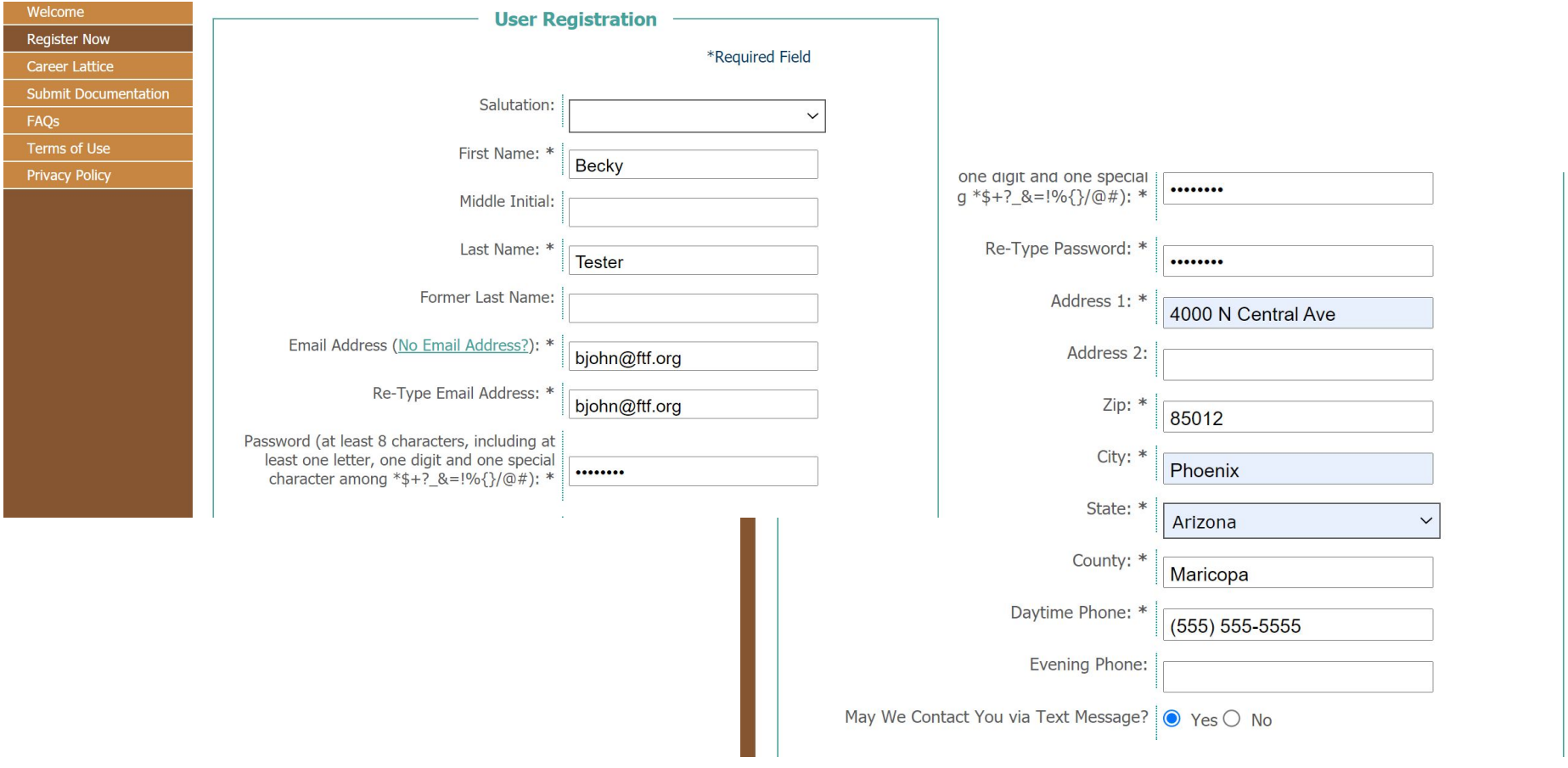
Arizona Department of Health Services (ADHS) Bureau of Child Care Licensing in the *Arizona Early Childhood Workforce Registry*

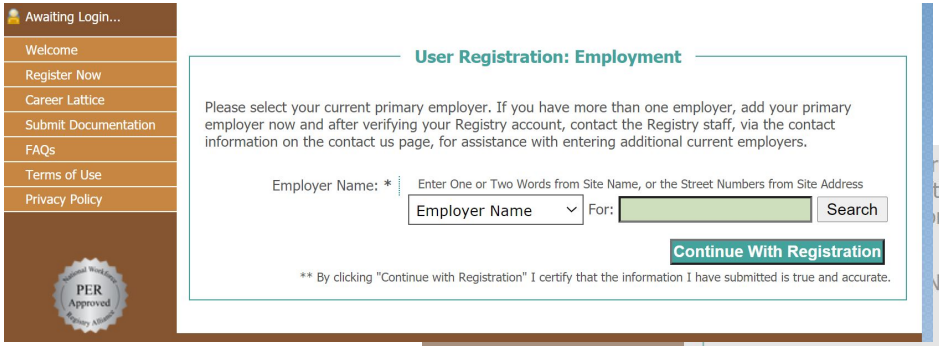
Becky Johnson, Professional Development System Specialist
First Things First

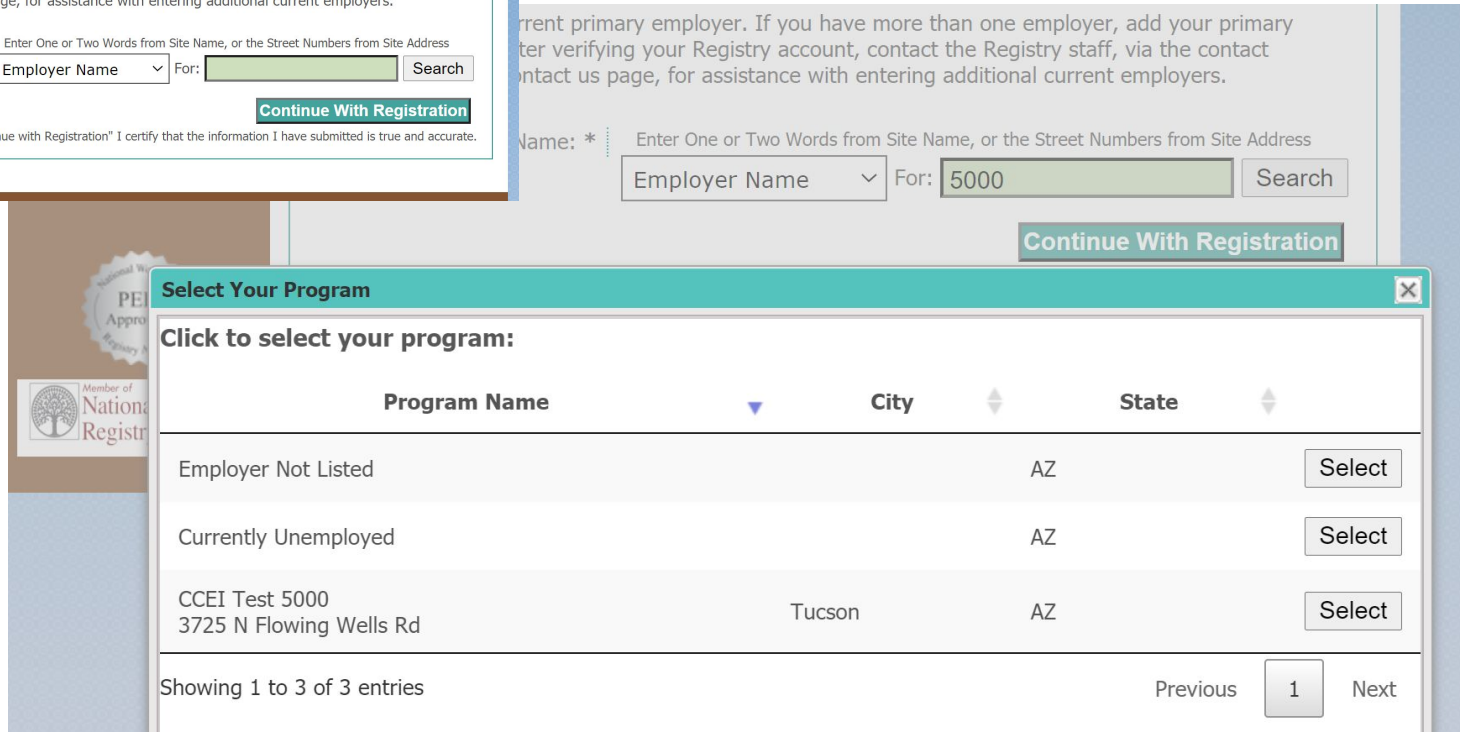
ARIZONA EARLY CHILDHOOD
Career and Professional Development Network

New User Registration - Basic Information

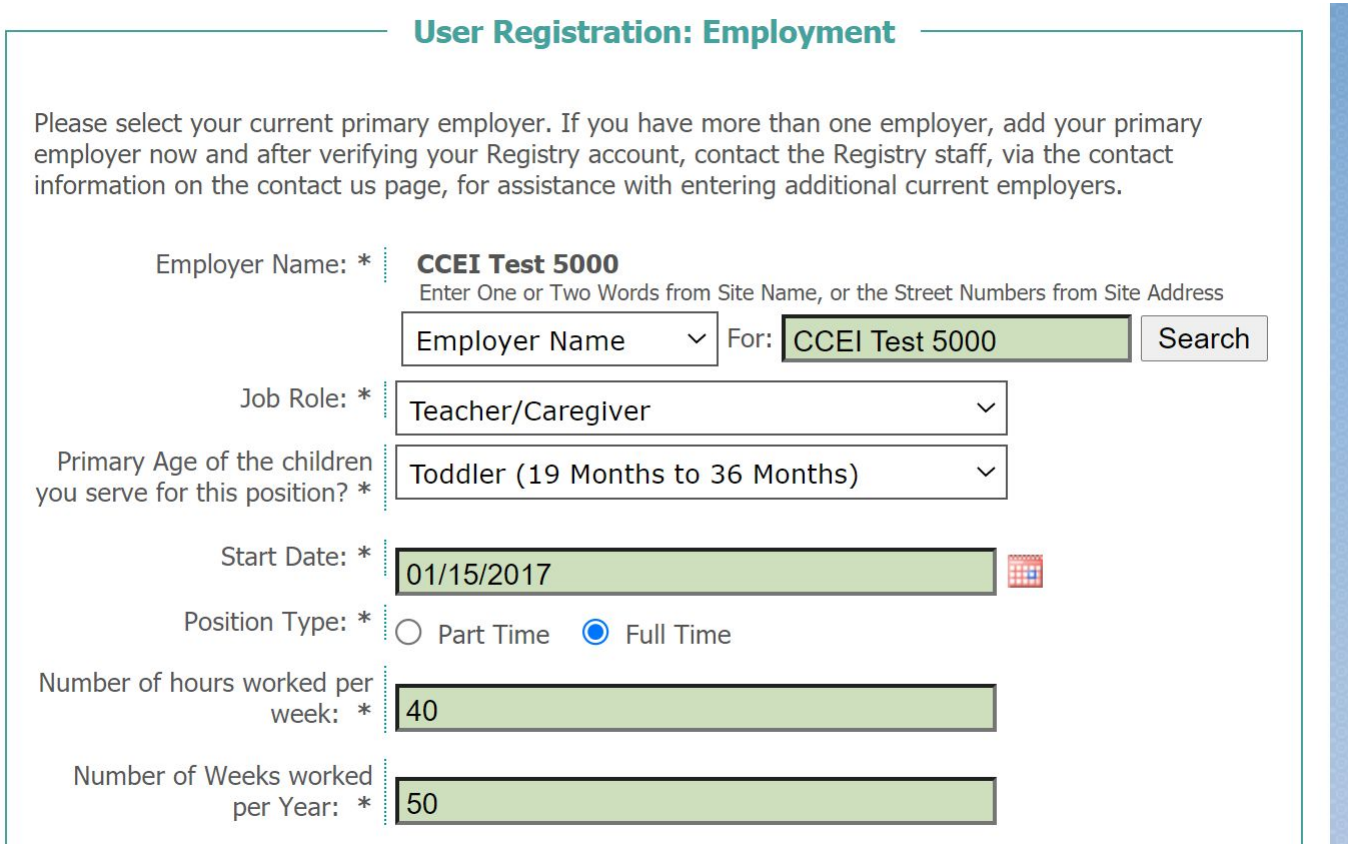


New User Registration - Employer

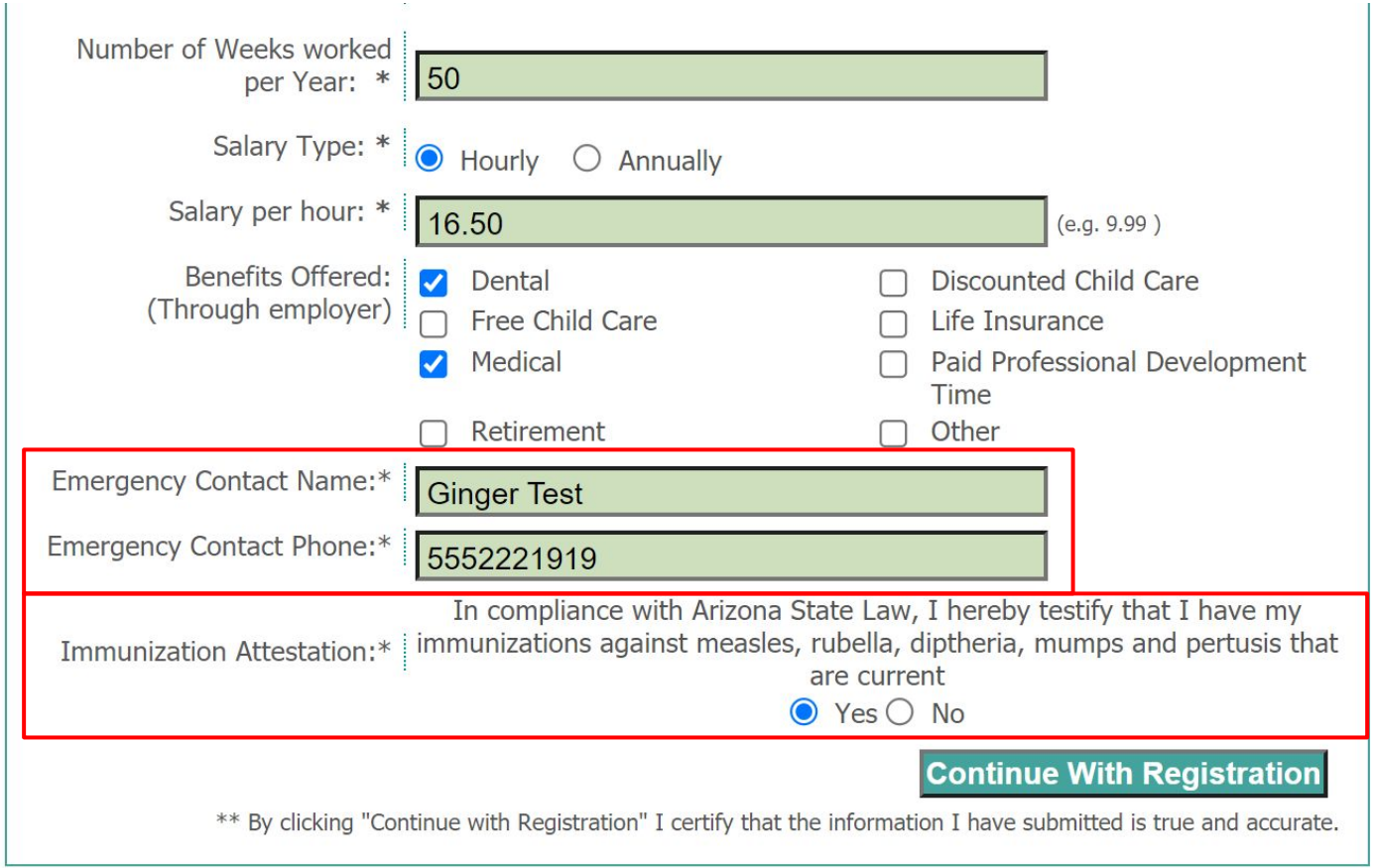




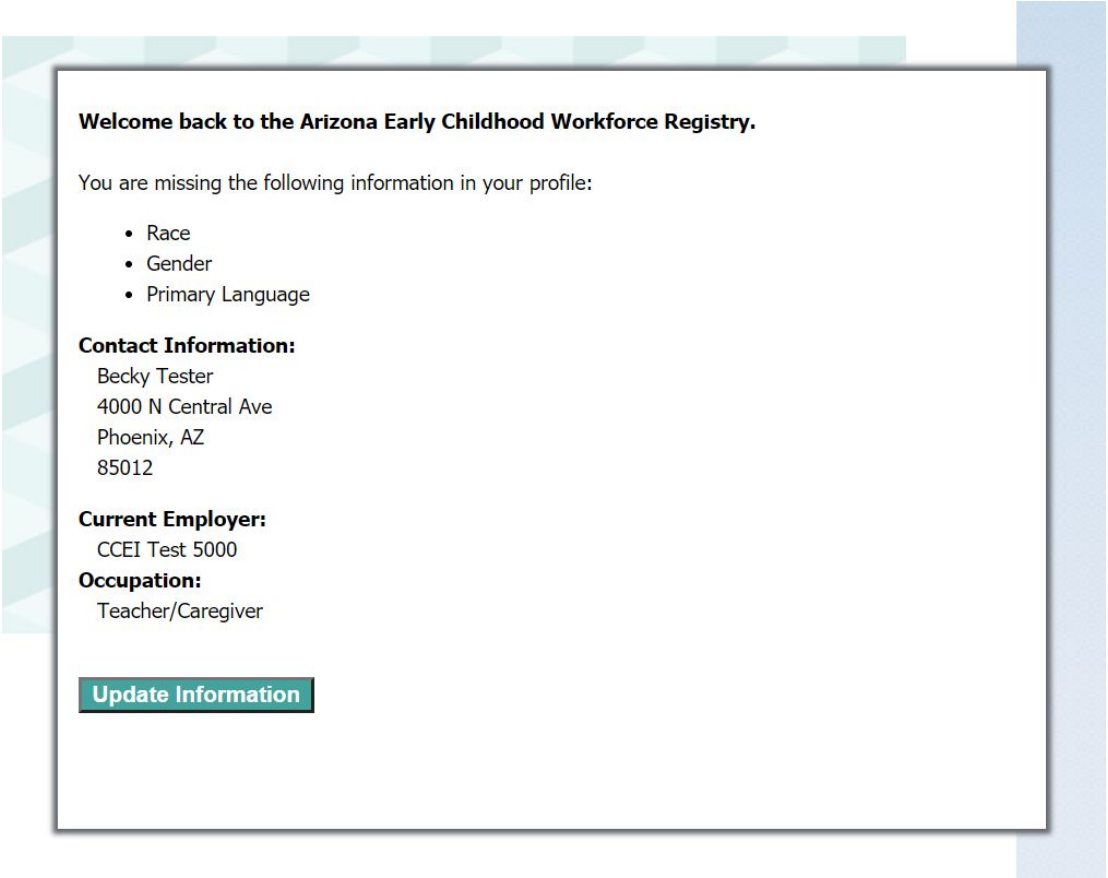
New User Registration - Employer



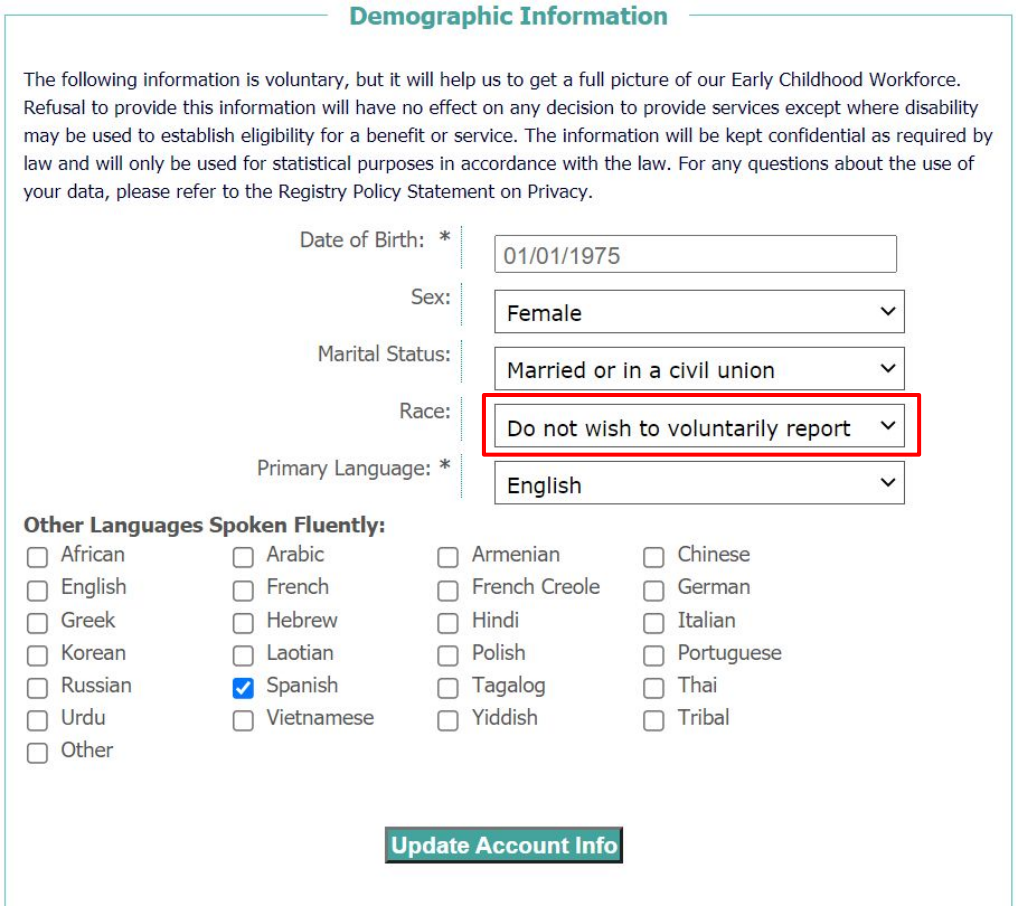
New User Registration - Employer at ADHS Program



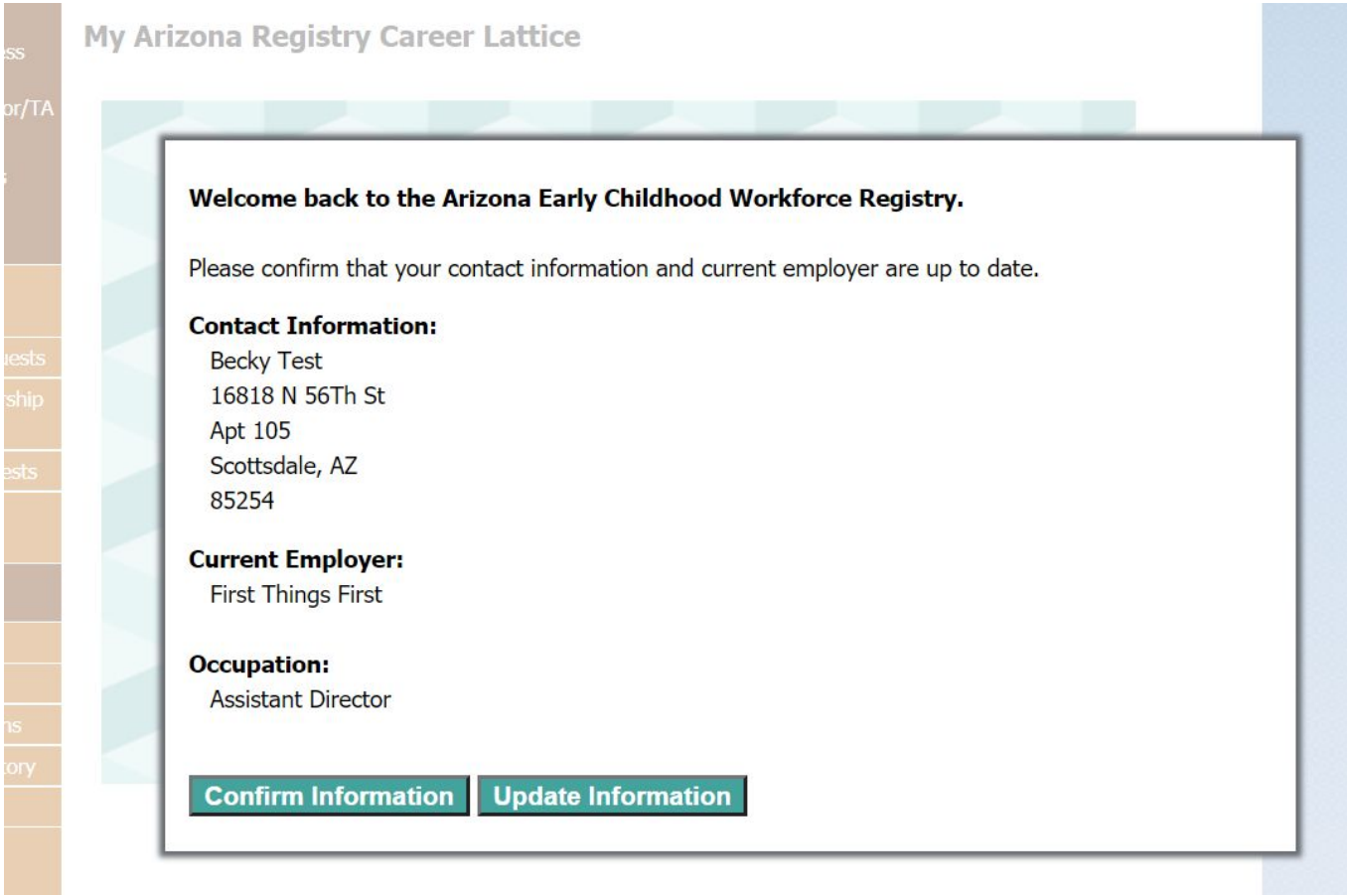
Registry User - Login Reminder Screen



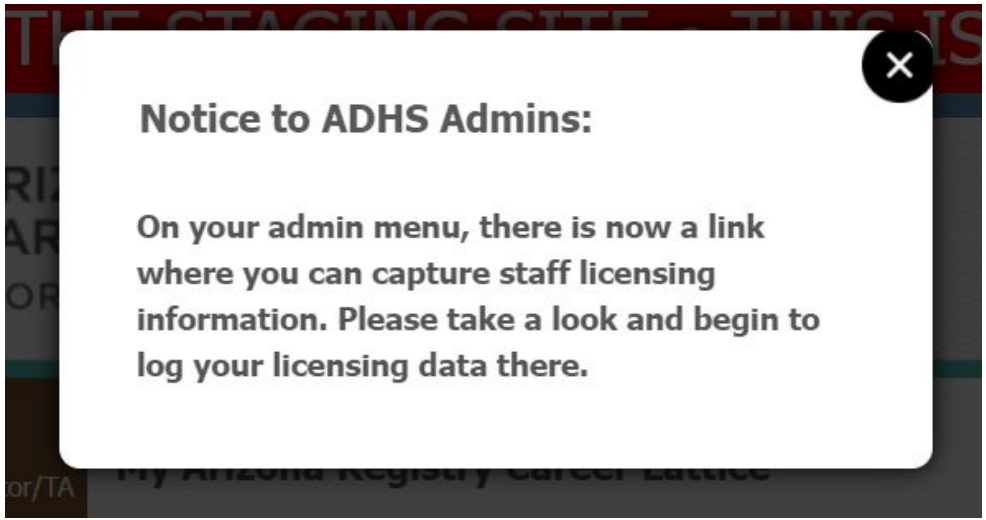
Registry User - Demographics Reminder



Registry User - Confirm or Update Profile



Administrator - Check ADHS Licensing Files



Administrator Access

*These links only show up for licensed programs

Administrator Access - Childcare Licensing Dashboard

Childcare Licensing Dashboard

Licensing Detail Report

This dashboard provides a single view of all users associated with your program

Search by Name: Submit

Asdf, Asdf

Fingerprint Update

Certifications Add a Cert

TB Test Update

Other Acknowledgements
Background Check: 10/19/2021
Criminal History: 10/20/2021

10 Day Orientation Training Update

References
Reference 1: Confirmed
Reference 2: Update

Assdf, Assd

Fingerprint Update

Certifications Add a Cert

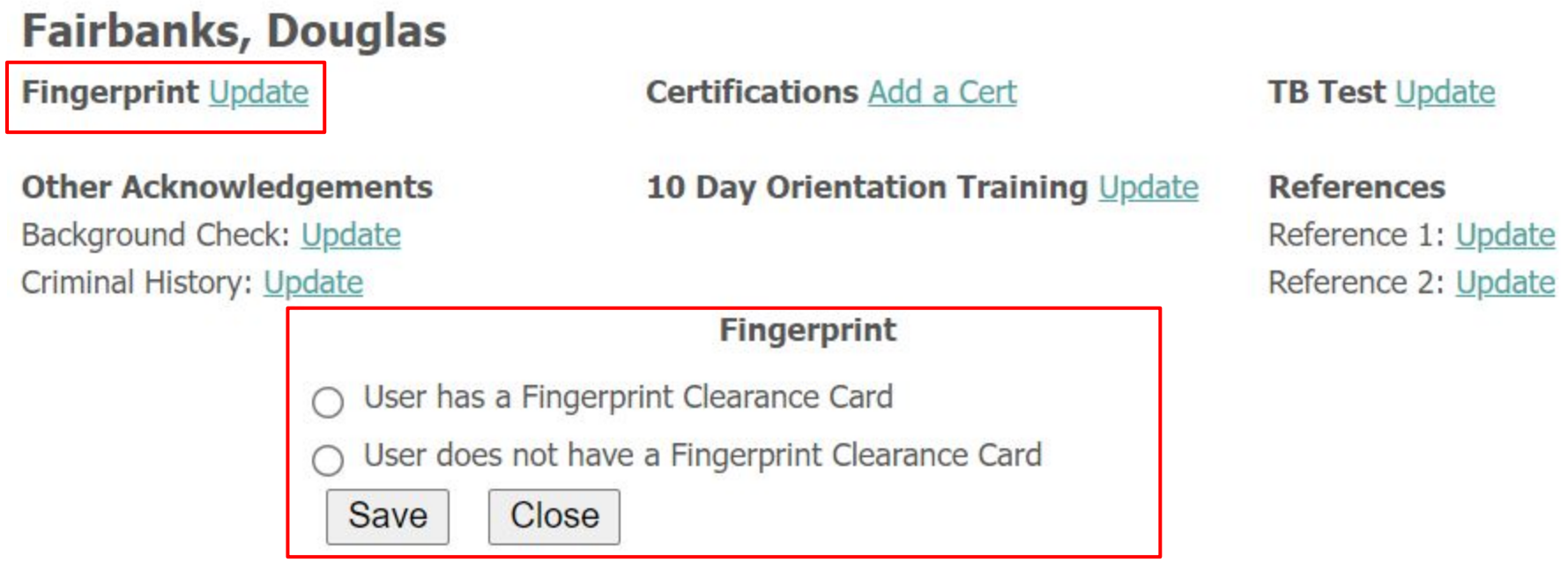
TB Test Update

Other Acknowledgements
Background Check: Update

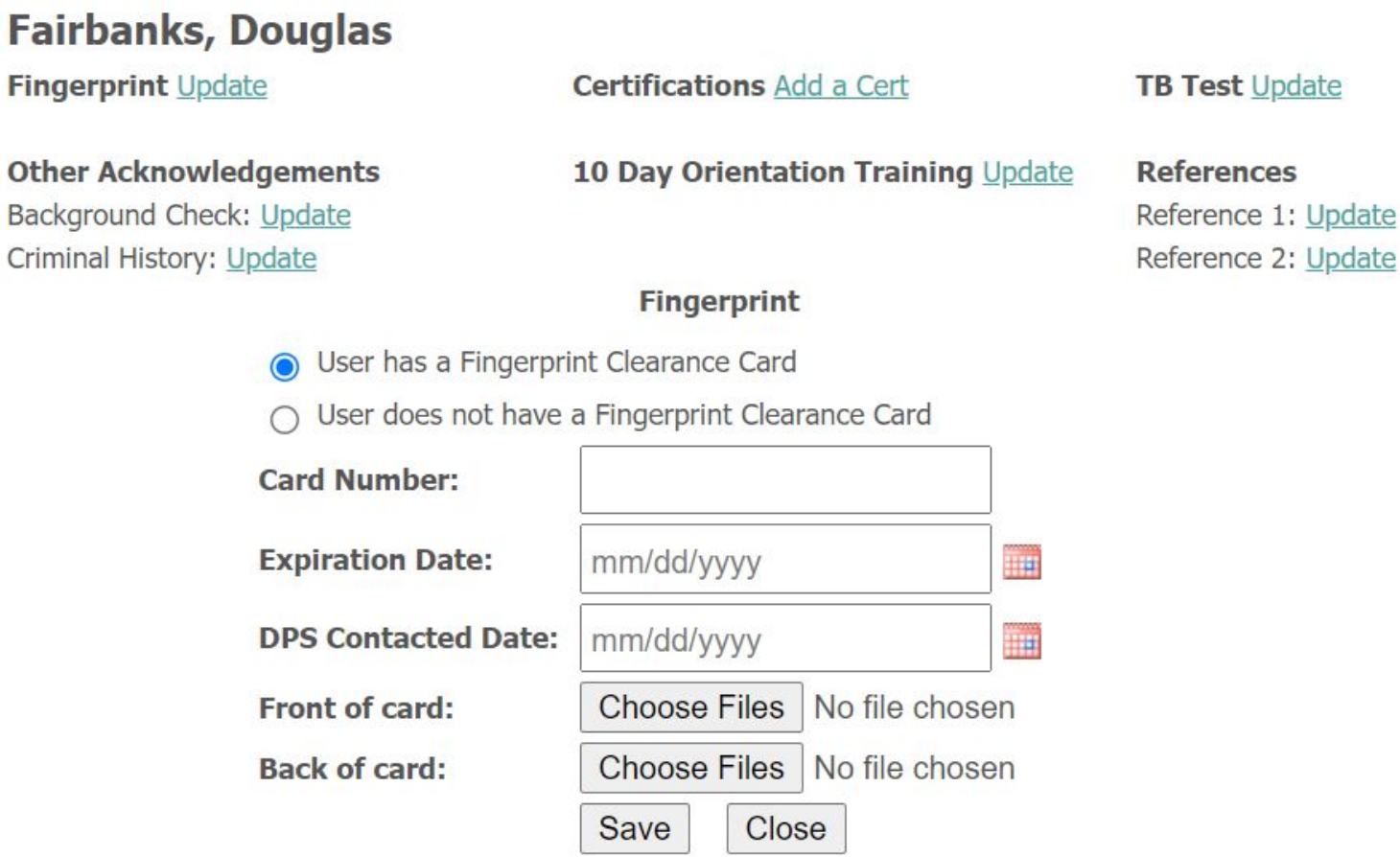
10 Day Orientation Training View Update

References
Reference 1: Update

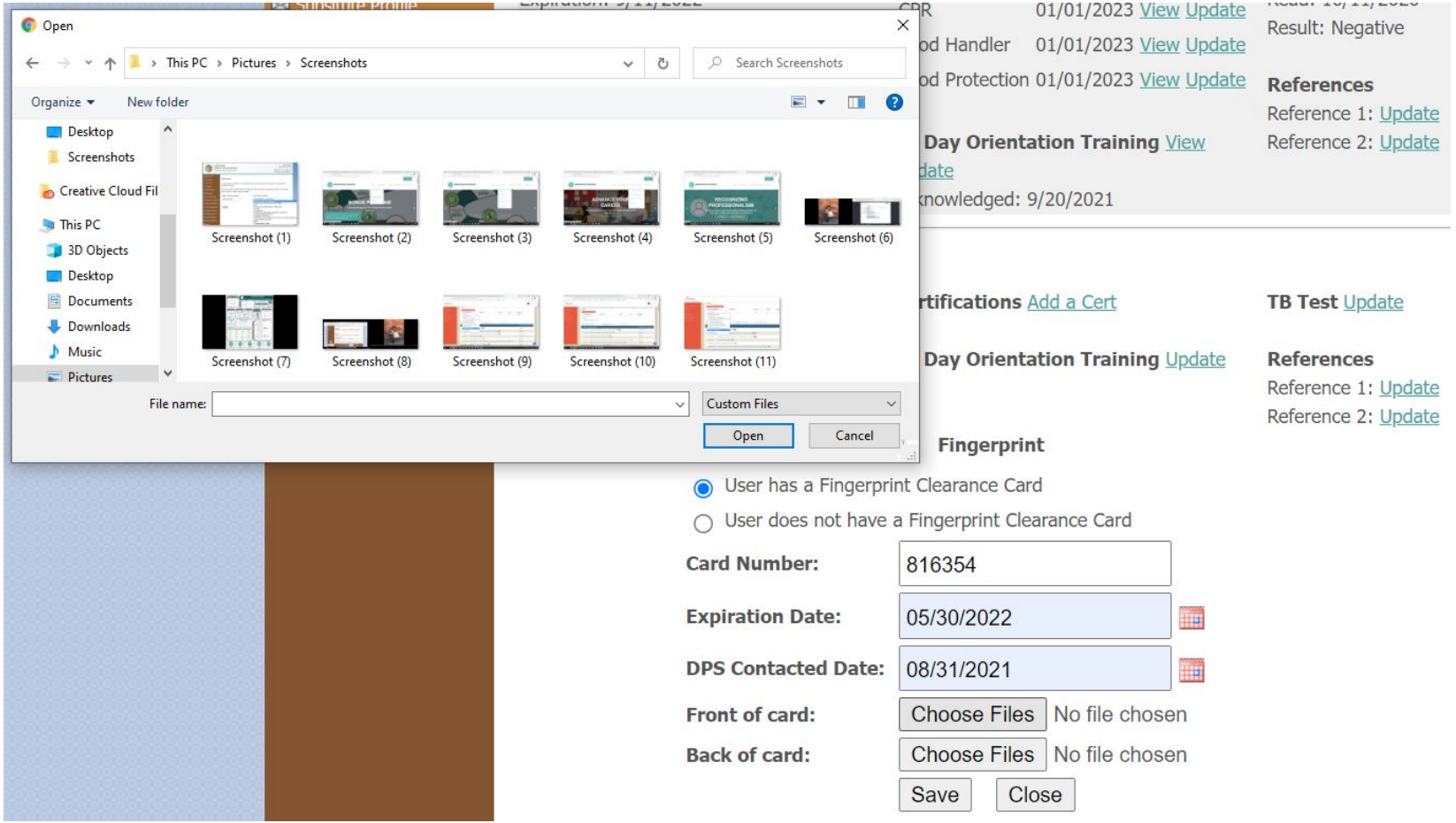
Administrator Access - Fingerprint Clearance Card



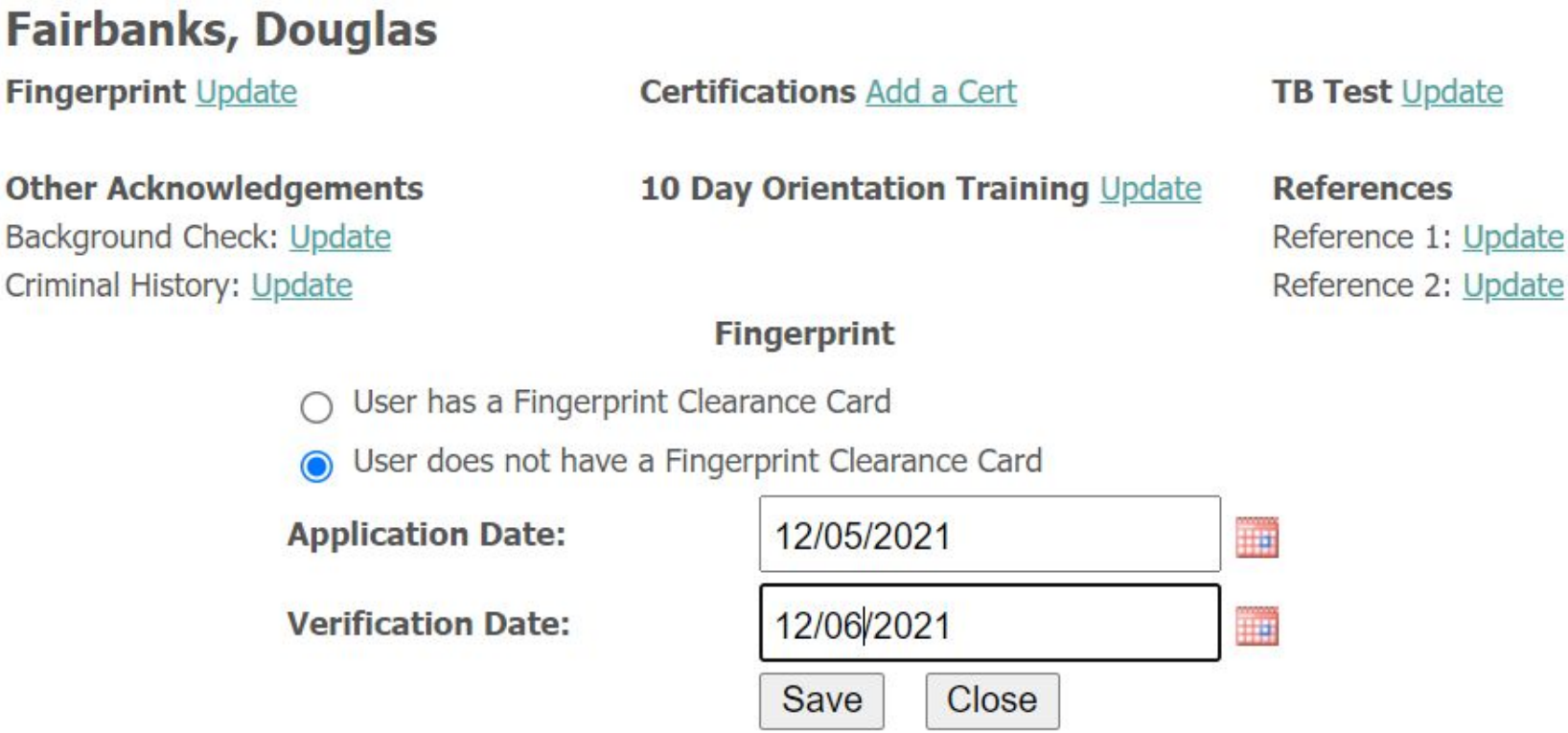
Administrator Access - Fingerprint Clearance Card on File



Administrator Access - Fingerprint Clearance Card on File



Administrator Access - Fingerprint Clearance Card Not Yet on File



Administrator Access - Fingerprint Clearance Card

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: Update
Criminal History: Update

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - Expired Fingerprint Clearance Card

*Needs to be updated after expiration date passes

Administrator Access - Central Registry Background Check

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: Update
Criminal History: Update

Administrator Access - Central Registry Background Check

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: Update

*Needs to be updated when participant starts with a new licensed employer

Administrator Access - Criminal History

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: Update

Criminal History

☐ I have received douglas fairbanks's criminal history form and it is on file in the registry

Save Close

Administrator Access - Criminal History

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Administrator Access - Certifications (First Aid, CPR, Food Handler & Food Protection)

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Certifications

Type: Select a type

Expiration Date:

Upload File: Choose Files No file chosen

Save Close

Administrator Access - Certifications (First Aid, CPR, Food Handler & Food Protection)

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

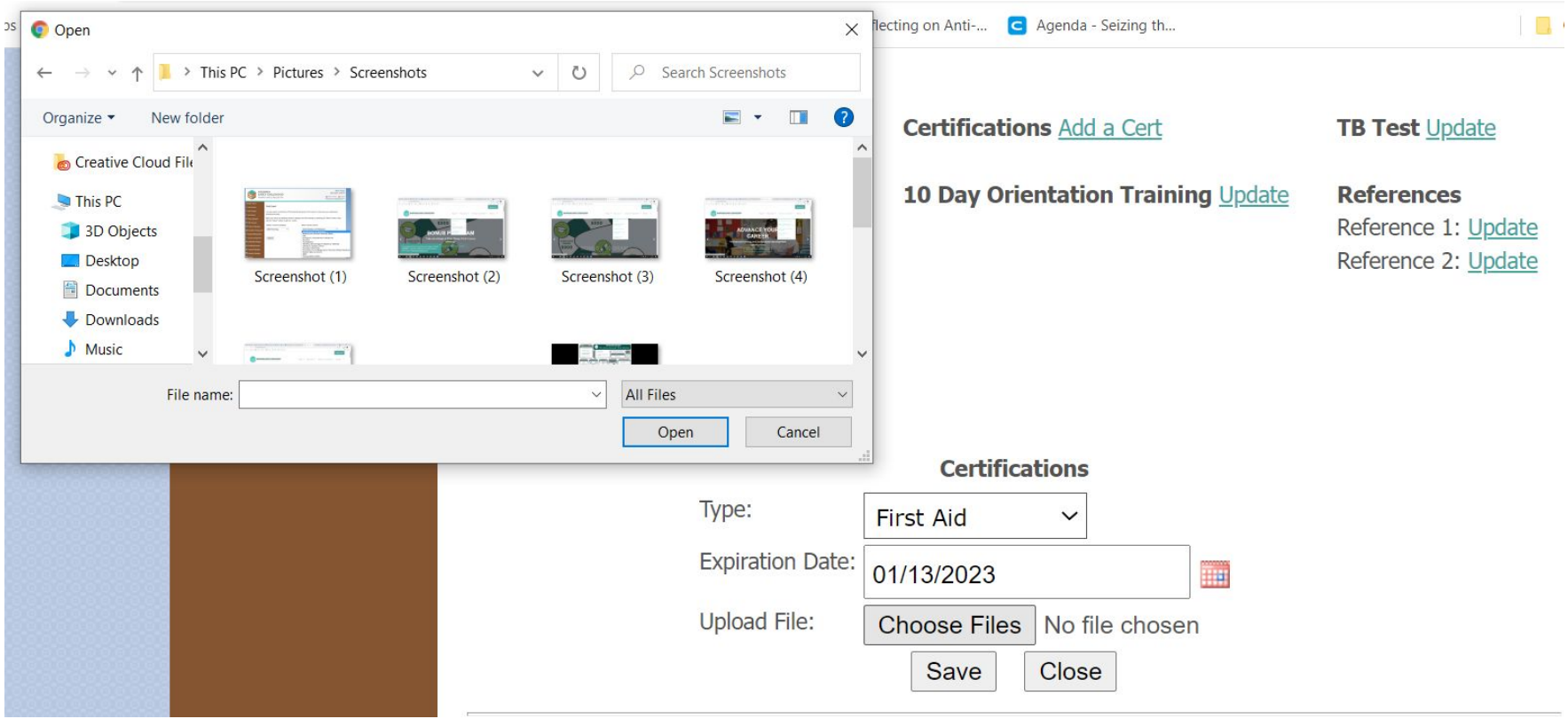
Certifications Add a Cert

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - Certifications (First Aid, CPR, Food Handler & Food Protection)



Administrator Access - Certifications (First Aid, CPR, Food Handler & Food Protection)

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - Certifications (First Aid, CPR, Food Handler & Food Protection)

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - 10 Day Orientation

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - 10 Day Orientation

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

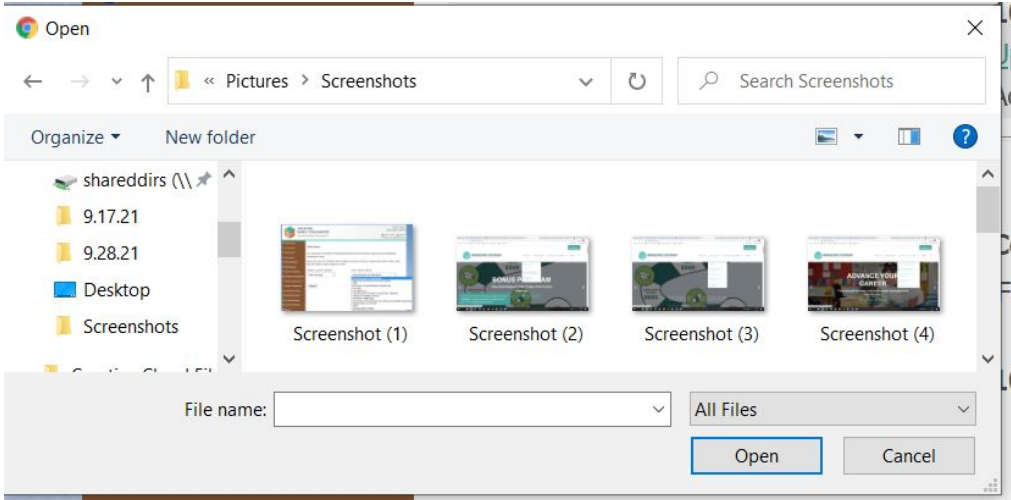
10 Day Orientation Training

☐ I have received douglas fairbanks's 10 day orientation training form and it is on file in the Registry

View Choose Files No file chosen

Save Close

Administrator Access - 10 Day Orientation



10 Day Orientation Training View
Update
Acknowledged: 9/20/2021

Reference 2: Update

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training Update

TB Test Update

References
Reference 1: Update
Reference 2: Update

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

10 Day Orientation Training

I have received douglas fairbanks's 10 day orientation training form and it is on file in the Registry

View Choose Files No file chosen

Save Close

Administrator Access - 10 Day Orientation

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - TB Test

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update

References
Reference 1: Update
Reference 2: Update

Administrator Access - TB Test

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update

References
Reference 1: Update
Reference 2: Update

Tuberculosis Test

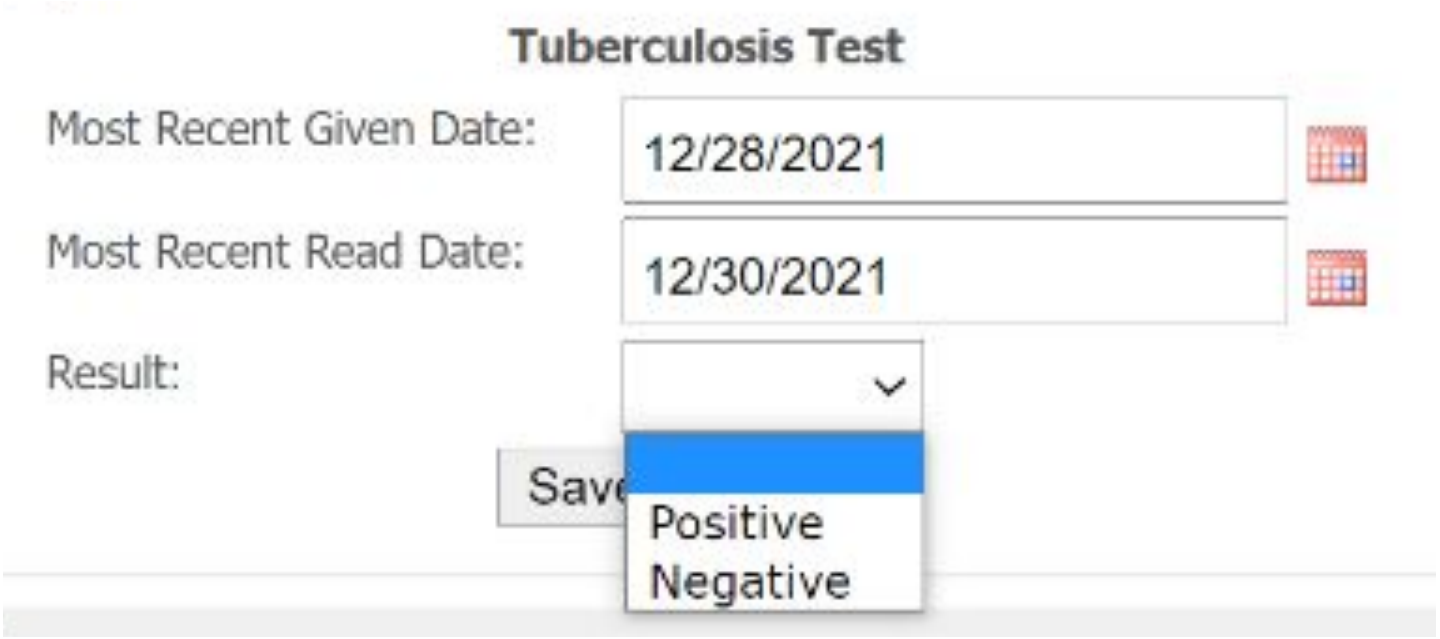
Most Recent Given Date:

Most Recent Read Date:

Result:

Save Close

Administrator Access - TB Test



Administrator Access - TB Test

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update
Given: 12/28/2021
Read: 12/30/2021
Result: Negative

References
Reference 1: Update
Reference 2: Update

*Needs to be updated when participant starts with a new licensed employer

Stopped Updating Here

ARIZONA EARLY CHILDHOOD
Career and Professional Development Network

Administrator Access - References

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update
Given: 12/28/2021
Read: 12/30/2021
Result: Negative

References
Reference 1: Update
Reference 2: Update

Administrator Access - References

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update
Given: 12/28/2021
Read: 12/30/2021
Result: Negative

References
Reference 1: Update
Reference 2: Update

Administrator Access - References

Administrator Access - References

Fairbanks, Douglas

Fingerprint View Card Update
Clearance Card Number: 45645345
Expiration: 5/30/2022
DPS Contacted: 8/31/2021
Application Date: 12/05/2021
Verification Date: 12/06/2021

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 12/17/2021

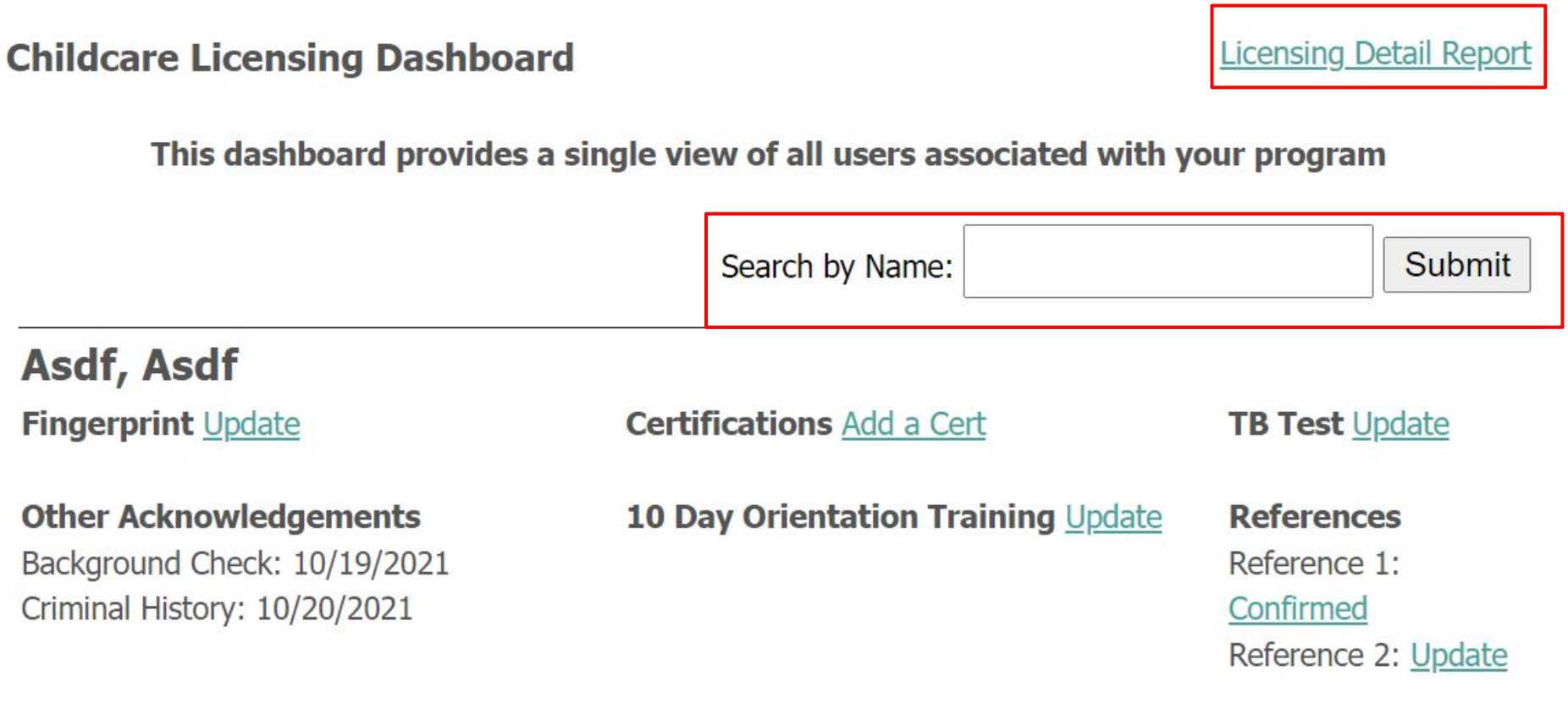
Certifications Add a Cert
First Aid 01/13/2023 View Update

10 Day Orientation Training View Update
Acknowledged: 12/17/2021

TB Test Update
Given: 12/28/2021
Read: 12/30/2021
Result: Negative

References
Reference 1: Confirmed
Reference 2: Attempted

Administrator Access - Childcare Licensing Dashboard



Administrator Access - Licensing Detail Report

CCEI Test 5000 Family Child Care Home run 1/7/2022 10:19

User ID	User Name	Hire Date	Emp. Confirmed	Qualified for Alone/Supervised	Immunization Attestation	Criminal History Attestation	Fingerprint Card	Fingerprin Expires	Fingerprint Application Date	Fingerprint Verification	TB Most Recent Given Date	TB Most Recent Read Date	TB Results	Background Check Date Submitted	10 Day Training	First Aid Expiration	CPR Expiration	Food Expiration Date	Food Handler Expiration	Reference 1	Reference 2
1E+08	maria taylor	10/1/2015	Yes	Supervised	9/28/2021						8/31/2021	9/2/2021	Negative		NO						
1E+08	chris debellis	5/18/2021	Yes	Supervised	8/13/2021	9/20/2021	123	9/11/2022			10/10/2020	10/11/2020	Negative	8/31/2021	YES	1/1/2023	1/1/2023	1/1/2023	1/1/2023		
1E+08	test role70	7/9/2014	Yes	Supervised											YES						
1E+08	nirma test	4/18/2000	Yes	Supervised	11/18/2021										NO						
1E+08	nirmala01 cceitest	11/7/2019	Yes	Supervised											NO						
1E+08	amanda test	6/16/2021	Yes	Supervised	8/13/2021	9/13/2021					8/31/2021	9/2/2021	Negative		NO						
1E+08	fiona test	8/15/1999	Yes	Supervised			sfdf	6/30/2021							NO	1/1/2023	1/1/2023	1/1/2023	1/1/2023		
1E+08	denise test	1/4/2020	Yes	Supervised										7/15/2021	NO						
1E+08	JoeEdu Matte	2/3/1964	Yes	Supervised											NO						
1E+08	kathy90 test	##########	Yes	Supervised	9/3/2021										NO						
1E+08	micca msa	12/3/2014	Yes	Supervised											NO						
1E+08	becky test	1/1/2019	Yes	Supervised	9/13/2021		sdfasdf	5/30/2022	9/5/2021	9/7/2021					YES						
1E+08	john smith	1/1/2020	Yes	Supervised			sdfasdf	5/30/2022			8/31/2021	9/2/2021	Negative	7/15/2021	NO	1/1/2023	1/1/2023	1/1/2023	1/1/2023		
1E+08	asdf asdf	##########	Yes	Supervised		10/20/2021															
1E+08	john test	3/1/2021	No	Supervised																	
1E+08	Susie Test	3/4/2021	Yes	Supervised	8/13/2021																
1E+08	nicole test	6/1/2021	Yes	Supervised																	
1E+08	Jack-Mobile Test	7/1/2021	No	Supervised		9/14/2021															
1E+08	Jack-two-mobile	7/1/2021	No	Supervised																	
1E+08	Jack3-mobile Test	7/2/2021	No	Supervised																	
1E+08	douglas fairbanks	8/1/2021	No	Supervised	8/12/2021	12/17/2021	45645345	5/30/2022	12/5/2												
1E+08	assd assdf	1/1/2021	Yes	Supervised	8/13/2021																
1E+08	becky tester	1/15/2017	No	Supervised	9/9/2021																

Full View

Fingerprint Application Date	Fingerprint Verification Date	TB Most Recent Given Date	TB Most Recent Read Date	TB Results	Background Check Date Submitted	10 Day Training
		8/31/2021	9/2/2021	Negative		NO
		10/10/2020	10/11/2020	Negative	8/31/2021	YES
						YES
						NO
						NO
		8/31/2021	9/2/2021	Negative		NO
						NO
					7/15/2021	NO
						NO
						NO
						NO
9/5/2021	/7/2021					YES
		8/31/2021	9/2/2021	Negative	7/15/2021	NO
					10/19/2021	NO
						NO
						NO
						NO
						NO
						YES
						NO
12/5/2021	12/6/2021	12/28/2021	12/30/2021	Negative	7/15/2021	YES
						YES
						NO

Close Up View

Administrator Access - Alone versus Supervised

User Name	Hire Date	Emp. Confirmed	Qualified for Alone/Supervised	Immunization Attestation	Criminal History Attestation	Fingerprint Card Number	Fingerprint Expires
maria taylor	10/1/2015	Yes	Supervised				
chris debellis	5/18/2021	Yes	Supervised	8/13/2021		123	9/11/2022
test role70	7/9/2014	Yes	Supervised				
nirma test	4/18/2000	Yes	Supervised				
nirmala01 cceitest	11/7/2019	Yes	Supervised				
amanda test	6/16/2021	Yes	Supervised	8/13/2021	9/13/2021		
fiona test	8/15/1999	Yes	Supervised			sfdf	6/30/2021
denise test	1/4/2020	Yes	Supervised				
JoeEdu Matte	2/3/1964	Yes	Supervised				
kathy90 test	11/14/2014	Yes	Supervised	9/3/2021			
micca msa	12/3/2014	Yes	Supervised				
becky test	1/1/2019	No	Supervised	9/13/2021		sdfasdf	5/30/2022
john smith	1/1/2020	Yes	Supervised			sdfasdf	5/30/2022

Administrator Access - Alone versus Supervised

- ADHS provided the guidelines for when a staff member is allowed to work alone with children versus when they need to be supervised

- The Registry looks at:
  - Program Status (licensed or certified by state)
  - Program Type (center or group home)
  - Staff member's years of experience
  - Staff member's age
  - Education (high school diploma, GED, college credits, approved certifications, and/or training hours)

- Alone or Supervised only shows up in the Licensing Detail Report, it cannot be changed manually

Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 1: Ensure all staff are included in the Registry and all former staff are removed

Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 1: Ensure all staff are included in the Registry and all former staff are removed

ARIZONA EARLY CHILDHOOD WORKFORCE REGISTRY

Staff Qualifications Detail Report

CCEI Test 5000 (12485) 09/14/2021

Participant Name	Former Last Name	Participant ID	Participant Role	Lattice Level	Employment Confirmed	Hire Date	PD Hours since Anniversary of Hire Date
Tester, Becky		100012597	Teacher/Caregiver	Registry Member	No	01/15/2017	0
Test, Jack-two-mobile		100012579	Substitute Teacher	Registry Member	No	07/01/2021	0
Test, Jack3-mobile		100012580	Substitute Teacher	Registry Member	No	07/02/2021	0
Test, Jack-Mobile	Former-Jack	100012578	Student Teacher/Student Aide	Registry Member	No	07/01/2021	0
Taylor, Maria		100005707	Lead Teacher	Registry Member	Yes	10/01/2015	0
Role70, Test		100010896	Facility Director	Registry Member	Yes	07/09/2014	0
Test, Nirma	richard	100010903	Facility Director	F3	Yes	04/18/2000	0
Msa, Micca		100012465	Consultant	Registry Member	Yes	12/03/2014	0
Matte, JoeEdu		100012456	Coach	Registry Member	Yes	02/03/1964	0
Test, John		100012543	Coach	Registry Member	No	03/01/2021	0

Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 2: Update and confirm staff, as needed

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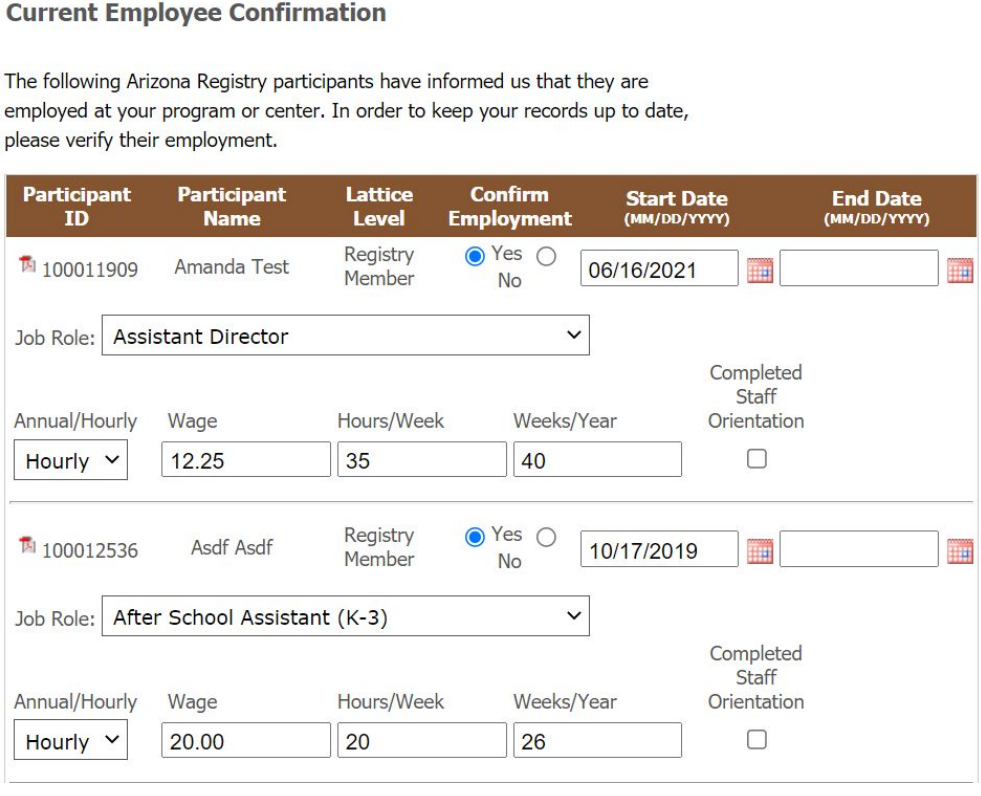

Current Employee Confirmation

The following Arizona Registry participants have informed us that they are employed at your program or center. In order to keep your records up to date, please verify their employment.

Participant ID	Participant Name	Lattice Level	Confirm Employment	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
100011909	Amanda Test	Registry Member	Yes / No	06/16/2021	

Job Role: Assistant Director

Annual/Hourly	Wage	Hours/Week	Weeks/Year	Completed Staff Orientation
Hourly	12.25	35	40	☐

Participant ID	Participant Name	Lattice Level	Confirm Employment	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
100012536	Asdf Asdf	Registry Member	Yes / No	10/17/2019	

Job Role: After School Assistant (K-3)

Annual/Hourly	Wage	Hours/Week	Weeks/Year	Completed Staff Orientation
Hourly	20.00	20	26	☐

Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 3: Scan or take photos of all staff members' Fingerprint Clearance Cards (front and back) and 10-Day Orientation Training documents. Save those to your computer and keep hard copies on file

STATE OF ARIZONA
DEPARTMENT OF PUBLIC SAFETY
Level One Fingerprint Clearance Card

[redacted]

Name:

Birth Date: Issue Date:

Sex Weight Height Eyes Hair

Card Number: Expire Date:

THIS FINGERPRINT CLEARANCE CARD WAS ISSUED
PURSUANT TO ARS 41-1758

DPS(ACCT) P.O. BOX 18390 Phoenix, AZ 85005

Checklist for Training of New Staff Member

Employee's Name: Becky Test Starting Date: 08/31/2021

In accordance with R9-5-403 for centers, and R9-3-302.A for group homes, training for new staff members who provide child care services must be completed within 10 calendar days of the starting date of employment and must include all of the items listed below.

Staff training requirements:	Date Completed
Facility philosophy and goals (centers only)	08/31/2021
Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services	08/31/2021
Health needs, nutritional requirements, any known allergies and information about adaptive devices of enrolled children for whom the staff member will provide child care services	09/01/2021
Lesson plans (centers only)	09/01/2021
Child guidance and methods of discipline	09/03/2021
Hand washing techniques	09/03/2021
Diapering techniques and toileting, if assigned to diaper changing duties	09/03/2021
Food preparation, service, sanitation, and storage, if assigned to food preparation	09/06/2021
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk	09/06/2021
Recognition of signs of illness and infestation	09/06/2021
Child abuse or neglect detection, prevention, and reporting	09/06/2021
Accident and emergency procedures	09/03/2021
Staff responsibilities as required by Statutes and Rules that govern group homes or centers	09/03/2021
Sun safety policies and procedures	09/07/2021
Safety in outdoor activity areas	09/07/2021
Transportation procedures, if applicable	n/a
Field Trip procedures, if applicable	n/a
Sudden Infant Death Syndrome (SIDS) – if providing service for infants/ones (required for child care group homes)	09/07/2021

Employee's Signature: Becky Test Date: 09/08/2021

Director's/Provider's Signature: Director Test Date: 09/08/2021

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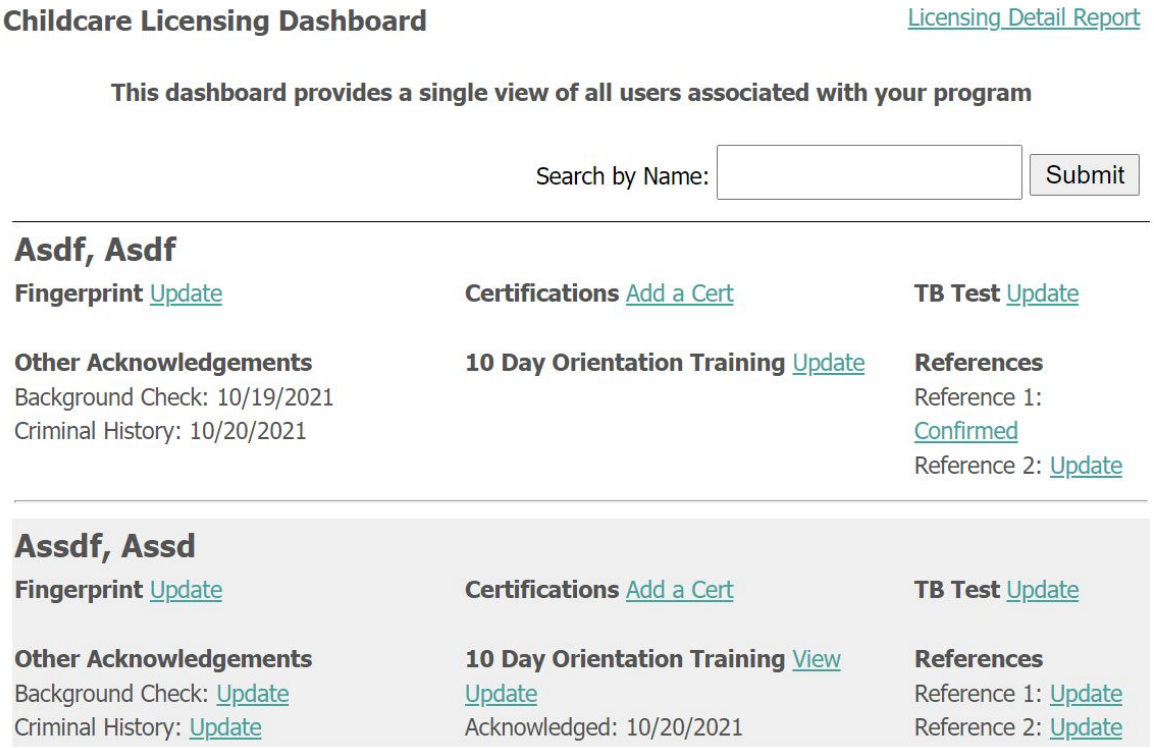
Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 4: Update the information for each staff member in the Childcare Licensing Dashboard through Program Administration



How Does This Work with Licensing?

- Program administrators and providers update their staff's licensing files through the Registry so everything is located in one place AND they get automatic notifications when items are going to expire

- ADHS Licensing Surveyors can review files prior to a licensing visit and reduce the time spent on-site

- Use of Registry is not required by ADHS Childcare Licensing but strongly encouraged