



Submission of Transcripts to the Arizona Registry

QFR site administrators will copy, compile and submit all unofficial transcripts and CDA credentials to the Arizona Early Childhood Workforce Registry. After compiling all needed documents, please print off and include as a cover sheet your Registry's **Staff Qualifications Detail Report**. This entire packet can be mailed to:

Arizona PBS – Arizona Early Childhood Workforce Registry
555 N. Central Ave. Suite 500
Phoenix, AZ 85004

Note: Documents
will not be returned.
Please send copies.

1. Compile copies of all unofficial transcripts and CDA credential certificates.
2. Log into the Arizona Registry at www.azregistry.org.
3. Click on the **Program Administration** link on the left-hand navigation area.

 Program Administration

4. Click on **Staff Qualifications Detail Report**.

>> [Edit Program Details](#)
>> [Build/Manage Rooms](#)
>> [Staff Confirmation](#)
>> [Employment Confirmation](#)
>> [Staff Qualifications Detail Report](#)
>> [Staff Qualifications Summary Report](#)
>> [Staff Education And PD Reports](#)

5. Print the **Staff Qualifications Detail Report** and submit with your packet of documents.

Note: If a staff member's name listed on the transcript or credential does not match the name on the Staff Qualifications Detail Report:

Please write the nine-digit Registry ID on the transcript or credential.

Compile and send all documents in one package to:

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Workforce Registry
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