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.
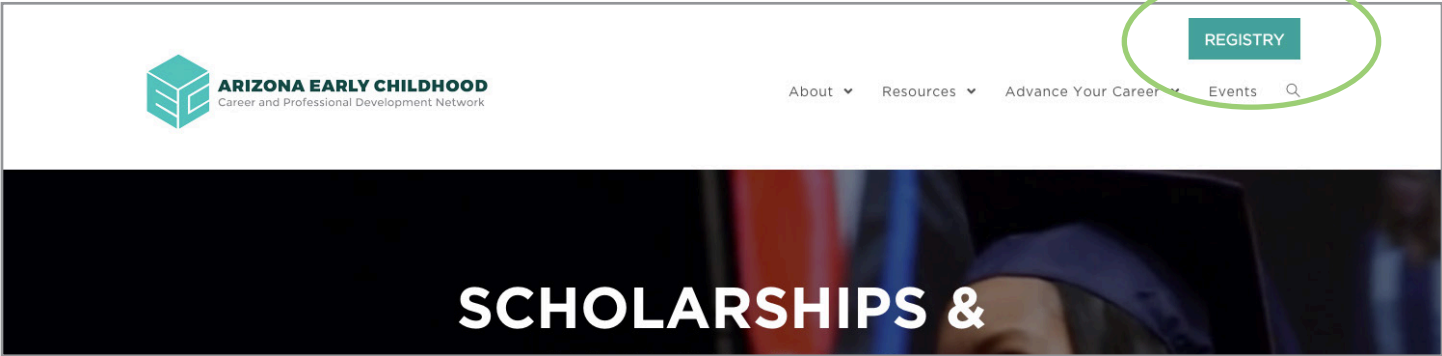
Registry membership benefits include:

○ 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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SCHOLARSHIPS &

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 checkbox 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.