



My employer asked me to create a Workforce Registry account. What are my next steps?

You've been asked to create a Workforce Registry account. Why?

Your program administrator needs your participation in order to complete applications for DCYF license renewal, for a Bright Stars application or for Comprehensive Early Childhood Education approval. Having your information in the Workforce Registry reduces duplication and makes it easy for them to complete their application online. In addition, Rhode Island needs accurate and reliable data about our workforce in order to make well informed policy decisions. The Workforce Registry 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?

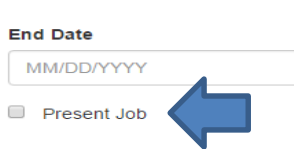
The Workforce Registry will help you as a professional, as well as your program. The Workforce Registry will serve as a place to organize and store your professional credentials, professional development, education and employment experience. You can also download a resume. Your employer will also have access to the information that they are required to possess in order to present to DCYF, Bright Stars and CECE. This happens when you select 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.

How do I create an account?

Creating an account is easy! Go to Exceed.ri.gov and click "Login". Then click "Create New Account".

Click NO when prompted with this question: Are you a Program Administrator, Family Care Provider, or Educational Lead in a public school? Fill in each of the required fields. Pay close attention to the requirements for username, password and security question. When you're done, click "Create". You will be emailed a confirmation letter upon the creation of your account.

Navigate through the Tabs and complete each section remembering to save each section as you go. You do not have to complete the registry in one sitting. You can come back to it and update it as often as you'd like.



Sharing the required regulatory information with your employer is easy! In the employment history tab, enter in the program's name in the Employer Name box (your program should pop up as you type- Hint: Use the name listed on the Exceed website). Once you find your program, enter your start date and click present job.

The information shared with your employer is the data which is required for a program to apply for and maintain its DCYF license or to apply to BrightStars or for CECE approval. This includes the following, depending on what you have uploaded into your Workforce Registry account:

- Name
- Workforce Registry ID Number
- Date of Birth
- Level of Education
- Diploma
- Transcripts
- Higher Education Institution of attendance
- Education Start and Graduation Date
- Enrollment Status
- RI Teaching Certificate
- First Aid/CPR Certificate
- Approved Professional Development Hours
- Professional Development Certificate

More help can be found at our Helpdesk: <https://support.exceed.ri.gov>