

Presenter's Outline NH Professional Registry

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Title: *Navigating the NH Professional Registry*

Training Description: This training, provided through the Progressive Training and TA Program, provides an orientation to New Hampshire's Professional Registry for early childhood or afterschool professionals. Participants will learn more about this exciting technology for registering and tracking their training and professional development.

Core Knowledge Area: Developing as a Professional

Targeted Audience Level: Beginner and those seeking review.

Learning Outcomes:

- State three benefits of using the New Hampshire Professional Registry.
- Learn how to register for trainings.
- Explore how the registry allows each individual to track their professional development hours.
- Enter in their personal data to create and/or update their own personal account.

Handouts/Resources:

- FAQ from CCAoNH website: <http://nh.childcareaware.org/nh-professional-registry/>

Materials Needed:

- Computer
- Projector
- Screen
- Wi-Fi
- Computers/tablets for participants

Agenda:

Welcome and Introductions (10 minutes)

- Slide 1: Did everyone sign in? Welcome, introduce yourself and your credentials.
- Slide 2: Remind participants of the workshop description. Ask participants to say their name, program they are from, age group they primarily work with, and what they hope to gain from this workshop.
- Slide 3: Review learning outcomes as listed above.

What is the NH Professional Registry?

- Slide 4: What is the NH Professional Registry
 - The New Hampshire Professional Registry is a centralized, coordinated system for early childhood and afterschool professionals to track and be recognized for their experience, education, credentials and training.
- Slide 5: Registry is a tool.
 - The New Hampshire Professional Registry can:
 - Be used as a personal online resume.
 - It is way to track experience, education, credentials and training.
 - Bring recognition and professionalism to the field.
 - Do the exacting work of data collection.
 - All information collected through the NH Professional Registry is confidential. Data is used but never with someone's personal information attached.
 - Inform policymakers about the early childhood and afterschool workforce. (The National Registry Alliance)
 - This is important to make sure that rules/laws, policy and issues within the field are being examined with accurate information that can help promote and lift the field.

What can the Registry do for you?

- Slide 6: What can the Registry do for you?
 - Create your own personal profile.
 - Collect all of your professional development achievements, including credentials, in one place.
 - All the components of a resume. It will also track your own education and work experience.
 - Register for trainings.
 - Registering for training and tracking your own professional development.
 - Be assured that all trainings are acceptable for licensing and credentialing.
 - Give you a system to track your own professional development.
 - Generate and share your training and education record at your discretion.
 - Create and maintain your own individual record and track all of your achievements

- Have around the clock access to your password-protected record and training transcript.
 - Ability to download your individual information at any time and any place with internet access.
 - Ability to view and reflect upon your own professional growth along your career pathway.
- Complete your credentialing application online.
- **Slide 7:** Your record is unique to you
 - You are the owner of your record in the registry.
 - No one else should register for you.
 - You are accountable for your profile and training.
 - Licensed registry managers can assist you with any questions and will provide ongoing support as requested

Getting to Know the Registry

- **Slide 8:** Getting to know the registry
 - The blue buttons are there to help you navigate the site. Show each button and discuss what can be found there if you click it.
 - Home screen
 - Welcomes you and is where you can begin your credentialing application.
 - My Registry Record
 - An online resume and way to track your professional development.
 - Training Calendar
 - Where you can locate upcoming trainings.
 - Contact Us
 - Gives Contact information for Child Care Aware of NH, Across America, and The Child Development Bureau.
 - User Guide
 - Directions how to use The New Hampshire Professional Registry.
 - Logout
 - Credentialing
- **Slide 9:** Let's Get Started
 - Go to <https://nhportal.naccraware.net/nh/>
- **Slide 10:** Creating an account
 - Why? This provides you with a unique registry identification number.
 - This procedure is a core component of best practices for registry systems, and will ensure that New Hampshire is able to apply for a national quality designation. We are dedicated to Quality Assurance!
 - Although not required fields at this time, please complete your birthdate and the last five digits of your social security number.
 - Log in using your case sensitive username or create a new account.
 - When you create a new account:
 - You will need to complete the fields marked with an *.

- Click on Register.
 - You will need an email you have access to **NOW**.
 - Check your email for your password link!
 - No email? Check your spam box just in case.
 - Now you need to create a password and complete the login process.
- Slide 11: General Information
 - Go to My Registry Record.
 - On the left side of the screen there are several options to navigate through.
 - Click on General Information
 - Go back and add any General Information that may still be blank.
 - Personal Information
 - Current Home Address
 - Contact Information
- Slide 12: Workforce Information
 - Fill out the Workforce Information
 - All information is kept confidential.
 - The data helps to serve the education field.
 - Click on Save Demographics Information button.
- Slide 13: Workforce Information (continued)
 - Employment: Add all of your current and past employment experiences.
 - Make sure to use the Find Care Facility button. Do not type in the program. All licensed program in the state of NH are in the system. This will allow Training and Technical Assistance folks to link you to services they provide.
 - If you have multiple entries be sure to mark your current position as your primary.
 - Education: Enter information for degree(s) awarded.
 - Credit Based Courses: Add individual courses completed in addition to a degree awarded or as a single credit-bearing course.
- Slide 14: Training information
 - Training Certificates
 - In training certificates section, you can add any training you have taken that was not offered through the New Hampshire Professional Registry.
 - Click on the Add New Training Certificate and fill out requested information.
- Slide 15: Training Transcripts
 - Like a college transcript, it's a record of your trainings.
 - Any training that you register for through Child Care Aware of NH will be found in your training transcript.
- Slide 16: Training and Education Reports

- Generates a report that includes:
 - Personal Information
 - Education
 - Licenses
 - Credentials
 - Education
 - Informal Education
 - Documented Trainings
 - The report can be converted into a PDF to use as your personal resume.
- Slide 17: Credentials
 - Professional Licenses
 - Add any professional licenses you may have
 - Credentials
 - Add any credentials you may have obtained
 - Action Logs
 - This will be where you will see documentation if you received any technical assistance
- Slide 18: Attachments
 - Add PDFs or pictures of documents such as:
 - Transcripts
 - Certificates
 - Credentials
 - It is important to make sure that the size of the document is not too large or it will not be accepted during upload.
- Slide 19: Credentialing
 - You can now complete your application for the NH Early Childhood Professional Development System through your NH Professional Registry Record.

Work Session

- Slide 20: Work Session
 - Go back and complete all the sections in your personal registry record.

Wrap-up

- Slide 21: Wrap-up
 - Next Steps/ELO finish your registry record
 - Thoughts
 - Any thoughts to share about training
 - Questions
 - Any questions about training
- Slide 22: Thank you
 - For more in-depth technical assistance with The New Hampshire Professional Registry, please contact Child Care Aware® of New Hampshire.
 - Main Toll Free Phone Line: [1-855-393-1731](tel:1-855-393-1731) or <http://nh.childcareaware.org>