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
New User Registration - Employer

User Registration: Employment

Please select your current primary employer. If you have more than one employer, add your primary employer now and after verifying your Registry account, contact the Registry staff, via the contact information on the contact us page, for assistance with entering additional current employers.

Employer Name: * Enter One or Two Words from Site Name, or the Street Numbers from Site Address

** By clicking "Continue with Registration" I certify that the information I have submitted is true and accurate.

Select Your Program

Click to select your program:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Not Listed</td>
<td></td>
<td>AZ</td>
</tr>
<tr>
<td>Currently Unemployed</td>
<td></td>
<td>AZ</td>
</tr>
</tbody>
</table>
| CCEI Test 5000
  3725 N Flowing Wells Rd    | Tucson| AZ    |

Showing 1 to 3 of 3 entries
New User Registration - Employer

User Registration: Employment

Please select your current primary employer. If you have more than one employer, add your primary employer now and after verifying your Registry account, contact the Registry staff, via the contact information on the contact us page, for assistance with entering additional current employers.

Employer Name: *
CCEI Test 5000
Enter One or Two Words from Site Name, or the Street Numbers from Site Address

Employer Name ▼ For: CCEI Test 5000

Job Role: *
Teacher/Caregiver

Primary Age of the children you serve for this position? *
Toddler (19 Months to 36 Months)

Start Date: *
01/15/2017

Position Type: *
○ Part Time  ● Full Time

Number of hours worked per week: *
40

Number of Weeks worked per Year: *
50
## New User Registration - Employer at ADHS Program

<table>
<thead>
<tr>
<th>Number of Weeks worked per Year:</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Type:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Salary per hour:</td>
<td>16.50</td>
</tr>
<tr>
<td>Benefits Offered:</td>
<td>Dental</td>
</tr>
<tr>
<td></td>
<td>Medical</td>
</tr>
<tr>
<td>Emergency Contact Name:</td>
<td>Ginger Test</td>
</tr>
<tr>
<td>Emergency Contact Phone:</td>
<td>5552221919</td>
</tr>
<tr>
<td>Immunization Attestation:</td>
<td>In compliance with Arizona State Law, I hereby testify that I have my immunizations against measles, rubella, diphtheria, mumps and pertussis that are current</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**By clicking “Continue with Registration” I certify that the information I have submitted is true and accurate.**
Welcome back to the Arizona Early Childhood Workforce Registry.

You are missing the following information in your profile:

- Race
- Gender
- Primary Language

Contact Information:
Becky Tester  
4000 N Central Ave  
Phoenix, AZ  
85012

Current Employer:  
CCEI Test 5000

Occupation:  
Teacher/Caregiver

Update Information
Demographic Information

The following information is voluntary, but it will help us to get a full picture of our Early Childhood Workforce. Refusal to provide this information will have no effect on any decision to provide services except where disability may be used to establish eligibility for a benefit or service. The information will be kept confidential as required by law and will only be used for statistical purposes in accordance with the law. For any questions about the use of your data, please refer to the Registry Policy Statement on Privacy.

<table>
<thead>
<tr>
<th>Date of Birth: *</th>
<th>01/01/1975</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex:</td>
<td>Female</td>
</tr>
<tr>
<td>Marital Status:</td>
<td>Married or in a civil union</td>
</tr>
<tr>
<td>Race:</td>
<td>Do not wish to voluntarily report</td>
</tr>
<tr>
<td>Primary Language:</td>
<td>English</td>
</tr>
</tbody>
</table>

Other Languages Spoken Fluently:
- African
- English
- Greek
- Korean
- Russian
- Spanish
- Urdu
- Other
- Arabic
- French
- Hebrew
- Laotian
- Tagalog
- Vietnamese
- Yiddish
- Armenian
- French Creole
- Hindi
- Polish
- Tagalog
- Tribal

Update Account Info
Welcome back to the Arizona Early Childhood Workforce Registry.

Please confirm that your contact information and current employer are up to date.

Contact Information:
Becky Test  
16818 N 56Th St  
Apt 105  
Scottsdale, AZ  
85254

Current Employer:  
First Things First

Occupation:  
Assistant Director

[Confirm Information] [Update Information]
Notice to ADHS Admins:

On your admin menu, there is now a link where you can capture staff licensing information. Please take a look and begin to log your licensing data there.
Administrator Access

Program Administration

CCEI Test 5000 (12485)
- Edit Program Details
- Build/Manage Rooms
- Staff Confirmation
- Employment Confirmation
- Staff Qualifications Detail Report
- Staff Qualifications Summary Report
- Staff Education And PD Reports
- Staff PD Event Report
- Staff Training Enrollments
- Compliance Summary Report
- Compliance Detail Report
- Compliance Detail Report – Compiled Excel
- Quality First Redesign
- Enroll Staff In Training
- Qualify First Key Contact Change Report
- Add Existing Student To Program
- Employer Selection Tutorial
- Childcare Licensing Dashboard
- Childcare Licensing Report

*These links only show up for licensed programs
# Administrator Access - Childcare Licensing Dashboard

## Childcare Licensing Dashboard

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

| Search by Name: [ ] Submit |

<table>
<thead>
<tr>
<th>Asdf, Asdf</th>
<th>Asdf, Assd</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fingerprint</strong></td>
<td><strong>Fingerprint</strong></td>
</tr>
<tr>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td><strong>Other Acknowledgements</strong></td>
<td><strong>Other Acknowledgements</strong></td>
</tr>
<tr>
<td>Background Check: 10/19/2021</td>
<td>Background Check:</td>
</tr>
<tr>
<td>Criminal History: 10/20/2021</td>
<td>Update</td>
</tr>
<tr>
<td><strong>Certifications</strong></td>
<td><strong>Certifications</strong></td>
</tr>
<tr>
<td>Add a Cert</td>
<td>Add a Cert</td>
</tr>
<tr>
<td><strong>10 Day Orientation Training</strong></td>
<td><strong>10 Day Orientation Training</strong></td>
</tr>
<tr>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td><strong>TB Test</strong></td>
<td><strong>TB Test</strong></td>
</tr>
<tr>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td><strong>References</strong></td>
<td><strong>References</strong></td>
</tr>
<tr>
<td>Reference 1: Confirmed</td>
<td>Reference 1:</td>
</tr>
<tr>
<td>Reference 2: Update</td>
<td>Update</td>
</tr>
</tbody>
</table>
Administrator Access - Fingerprint Clearance Card

Fairbanks, Douglas

- **Fingerprint**: Update
- **Certifications**: Add a Cert
- **TB Test**: Update

**Other Acknowledgements**
- Background Check: Update
- Criminal History: Update

**10 Day Orientation Training**: Update

**References**
- Reference 1: Update
- Reference 2: Update

**Fingerprint**
- User has a Fingerprint Clearance Card
- User does not have a Fingerprint Clearance Card

[Save] [Close]
Administrator Access - Fingerprint Clearance Card on File

Fairbanks, Douglas

Fingerprint Update

Certifications Add a Cert

TB Test Update

Other Acknowledgements
Background Check: Update
Criminal History: Update

10 Day Orientation Training Update

References
Reference 1: Update
Reference 2: Update

Fingerprint

○ User has a Fingerprint Clearance Card
○ User does not have a Fingerprint Clearance Card

Card Number: 

Expiration Date: mm/dd/yyyy

DPS Contacted Date: mm/dd/yyyy

Front of card: Choose Files No file chosen

Back of card: Choose Files No file chosen

Save Close
Administrator Access - Fingerprint Clearance Card on File
Administrator Access - Fingerprint Clearance

Card Not Yet on File

Fairbanks, Douglas

Fingerprint: Update
Certifications: Add a Cert
TB Test: Update

Other Acknowledgements
Background Check: Update
Criminal History: Update

10 Day Orientation Training: Update

References
Reference 1: Update
Reference 2: Update

Fingerprint

- User has a Fingerprint Clearance Card
- User does not have a Fingerprint Clearance Card

Application Date: 12/05/2021
Verification Date: 12/06/2021

Save | Close
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

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
### Test, Fiona

<table>
<thead>
<tr>
<th>Fingerprint</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearance Card Number:</td>
<td>sfdf</td>
</tr>
<tr>
<td>Expiration: 6/30/2021</td>
<td></td>
</tr>
<tr>
<td>DPS Contacted:</td>
<td>8/31/2021</td>
</tr>
</tbody>
</table>

#### Certifications

<table>
<thead>
<tr>
<th>Certification</th>
<th>Date</th>
<th>View Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>01/01/2023</td>
<td>View Update</td>
</tr>
<tr>
<td>CPR</td>
<td>01/01/2023</td>
<td>View Update</td>
</tr>
<tr>
<td>Food Handler</td>
<td>01/01/2023</td>
<td>View Update</td>
</tr>
<tr>
<td>Food Protection</td>
<td>01/01/2023</td>
<td>View Update</td>
</tr>
</tbody>
</table>

#### References

- Reference 1: Update
- Reference 2: Update

#### Other Acknowledgements

- Background Check: Update
- Criminal History: Update

#### 10 Day Orientation Training

Update

*Needs to be updated after expiration date passes*
# Administrator Access - Central Registry Background Check

**Fairbanks, Douglas**

<table>
<thead>
<tr>
<th>Fingerprint</th>
<th>View Card</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearance Card Number: 45645345</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration: 5/30/2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPS Contacted: 8/31/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Date: 12/05/2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verification Date: 12/06/2021</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certifications</th>
<th>Add a Cert</th>
</tr>
</thead>
</table>

| 10 Day Orientation Training | Update |

| TB Test | Update |

<table>
<thead>
<tr>
<th>References</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference 1:</td>
<td>Update</td>
</tr>
<tr>
<td>Reference 2:</td>
<td>Update</td>
</tr>
</tbody>
</table>

**Other Acknowledgements**

- Background Check: [Update](#)
- Criminal History: [Update](#)

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**Central Registry Background Check**

- Background Check
- Completion Date

[Save] | [Close]
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

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

- **Certifications**: Add a Cert

- **10 Day Orientation Training**: Update

- **TB Test**: Update

- **References**
  - Reference 1: Update
  - Reference 2: Update

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

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)
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

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
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

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 Update

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

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
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** [View Update]
Acknowledged: 12/17/2021

**References**
Reference 1: [Update]
Reference 2: [Update]

**TB Test** [Update]

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

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

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

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

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

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

Other Acknowledgements
Background Check: 7/15/2021
Criminal History: 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
Tuberculosis Test

Most Recent Given Date: 12/28/2021

Most Recent Read Date: 12/30/2021

Result: 

- Save
- Positive
- Negative
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
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

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]

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

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

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

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

References
Reference 1: Update
Reference 2: Update

Reference 1
Name of Person Contacted: Test Person
Contact Date: 01/03/2022
Result: }


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

Childcare Licensing Dashboard

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

Search by Name: [input field] [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]
<table>
<thead>
<tr>
<th>User ID</th>
<th>User Name</th>
<th>Hire Date</th>
<th>Supervised</th>
<th>Criminal History</th>
<th>Attestation</th>
<th>Finger Print Card</th>
<th>Finger Print Expired</th>
<th>Finger Print Application Date</th>
<th>Finger Print Verification Date</th>
<th>Most Recent Given Date</th>
<th>Most Recent Read Date</th>
<th>TB Results</th>
<th>Background Check Date Submitted</th>
<th>First Aid Expiration</th>
<th>CPR Expiration</th>
<th>Food Handler Expiration</th>
<th>10 Day Training</th>
<th>10 Day Training</th>
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</table>
## Administrator Access - Alone versus Supervised

<table>
<thead>
<tr>
<th>User Name</th>
<th>Hire Date</th>
<th>Emp. Confirmed</th>
<th>Qualified for Alone/Supervised</th>
<th>Immunization Attestation</th>
<th>Criminal History Attestation</th>
<th>Fingerprint Card Number</th>
<th>Fingerprint Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>maria taylor</td>
<td>10/1/2015</td>
<td>Yes</td>
<td>Supervised</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>chris debellis</td>
<td>5/18/2021</td>
<td>Yes</td>
<td>Supervised</td>
<td></td>
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<tr>
<td>test role70</td>
<td>7/9/2014</td>
<td>Yes</td>
<td>Supervised</td>
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<tr>
<td>nirma test</td>
<td>4/18/2000</td>
<td>Yes</td>
<td>Supervised</td>
<td></td>
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<td>nirmala01 cceitest</td>
<td>11/7/2019</td>
<td>Yes</td>
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<td>amanda test</td>
<td>6/16/2021</td>
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<td>8/13/2021</td>
<td>9/13/2021</td>
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<td>fiona test</td>
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<td>denise test</td>
<td>1/4/2020</td>
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<td>JoeEdu Matte</td>
<td>2/3/1964</td>
<td>Yes</td>
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<td>kathy90 test</td>
<td>11/14/2014</td>
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<td>Supervised</td>
<td>9/3/2021</td>
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<td>micca msa</td>
<td>12/3/2014</td>
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<td>Supervised</td>
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<tr>
<td>becky test</td>
<td>1/1/2019</td>
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<td>Supervised</td>
<td>9/13/2021</td>
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<td>john smith</td>
<td>1/1/2020</td>
<td>Yes</td>
<td>Supervised</td>
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</table>
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

Program Administration

CCEI Test 5000 (12485)

- Edit Program Details
- Build/Manage Rooms
- Staff Confirmation
- Employment Confirmation
- Staff Qualifications Detail Report
- Staff Qualifications Summary Report
- Staff Education And PD Reports
- Staff PD Event Report
- Staff Training Enrollments
- Compliance Summary Report
- Compliance Detail Report
- Compliance Detail Report – Compiled Excel
- Quality First Redesign
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.

---

Staff Qualifications Detail Report
CCEI Test 5000 (12485) 09/14/2021

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Former Last Name</th>
<th>Participant ID</th>
<th>Participant Role</th>
<th>Lattice Level</th>
<th>Employment Confirmed</th>
<th>Hire Date</th>
<th>PD Hours since Anniversary of Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tester, Becky</td>
<td></td>
<td>100012597</td>
<td>Teacher/Caregiver</td>
<td>Registry Member</td>
<td>No</td>
<td>01/15/2017</td>
<td>0</td>
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<tr>
<td>Test, Jack-two-mobile</td>
<td></td>
<td>100012579</td>
<td>Substitute Teacher</td>
<td>Registry Member</td>
<td>No</td>
<td>07/01/2021</td>
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<td>Test, Jack3-mobile</td>
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<td>100012580</td>
<td>Substitute Teacher</td>
<td>Registry Member</td>
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<td>Test, Jack-Mobile</td>
<td>Former-Jack</td>
<td>100012578</td>
<td>Student Teacher/Student Aide</td>
<td>Registry Member</td>
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<td>07/01/2021</td>
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<td>Taylor, Maria</td>
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<td>100005707</td>
<td>Lead Teacher</td>
<td>Registry Member</td>
<td>Yes</td>
<td>10/01/2015</td>
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<td>Role70, Test</td>
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<td>100010896</td>
<td>Facility Director</td>
<td>Registry Member</td>
<td>Yes</td>
<td>07/09/2014</td>
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<td>Test, Nirma</td>
<td>richard</td>
<td>100010903</td>
<td>Facility Director</td>
<td>F3</td>
<td>Yes</td>
<td>04/18/2000</td>
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<td>Msa, Micca</td>
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<td>100012465</td>
<td>Consultant</td>
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<td>Matte, JoeEdu</td>
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<td>100012456</td>
<td>Coach</td>
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Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 2: Update and confirm staff, as needed

Program Administration

CCEI Test 5000 (12485)
- Edit Program Details
- Build/Manage Rooms
- Staff Confirmation
- Employment Confirmation
- Staff Qualifications Detail Report
- Staff Qualifications Summary Report
- Staff Education And PD Reports
- Staff PD Event Report
- Staff Training Enrollments
- Compliance Summary Report
- Compliance Detail Report
- Compliance Detail Report – Compiled Excel
- Quality First Redesign
Steps for Utilizing the ADHS Childcare Licensing Tools in the Registry

Step 2: Update and confirm staff, as needed

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.

<table>
<thead>
<tr>
<th>Participant ID</th>
<th>Participant Name</th>
<th>Lattice Level</th>
<th>Confirm Employment</th>
<th>Start Date (MM/DD/YYYY)</th>
<th>End Date (MM/DD/YYYY)</th>
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<tbody>
<tr>
<td>100011909</td>
<td>Amanda Test</td>
<td>Registry Member</td>
<td>Yes</td>
<td>06/16/2021</td>
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<tr>
<td>Job Role:</td>
<td>Assistant Director</td>
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<tr>
<th>Annual/ Hourly</th>
<th>Wage</th>
<th>Hours/ Week</th>
<th>Weeks/ Year</th>
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<tr>
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<tr>
<th>Participant ID</th>
<th>Participant Name</th>
<th>Lattice Level</th>
<th>Confirm Employment</th>
<th>Start Date (MM/DD/YYYY)</th>
<th>End Date (MM/DD/YYYY)</th>
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<tr>
<td>100012536</td>
<td>Asdf Asdf</td>
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<td>10/17/2019</td>
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<td>Job Role:</td>
<td>After School Assistant (K-3)</td>
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<thead>
<tr>
<th>Annual/ Hourly</th>
<th>Wage</th>
<th>Hours/ Week</th>
<th>Weeks/ Year</th>
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<tr>
<td>Hourly</td>
<td>20.00</td>
<td>20</td>
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</table>
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.
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

Childcare Licensing Dashboard

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

Asddf, Assd
Fingerprint Update
Certifications Add a Cert
TB Test Update

Other Acknowledgements
Background Check:  
Criminal History:  

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

References
Reference 1: Update
Reference 2: Update
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.