ARIZONA EARLY CHILDHOOD
Career and Professional Development Network

Become a member of the Arizona Early Childhood Workforce Registry

The Registry will help you grow your skills, increase your knowledge in early childhood, and advance your career.

Registry membership benefits include:

Find and register for training and professional development opportunities near you

- Meet the annual requirements for licensing
- Search by topic, instructor and location

Manage your career profile

- Keep a record of your training and credentials in one place
- Identify your strengths and the areas where you need more professional development
- Make updates as you complete classes/training

Access First Things First College Scholarships to take college classes toward a degree or credential in early childhood (only available through the Registry)

Share your qualifications with employers

- Have your education credentials verified for employers and/or licensing agencies

Before you get started, you will need to gather information about your employment to complete the initial registration:

- **Personal Contact Information**
- **Personal Email Address**
- **Employer Name**
  - The name on the DHS License and DES Certificate

- **Employer Address**
- **Your Job Title**

- **Your Start Date**
- **Your Salary**
- **Average Number of Hours You Work Per Week**
- **Number of Weeks You Work**
  - 52 weeks = full year
  - 44 weeks = 10 months
  - 40 weeks = 9 months

1. Go to www.azearlychildhood.org and click on the **Registry** tab.

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REGISTRY

ADVANCE YOUR CAREER

2. Click on the **Register Now** button if you need to create an account. If you already have an account, you can log in with your Username and Password.

3. Fill out all the fields with an asterisk.

4. You must enter an email address.

5. Check the "I have read..." statement check-box and click the **Continue with Registration** button.

6. Type in your employer name or street number and click on the Search button.

7. Find your employer and click **Select**.

8. Fill out all required fields and click on the **Continue with Registration** button.

You will now see:

The requested account has been created successfully!

An email has been sent to the address you provided and should arrive in the next few minutes. This email contains:

- Login details
- An email validation key
- Simple instructions on how to validate your email address
- Directions on how to submit transcripts

Next steps:

- Check your email and follow the instructions within it to validate your email. Be sure to check your SPAM folders.

- Once you validate your email, you can enter your employment history into your account.

- Submit transcripts and professional documentation to the Registry.

Administered by

FIRST THINGS FIRST

ARIZONA PBS
ARIZONA STATE UNIVERSITY