



# Health Care Consultant Tip Sheet: Sharing Workforce Registry information with multiple centers

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

Rhode Island recently released an electronic system for completing the DCYF renewal application. Your program administrator needs your participation in order to complete the application electronically. By participating in the Workforce Registry, they are able to add you to their staff roster, and share your credential with DCYF, by entering your Workforce ID number.

## **What are the benefits?**

The Workforce Registry will help you as a professional, as well as the programs you serve. The Workforce Registry will serve as a place to organize and store your professional credentials, professional development, education and employment experience. Your employer will also have access to the information that they are required to possess in order to present to DCYF. This happens when you share your Workforce ID number with the Program Administrator. By participating in the Workforce Registry, you will not have to provide paper copies of your credentials to the program you serve.

## **How do I create an account?**

Creating an account is easy! Go to [Exceed.ri.gov](http://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? As a member of the early care and education workforce, you do not need credentials. 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. Upload the required documents in each section. Please be sure to upload your Child Care Health Care Consultant Training Certificate in the "Professional Credentials" tab, as "Certifications- Other".

## **How do I share my information with the programs I work with?**

Upon completing your Workforce Registry, you can share the number located next to your name in the upper right hand corner. The ID number is in parenthesis and begins with an A. You can also click on your name in the upper right hand corner of the screen and select "Print Workforce ID". You may print a copy and share with your programs.

The information shared with your employer is the data which is required for a program to apply for renewal of their DCYF license. 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

Check out Exceed RI on [Facebook](#) for webinars and regular updates on the Workforce Registry.

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

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