must be of the appropriate size to be readable and include the appropriate fields and entry choices to demonstrate the standard it is in support of (i.e. if the standard is 'center-type' the screen shot must show this field with the input options shown

*This content is required to successfully complete the PER process, whether in individual or combined form. Items used for verification purposes, must be submitted in their entirety as addendums with your application, AND the appropriate sections must be included within the section they are being used to verify.

Please complete the application and all supporting documentation and email them to the Standards and Data Committee Co-chairs listed below by the specified submission date. Late applications will not be accepted. Questions or comments should be directed to the Standards and Data Committee Chair.

Joellyn Whitehead, Chair
jwhitehead@inccrra.org
(309) 829-5327

## Release to Process My Registry's Application for Partnership Eligibility Review:

*(Please review the following release carefully before signing. Initial your acceptance next to each statement and sign and date the release.)*

I, ______________________________, as an authorized administrator of _________________________________, voluntarily commit my registry to participate in ***The National Registry Alliance*** Partnership Eligibility Review (PER) initiative.

______ I understand that ***The National Registry Alliance*** Review Panel and Board will review the information to ensure the validity of the documentation provided and to determine whether my agency meets Partnership Eligibility Pre-Approval requirements.

______ I understand that my application will not be forwarded to a Review Panel until my registry's payment for pre-application has been received.

______ I understand that my registry's information will only be shared or discussed within the context of the Partnership Eligibility Review and that the Alliance Board, Committee and Panel members will adhere to the Board's confidentiality policies.

______ I certify that all information provided and/or attached to my application is true and correct.

______ I understand that my registry will be required to complete additional activities to meet full approval requirements for any project within Partnership Eligibility for which my registry is pre-approved.

______ I understand that my registry will pay an annual Partnership Eligibility maintenance fee of $100 to ensure my registry's continued compliance with Partnership Eligibility.

______ I understand that ***The National Registry Alliance*** is a public entity and will protect the confidentiality of provided information to the extent permitted under state and federal law.

______ I am authorized to make the above commitments on behalf of this registry.

Signature: ___________________________________________ Date:____________________________

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Exhibits should be included at the end of the table of contents.

## Standards and Criteria List by Project

On the next few pages is a table summarizing the requirements for partnership for each project. Data elements marked as optional are not required but are preferred. The Alliance is striving to deliver detailed information to our national partners and a comprehensive industry dataset and collection of the optional data will support these efforts.

| Section | Key Areas and Specific Standards | Alliance | NAEYC | NAFCC | NAC |
|---|---|---|---|---|---|
| 1.0 | Enrollment | | | | |
| 1.1 | Recruitment of Center-based Program Personnel | Yes | Yes | No | Yes |
| 1.2 | Recruitment of Home-based Program Personnel | Yes | No | Yes | No |
| 1.3 | Methods of Enrollment | Yes | Yes | Yes | Yes |
| 1.4 | Coding Type of Enrollment Record | Yes | No | No | No |
| 1.5 | Inactive/Active Coding | Yes | No | No | No |
| 2.0 | Review Process | | | | |
| 2.1 | Review Policies and Procedures | Yes | Yes | Yes | Yes |
| 2.2 | Coursework Classification Policies – Credit based | Optional | Yes | Yes | Yes |
| 2.3 | Coursework Classification Policies – Non-Credit based | Optional | Optional | Optional | Optional |
| 3.0 | Verification | | | | |
| 3.1 | Verification Policies and Procedures | Yes | Yes | Yes | Yes |
| 4.0 | Data Entry | | | | |
| 4.1 | Data Entry Policies and Procedures | Yes | Yes | Yes | Yes |
| 4.2 | Data Continuity Policies and Procedures | Yes | Yes | Yes | Yes |
| 5.0 | Processing Time | | | | |
| 5.1 | Processing Time Policies and Procedures | Yes | Yes | Yes | Yes |
| 6.0 | Data Maintenance, Storage and Sharing | | | | |
| 6.1 | Data Maintenance Policies and Procedures | Yes | Yes | Yes | Yes |
| 6.2 | Data Storage Policies and Procedures | Yes | Yes | Yes | Yes |
| 6.3 | Data Transfer Policies | Yes | Yes | Yes | Yes |
| 7.0 | Confidentiality | | | | |
| 7.1 | Confidentiality Policies and Procedures | Yes | Yes | Yes | Yes |
| 8.0 | Due Process | | | | |
| 8.1 | Due Process Policies and Procedures | Yes | Yes | Yes | Yes |
| 8.2 | Appeal Processing Time | No | Yes | Yes | Yes |
| 9.0 | Communication | | | | |
| 9.1 | Participant Communication Policies and Procedures | Yes | Yes | Yes | Yes |
| 9.2 | Staff Communication Policies and Procedures | Yes | Yes | Yes | Yes |
| 10.0 | Partnership Eligibility Review Core Data Elements | | | | |
| 10.1 | Core Data Element Related Requirements | | | | |
| 10.1.1 | Format of Core Data Elements | Yes | Yes | Yes | Yes |
| 10.1.2 | Multi-Year Data Collection | No | 5 Years | 3 Years | 3 Years |
| 10.1.3 | Data Source Indicator | Yes | Yes | Yes | Yes |
| 10.2 | Person Data Elements | | | | |
| 10.2.1 | Person ID | Yes | Yes | Yes | Yes |
| 10.2.2 | Name | No | Yes | Yes | Yes |
| 10.2.3 | Date of Birth | Optional | No | No | No |
| 10.2.4 | Gender | Optional | No | No | No |
| 10.2.5 | Race/Ethnicity | Optional | No | No | No |

| | | | | | |
|---|---|---|---|---|---|
| 10.3 | Program Data Elements | | | | |
| 10.3.1 | Program License Number | Optional | Optional | Optional | Optional |
| 10.3.2 | Registry Unique Program ID | Yes | Optional | Optional | Optional |
| 10.3.3 | Program Name | No | Yes | Yes | Yes |
| 10.3.4 | NAEYC Program ID | No | Optional | No | No |
| 10.3.5 | Program Type | Yes | No | No | No |
| 10.3.6 | Location Data | Yes | No | No | No |
| 10.4 | Employment Data Elements | | | | |
| 10.4.1 | Program of Current Employment | Optional | No | No | No |
| 10.4.2 | Start Date | Yes, if 10.4.1 | No | No | No |
| 10.4.3 | Position Title | Yes, if 10.4.1 | No | No | No |
| 10.4.4 | Hourly Wage | Yes, if 10.4.1 | No | No | No |
| 10.4.5 | Hours Worked Per Week | Yes, if 10.4.1 | No | No | No |
| 10.4.6 | Months Worked Per Year | Yes, if 10.4.1 | No | No | No |
| 10.4.7 | Age Groups Worked With | Yes, if 10.4.1 | No | No | No |
| 10.5 | Education Data Elements | | | | |
| 10.5.1 | Highest Level of Education | Yes | No | No | No |
| 10.5.2 | Institution of Higher Education Name | No | Yes | Yes | Yes |
| 10.5.3 | Degree Name | Optional | Yes | Yes | Yes |
| 10.5.4 | Date Conferred | Yes, if 10.5.3 | Yes | Yes | Yes |
| 10.5.5 | College Credits Total | Optional | No | No | No |
| 10.5.6 | College Credits Outside a Degree | Optional | Yes | Yes | Yes |
| 10.5.7 | ECE Credits Total | Optional | No | No | No |
| 10.5.8 | ECE Credits Outside a Degree | Optional | Yes | Yes | Yes |
| 10.5.9 | School Age Credits | Optional | No | No | No |
| 10.5.10 | Business/Administrative Credits | No | Yes | Yes | Yes |
| 10.6 | Credential Data Elements | | | | |
| 10.6.1 | CDA Credential | Optional | Yes | Yes | Yes |
| 10.6.2 | Other Credentials | Optional | Optional* | No | No |
| 10.7 | Training Completed Data Elements | | | | |
| 10.7.1 | Training Name | No | Yes | Yes | Yes |
| 10.7.2 | Trainer or Training Organization | No | Yes | Yes | Yes |
| 10.7.3 | Training End Date | No | Yes | Yes | Yes |
| 10.7.4 | Clock Hours | No | Yes | Yes | Yes |
| 10.8 | Specialized Training Data Elements | | | | |
| 10.8.1 | CPR/First Aid Training | Optional | Optional | Optional | Optional |
| 10.9 | Non Verified Data | | | | |
| 10.9.1 | Non Verified Data Mechanism | Yes | Yes | Yes | Yes |

*****If credential is NAEYC approved, this information should be included.*

***Note: This document only details the standards and criteria for items 1-10.  There are other standards and criteria related to each project that will be given once a registry passes the initial PER assessment..***

# Standards and Criteria

## i. General Information

Provide the following pieces of general information.

- Registry Name:
- Address:
- Primary Contact Name:
- Primary Contact Address (If different from registry address.):
- Primary Contact Email Address:
- Primary Contact Phone Number:
- Registry website address:
- Name of Organization and Individual(s) Who Developed Registry Database and/or Software:
- Registry Participation by type (i.e. Participant, Trainer, etc.)
    - Number of active participants (To be completed by registries that allow rolling/ongoing updates after initial application. Active is defined as applicants who enroll or have updated information in the last 24 months.):
    - Number of current participants (To be completed by registries that have annual application requirements. Current is defined as non-duplicated applicants who have applied within the last two years.):

## ii. Potential Conflict of Interest

The National Registry Alliance relies on two pools of members to serve on the Review Panel(s) for Partnership Eligibility: Standards and Data Committee members and general members. The Alliance is committed to identifying any potential conflicts of interest prior to assigning the Review Panel. If you foresee any potential conflicts of interest in a potential reviewer, here is the section to include that. You'll need to list the potential reviewer and describe the nature of the conflict. If there are none, indicate that in this section of your application. (e.g. the agency developed your registry software, you have a personal relationship with a professional at another agency, a registry or staff person was paid to deliver services to your agency.)

## iii. Notification about Completion of Partnership Eligibility Review

The National Registry Alliance Board is happy to notify other organizations and individuals about a registry's successful completion of Partnership Eligibility Review. If your review outcome is favorable, list who you would like us to contact and include their contact information, including email address. If you do not wish for us to notify anyone, indicate that, as well.

## 1.0 Enrollment

Registries shall recruit/accept enrollment forms from the types of professionals needed in each partnership (i.e., center-based director, center-based teaching staff, and home-based owner/director).

### 1.1 Enrollment of Center-based Program Personnel

- Registry has documentation of eligibility and a method for center-based personnel to enroll

### 1.2 Enrollment of Home-based Program Personnel

- Registry has documentation of eligibility and a method for home-based personnel to enroll

### 1.3 Methods of Enrollment

- Registry has documentation of enrollment for at least one of the following methods
  - Paper Copy Enrollment Form
  - On-Line Enrollment Form
- If registry uses more than one method, those methods must collect consistent data

### 1.4 Coding Type of Enrollment Record

- Registry has a method to code records by type of role, e.g., practitioner, trainer, etc.
- Method must, at minimum, include a methodology so that practitioners can be queried separately from other participants. Practitioners are professionals who work in programs that directly serve children.

### 1.5 Active/Inactive

- Registry has a method to code records as active or inactive that is based on the last activity date of a record

## 2.0 Review Process

Registries shall have review processes and standards for application/enrollment forms, renewals, updates, and so forth, so that all staff members know what is expected and to ensure the validity and accuracy of the information submitted by professionals.

### 2.1 Review Policies and Procedures Criteria:

At minimum, the Policies and Procedures must identify:

- The process for enrolling a participant into the registry
- The minimum information required in an enrollment form/application to accept/process the form (e.g., name, signature, etc.) - this information is deemed to be ‘required’ and all other information is considered ‘optional’ for enrollment purposes
- The process for requesting additional information **OR** notifying participants if the form/application is incomplete and cannot be processed
- Processes must demonstrate that staff members are given clear direction on what is expected

### 2.2 Coursework Classification Policies and Procedures – Credit based coursework

- Registry must provide documentation about the methodology by which credits are classified as Early Childhood (EC), School Age (SA) or Business credits and how the classification process is executed

### 2.3 Coursework Classification Policies and Procedures – Non-Credit based coursework

- Registry must provide documentation about the methodology by which credits are classified for non-credit based coursework and training and how the classification process is executed

## 3.0 Verification

Standards of verification for education, credentials and training shall be met in order to ensure the data accurately represent the professional achievement of registry participants.

### 3.1 Verification Policies and Procedures

At minimum, the Policies and Procedures must identify:

- The types of documentation accepted for verification
    - Grade reports and transcripts (official, original, or photocopy)
    - Credential certificates (original or photocopy)
    - Training certificates (original, photocopy, electronic submission through an on-line training approval system, etc.)
- A written policy and the procedures for verifying the accreditation status and type of higher education institutions
- A written policy and the procedures regarding the process for verifying education, credential, and training information, that includes how 'unverified' data are to be handled
- A statement(s) about fraud, explaining the organization's written policy about misrepresentation of information, to include **each** of the following:
    - The process and procedures used for identifying, determining and addressing potential fraud
    - Processes must demonstrate that staff members are given clear direction on what is expected
    - The actions taken against a participant who is believed to have committed a fraud
    - Who will be notified about the apparent fraud (e.g., the participant, program director, licensing, etc.)

## 4.0 Data Entry and Continuity

Registries shall have specific policies regarding data entry, mechanisms for coding of data, and quality control processes in place to assess the accuracy of the data entered.

### 4.1 Data Entry Policies and Procedures

- Procedures must be in place defining who can enter and update different types of data and HOW entry should be done according to registry's established business rules
- Procedures must be detailed enough to guide staff through the data entry process

### 4.2 Data Continuity Policies and Procedures:

- Explanation of how registry identifies, prevents and/or corrects data entry errors made by participants
- Process for identifying and/or correcting data entry errors made by staff
- Written policy regarding acceptable rates of staff data entry error consequences for high rates of error
- Process for determining and tracking staff rates of data entry error

## 5.0 Processing Time

Registries shall have formal, published processing times and meet specified processing times for any Alliance project for which they seek approval.

### 5.1 Processing Time Policies and Procedures

- Registry's written policies include an established timeframe for processing enrollment forms
- If that timeframe exceeds 30 calendar days, the policy must include procedures for processing in the required timeframe (must include procedures, not just a statement that 'when required, we will process within time frame'

## 6.0 Data Maintenance, Storage and Sharing

Registries shall have policies and procedures related to data maintenance, including when and how participants update information, how data will be stored and how data will be transferred.

### 6.1 Data Maintenance Policies and Procedures

- At minimum, the Policies and Procedures must identify:
    - The frequency of updates accepted (e.g., annual update/renewal, ongoing update, etc.)
    - The method(s) of update available to participants (e.g., web-based, paper forms, electronic transfer of data, etc.)
    - The policies and procedures for deactivating participants

### 6.2 Data Storage Policies and Procedures

- The written Policies and Procedures must include:
    - A back-up/disaster and recovery plan and implementation procedures that includes how, when and where all forms (i.e., physical and electronic) of data are backed up and how data would be recovered and how and when registry would be restored to functionality
    - Schedule of back-up processes executed

- The method(s) for storage of documentation (e.g., electronic vs. paper or both).
- A methodology for the maintenance of physical and/or electronic enrollment, education and training documentation that includes the time frame that records are kept, where they are kept, how they are kept, etc.
- Verification documentation received in paper format, such as transcripts, credentials, training certificates, etc. must be stored in either paper or electronic versions for a minimum of 5 years

### 6.3 Data Transfer Policies and Procedures

- Plan, policies and procedures for transferring data securely electronically (this includes imports from licensing or other partners)
- Plan and procedures for transferring data securely physically (this includes moving paper files, records and boxes)

## 7.0 Confidentiality

Registries shall have written policies and procedures regarding confidentiality of registry data.

### 7.1 Confidentiality Policies and Procedures

The Policies and Procedures must identify:

- A written policy regarding confidentiality of participant information in daily operation, storage, and electronic transfers
  - Policy must address how data are used, who will have access to data, etc. and be available to participants
- The responsibility of registry staff to maintain confidentiality of the information they receive about registry participants (e.g., not using participant names in public, securing all participant information at the close of business, etc.)
- The methods for registry staff to use to ensure that confidentiality standards are upheld

  Examples of methods include but are not limited to:
  - Confirming a participant's identity through multiple means before giving information out over the phone
  - Not emailing personal confidential information that would leave participants vulnerable to identity theft and/or provide enough information as to allow other unauthorized persons access to a participant's record via the registry's secure website
  - Removing personal confidential information before saving files and reports to removable hardware, which may be lost or stolen
  - Ensuring that all files are locked in secure locations at the close of business
  - Shredding reports and other documents with participant information

- The registry's internal quality control methods are used to ensure that staff members understand their responsibility in regard to confidentiality and the adherence to security methods for confidentiality (this should include initial and ongoing training)

## 8.0 Due Process

Registries shall have policies and procedures regarding how participants may appeal registry decisions.

### 8.1 Due Process Policies and Procedures

- The Policies and Procedures must include statements about appeals that include:
  - The multi-step process that gives a registry participant two levels to appeal a decision regarding their status in the registry, acceptance of educational information, and so forth
  - To whom the participant addresses the appeal (e.g., a board, a specific person, etc.)
  - The format in which the appeal needs to be presented (e.g., written, verbal, a form, etc.)
  - A second level of appeal, if the first appeal is denied, with specified steps.

### 8.2 Appeal Processing Time

- Registry written policy defines the processing time for each step in the appeal process. If the standard appeal processing time for each step is greater than the partner requires, the policy outlines how it will be altered to meet that requirement. Registry must include more than just that it will be altered, but explain how the change will be executed.

## 9.0 Communication

Registries must have policies for communicating with participants, partners and staff that are readily accessible.

### 9.1 Participant Communication Policy and Procedures

- Registry enrollment processes are clearly communicated and available to participants, including:
  - Enrollment Requirements
  - Format and Requirements for training and education data
  - Procedures regarding fraud
- Registry participant procedures and processes are clearly communicated and available to participants, including:
  - Data Updates/Change of Information
  - Appeals Process

- The policies regarding confidentiality are clearly communicated and accessible to participants

### 9.2 Staff Communication Policy and Procedures

- The registry processes and procedures are clearly and formally communicated to registry staff (this includes things like policy manuals, initial training, ongoing training, etc.)
- The written policies regarding confidentiality are clearly communicated and accessible to registry staff members (this includes details of how, when and how often this information is communicated to staff members)

## 10.0 Collection of Partnership Eligibility Review Core Data Elements

Registries shall collect data in the manner specified. For the purpose of Partnership Eligibility Review, data elements are organized into the following categories. When showing evidence of these sections using screen shots, be sure to include screen shots that include data.

### 10.1 Core Data Element Related Requirements

#### 10.1.1 Format of Core Data Elements

- All text data fields must be formatted, when data are reported or exported, with the first letter capitalized and subsequent letters lower case **OR** with all caps - fields shall not be formatted in all lower case

#### 10.1.2 Multi-Year Data Collection

- A written policy exists regarding the coverage period for training and education data entered. This policy should outline the types of training and education entered whether those are entered for all groups or selected groups. (How far back does your registry go in accepting and entering a participant's training and education data and does this differ by group?)
- If that timeframe does not meet the partner requirement (that can be found on the standards and criteria list by project), the policy must include procedures for entry of the required data

#### 10.1.3 Data Source Indicator

- A written policy exists regarding how data from external sources or partners will be tracked in the registry
- A method for coding such data exists

### 10.2 Participant Information

#### 10.2.1 Person ID

- Registry assigns each participant a unique ID number and stores it in the database. Registry must explain how this is done.
- Registry ID is NOT the person's social security number
- Registry documents method(s) to ensure individual records are unique and no one individual has more than one unique ID

- Registry documents method(s) to ensure ID number is unique and not duplicated within the data structure

#### 10.2.2 Name Criteria

- Participant "Last Name" is collected and stored in the database
- Participant "First Name" is collected and stored in the database

#### 10.2.3 Date of Birth

- Participant "Date of Birth" is collected and stored in the database
- Data stored as mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)

#### 10.2.4 Gender

- Participant "Gender" is collected and stored in the database

#### 10.2.5 Race/Ethnicity

- Participant "Race/Ethnicity" is collected and stored in the database.
- Registry can demonstrate that race/ethnicity data include or can be grouped into the following categories:
  - Native American
  - Asian
  - Black
  - White
  - Hispanic
  - Pacific islander
  - Multi racial
  - Other

*Note: The Alliance recognizes the Census Bureau separates collection of "Asian" and "Pacific Islander." The Alliance encourages registries to align their data collection of race and ethnicity with the Census Bureau. To date, as the majority of registry data include these data as one field, the Alliance will continue to collapse them into one field.*

### 10.3 Program Information

#### 10.3.1 Program License Number

- Process by which license number is obtained and maintained
- Program License Number is received from licensing agency and stored in the database OR
- Documentation of Program License Number is verified and stored in the database
- Registry demonstrates method(s) to ensure that data are up-to-date and accurate
- Should be able to indicate the status of the license (current or not current) so that programs with current licenses can be segregated in a data pull

#### 10.3.2 Registry Unique Program ID

- Registry assigns a "Unique Program Number" to programs and stores it in the database. Registry must outline the process for doing so including how the number gets into the database.

- The registry Program ID is not the license number
- Registry documents method(s) to ensure program records are unique and no program has more than one unique ID in the database
- Registry documents method(s) to ensure the program ID is unique and not duplicated within the database

#### 10.3.3 Program Name

- Program name is collected and stored in the database and process for doing so is outlined
- Registry demonstrates method(s) to ensure the program name stored in the registry is the official/legal name of the program for any **LICENSED** program

#### 10.3.4 NAEYC Program ID

- Registry collects the NAEYC Program ID from the program and stores it in the database
- If collected, registry must include the process for doing so

#### 10.3.5 Program Type

Registry collects the program type and demonstrates its ability to report data in the following categories:

- Center-based program
- Family child care
- Group home

#### 10.3.6 Location Data

- Physical addresses of program
- Provide name of the county where the program is located.
- A Beale code field for the county is preferred.
- Provide name of state where program is located using two digit state code

### 10.4 Employment Data Elements

#### 10.4.1 Employment Record

- Participant is linked to program from list of programs in the registry (instead of free typing program) and linked to all program associated data

#### 10.4.2 Start Date

- Data stored as mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)

#### 10.4.3 Position Title

Data stored must be able to be aggregated into the following titles and registry must show how its titles roll into each category:

- Owner/Operator
- Administrator

- Teacher
- Assistant Teacher
- Other

#### 10.4.4 Hourly Wage

- Must contain field allowing hourly rates of pay
- If registry also captures data as salary field, it must be able to be converted into hourly data

#### 10.4.5 Hours Worked per Week

- Must contain a single entry field allowing a participant to indicate how many hours per week they work, from 1 – 40

#### 10.4.6 Months Worked per Year

- Must contain a single entry field allowing a participant to indicate how many months per year they work, from 1 – 12

#### 10.4.7 Age Groups worked With

- Must contain a field indicating whether the participant works directly with infants
- Must contain a field indicating whether the participant works directly with toddlers
- Must contain a field indicating whether the participant works directly with preschoolers
- Must contain a field indicating whether the participant works directly with school age children

### 10.5 Education Data Elements

#### 10.5.1 Highest Level of Education

Registry must store data in a way to be able to report or export education data in the following categories and should explain and demonstrate their method for doing so:

- No high school diploma (does not require verification)
- High School Diploma/GED (does not require verification)
- 1-year certificate (requires verification)
- Associate's (requires verification)
- Bachelor's (requires verification)
- Master's (requires verification)
- Doctorate (requires verification)

#### 10.5.2 Institution of Higher Education Name

- Must be the official name or standard abbreviation for the institution and use a consistent naming convention, including the process for how that is executed
- If data is entered for both regionally accredited and non-regionally accredited schools, registry must be able to report data from

regionally accredited schools separately and demonstrate its method for doing so
- All credit shall be listed by the awarding institution and registry must show evidence of this in its processes and procedures

**10.5.3 Degree Name**

- The following degree levels must be included:
  - 1-year certificate (if applicable)
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
- Format of degrees must be consistent within a state registry (i.e. BA or Bachelors, where is the major captured, etc.)
- Major must be entered as listed on the transcript
- If transcript does not list major, the field shall be listed as "unknown"

**10.5.4 Date Conferred**

- Data stored as mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)
- If registry only records the month and year conferred, the data convention used to follow the above format must be described

**10.5.5 College Credits Total**

- All credits listed on transcript shall be entered in semester hours as opposed to quarter hours OR registries must evidence the capacity to convert quarter hours to semester hours
- A cumulative total of all college credits, including those within and outside of a degree must be able to be totaled.
- College credits must also be able to be converted to annual clock training hours for the year in which the credit is earned based on state registry policy on credit to clock-hour training conversion

**10.5.6 College Credits Outside of a Degree**

- All credits listed on transcript shall be entered in semester hours as opposed to quarter hours OR registries must evidence the capacity to convert quarter hours to semester hours
- College credit earned outside of a degree must be able to be totaled
- College credits must also be able to be converted to annual clock training hours for the year in which the credit is earned based on state registry policy on credit to clock-hour training conversion

**10.5.7 ECE Credits Total**

- Must be able to sum total ECE college credits including all ECE credits earned. This includes ECE credits within degrees and any credits earned that are not associated with a degree

#### 10.5.8 ECE Credits Outside of a Degree

- Must be able to sum ECE college credits earned outside of an ECE degree. In this instance, ECE degrees are used in their totality for career ladder/lattice and other workforce projects, such as candidacy calculations.

#### 10.5.9 School Age (SA) Credits

- Must be able to sum total SA college credits including all SA credits earned. This includes SA credits within degrees and any credits earned that are not associated with a degree

#### 10.5.10 Business/Administrative Credits

- Total Business/administrative college credits must include all business/administrative credits earned. This includes business credits within degrees and any credits earned that are not associated with a degree
- Collection process for this data must specify the breadth of audience where this information is collected

### 10.6 Credential Data Elements

#### 10.6.1 CDA Credential:

- Must list the following CDA types:
  - Infant/Toddler
  - Preschool
  - Family Child Care Home
  - Home Visitor
- Must have a designation for Bilingual
- Registry must demonstrate its methodology for recording the above elements
- Registry must store credential expiration date and store it in the proper format of mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)

#### 10.6.2 Other Credentials

- Each listed credential must have field to designate whether credential is state approved
- Each listed credential must have field to designate whether credential is NAEYC approved (Note: this should be coded for your state or other state credentials approved by NAEYC that you capture in your registry)

- Must be official name for credential(s) and registry must indicate how this is determined.
- Credential award date is captured and in the proper format of mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- Registry must store credential expiration date and store it in the proper format of mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)
- Methodology is in place for credentials with no expiration dates (screen shots show evidence of the methodology being executed)

## 10.7 Training Data Elements

### 10.7.1 Training Name:

- Must be official title of training and registry must specify the process for determining this

### 10.7.2 Trainer or Training Organization:

- Must be listed for each training title listed and registry must specify the process for determining this

### 10.7.3 Training End Date:

- Data stored as mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- Screen shot evidence must show a single digit date example (i.e. 09/05/1963)

### 10.7.4 Clock Hours Criteria:

- Recorded training must include clock hours and it is recommended that CEUs also be included
- Must be able to be summed by calendar year

## 10.8 Specialized Training Data Elements

### 10.8.1 CPR/First Aid Training

- Name of training is included
- Pediatric first aid is identified differently than standard first aid
- Date conferred is stored and in proper format of mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- Expiration date is stored and in proper format of mm/dd/yy or mm/dd/yyyy - format of mm/dd/yyyy is preferred
- If using a screen shot for verification, the screen shot evidence must show a single digit date example (i.e. 09/05/1963)

## 10.9 Non-Verified Data

### 10.9.1 Non-Verified Data

- The registry needs to describe what data in its registry is and is not verified and by whom
- The registry must demonstrate that is has an organized system for separating verified from non-verified data, so that it may be segregated or eliminated, based on the requirements of a data output project

## Exhibit 1

1.1 Name of Standard

This is where you would describe how your registry meets the standard. Sample format and language for supporting material might include something like. The ABC Registry utilizes [insert appropriate language], as evidenced by the screen shot marked '1.1a Screen Shot' and the section of the procedures manual labeled '1.1b Procedures Manual Excerpt'. (It is also a good idea to use highlights or arrows to point out the appropriate sections you are showing if multiple items appear.)

1.1a Screen Shot

| |
|---|
| Insert Screen Shot here |

1.1b Procedures Manual Excerpt

Below is an excerpt from section 17.2.1 of the ABC Registry Policy and Procedures Manual.

> 17.2.1 Procedure on writing procedures
> [Insert procedure text here] and highlight the important part.

1.2 Name of Next Standard