



What is the Workforce Registry?

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The Rhode Island Workforce Registry was created to serve as an online portfolio for professionals who work or plan to work with children in the early childhood years. It functions as an electronic staff file to store the information early learning professionals are required to submit to their employer.

The following types of professionals can enroll in the Rhode Island Workforce Registry:

- Any professional who works directly with children or youth in a regulated group setting;
- Any professional who provides education, training, or technical assistance to early childhood professionals;
- Any professional who plans to work directly with children or youth in a regulated group setting (e.g., college student or job-seeking); and
- Other professionals who work in, or support early childhood programs, families or professionals.

Note: Professionals working in all types of settings are encouraged to enroll. Examples of group settings include, but are not limited to: center-based programs, home-based programs, Head Start, public school-based early childhood and after-school programs.



Note: Before beginning, we suggest you have the following documents available:

- *Transcripts from all colleges and universities*
- *Professional development certificates*
- *First aid and CPR certificates*

What Is the Workforce Registry?

The Registry is where you can enter and maintain important information about yourself as a professional. Think of this as an electronic staff file to store the information you are required to submit to your employer. For more information about how we protect and use the information you provide, please click [here](#).

What is the purpose of a Workforce Registry?

Rhode Island needs accurate and reliable data about our workforce so that those making policy decisions have a solid base of information. Data can be used to show how many individuals a proposed policy may impact and will give information about what supports may be needed in order to successfully implement that policy.

What are the benefits of a Workforce Registry?

The Workforce Registry will help you as a professional, as well as your program. The Workforce Registry will serve as a place to organize and store your professional credentials, professional development, education and employment experience. You can also download a resume report. Your employer will also have access to the information that they are required to present to regulatory agencies if you check the "present job" box in the employment section. Therefore, you will not have to bring in (or make copies of) certificates to verify your annual professional development requirements, courses taken, transcripts, etc.

Workforce Registry Sections and Descriptions

The Rhode Island Workforce Registry collects data such as your: contact information, employment history, education history, professional development completion and demographic information. The registry is organized into the following sections, which you can see listed in the left-hand navigation bar.

1. Personal Information

In this section you can enter your contact information, a short biography on your professional experience, and information about who you are.

2. Employment History

In this section, you can list your employment history. You are encouraged to enter all jobs you've held, not just those you've had in early childhood education. In this section, you will also identify your current employer so that they can link you to their staff roster.

3. Education History

In this section, you will enter your complete education history here. There is space to include your high school education/GED, any college degrees, as well as any classes you have taken for college credit.

4. Professional and Technical Credentials

In this section, you can add all the certificates and licenses you have. This includes everything from CPR and First Aid, your CDA information, or any teacher certification/licenses. This section also includes a link to the Rhode Island Educator Verification Portal, where you can provide your eCert credentials, and maintain a listing of all your active certifications.

5. Professional Development Summary

In this section, you can add your professional development history for the year here as well as your Individual Professional Development Plan.

Who Has Access to your Registry Data and Why?

Respecting the privacy and confidentiality of the Early Care and Education workforce is extremely important. When you register, you must agree to the [privacy policies](#).

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When you click the "Present Job" box in the Employment Section of the Workforce Registry, the personal information required for participation in the program quality continuum (DCYF License Renewal, BrightStars rating and/or CECE Approval) is shared with your employer. For a complete listing of the shared data elements, [click here](#).

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How Will Registry Data Be Used in Reports?

The Workforce Registry will provide the first comprehensive look at the early childhood workforce in Rhode Island. This information will help researchers, policy-makers, and funders better understand the educational, professional development and employment needs of the early care and education field. This information can then be used to raise awareness of the workforce issues that impact early care and education programs and are vital to encouraging increased recognition and compensation for knowledgeable and experienced professionals in the early childhood education field. Rhode Island will produce an annual report on the Early Care and Education workforce. Workforce Registry data will be reported in the aggregate. An example of an aggregate request for information that would be allowed is: "How many preschool teachers have a Bachelor's Degree?" An example of a request that would involve personally-identifying information, and would NOT be allowed is: "What are the names and addresses of preschool teachers with a Bachelor's Degree?"