

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

Register Now

Submit Documentation

Terms of Use

Privacy Policy

User Registration

*Required Field

Becky

Tester

bjohn@ftf.org

bjohn@ftf.org

.....

.....

.....

4000 N Central Ave

--	--

85012

Phoenix

Arizona

Maricopa

(555) 555-5555

May We Contact You via Text Message? ☒ Yes ☐ No

New User Registration - Employer

Waiting Login...

Welcome

Register Now

Career Lattice

Submit Documentation

FAQs

Terms of Use

Privacy Policy

PER Approved

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

Employer Name

 For:

Search

Continue With Registration

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

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

Employer Name

 For:

5000

Search

Continue With Registration

Select Your Program

Click to select your program:

Program Name	City	State	
Employer Not Listed		AZ	Select
Currently Unemployed		AZ	Select
CCEI Test 5000 3725 N Flowing Wells Rd	Tucson	AZ	Select

Showing 1 to 3 of 3 entries

Previous

1

Next

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

Search

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

Number of Weeks worked
per Year: *

50

Salary Type: *



Hourly



Annually

Salary per hour: *

16.50

(e.g. 9.99)

Benefits Offered:
(Through employer)



Dental



Free Child Care



Medical



Retirement



Discounted Child Care



Life Insurance



Paid Professional Development
Time



Other

Emergency Contact Name:*

Ginger Test

Emergency Contact Phone:*

5552221919

Immunization Attestation:*

In compliance with Arizona State Law, I hereby testify that I have my
immunizations against measles, rubella, diphtheria, mumps and pertusis that
are current



Yes



No

Continue With Registration

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

Registry User - Login Reminder Screen

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](#)

Registry User - Demographics Reminder

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.

Date of Birth: *

01/01/1975

Sex:

Female

Marital Status:

Married or in a civil union

Race:

Do not wish to voluntarily report

Primary Language: *

English

Other Languages Spoken Fluently:

- ☐ African
- ☐ English
- ☐ Greek
- ☐ Korean
- ☐ Russian
- ☐ Urdu
- ☐ Other

- ☐ Arabic
- ☐ French
- ☐ Hebrew
- ☐ Laotian
- ☒ Spanish
- ☐ Vietnamese

- ☐ Armenian
- ☐ French Creole
- ☐ Hindi
- ☐ Polish
- ☐ Tagalog
- ☐ Yiddish

- ☐ Chinese
- ☐ German
- ☐ Italian
- ☐ Portuguese
- ☐ Thai
- ☐ Tribal

Update Account Info

Registry User - Confirm or Update Profile

My Arizona Registry Career Lattice

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

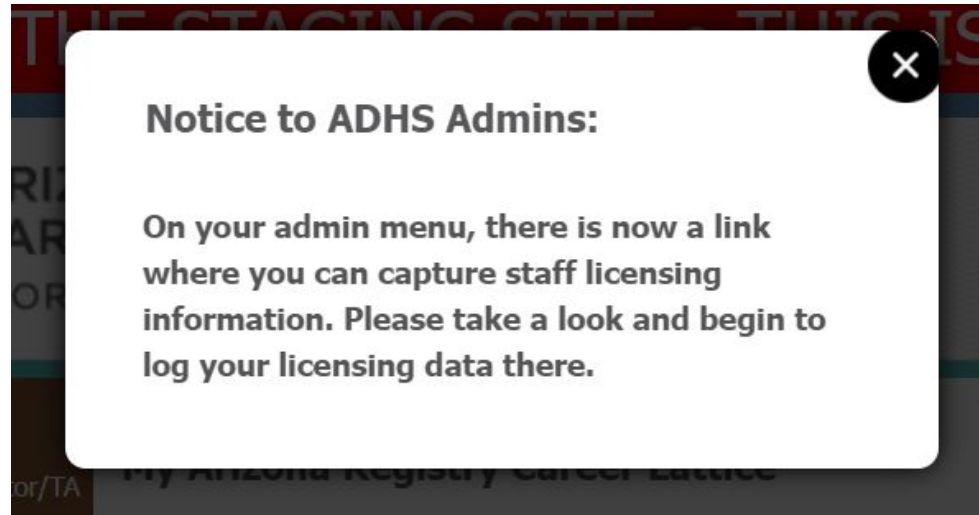
Occupation:

Assistant Director

[Confirm Information](#)

[Update Information](#)

Administrator - Check ADHS Licensing Files



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](#)

- » [Childcare Licensing Dashboard](#)
- » [Childcare Licensing Report](#)

*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

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:



DPS Contacted Date:



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

Open

This PC > Pictures > Screenshots

Search Screenshots

Organize New folder

Desktop

Screenshots

Creative Cloud Fil

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Screenshot (1)

Screenshot (2)

Screenshot (3)

Screenshot (4)

Screenshot (5)

Screenshot (6)

Screenshot (7)

Screenshot (8)

Screenshot (9)

Screenshot (10)

Screenshot (11)

File name: Custom Files

Open Cancel

01/01/2023 [View](#) [Update](#)

od Handler 01/01/2023 [View](#) [Update](#)

od Protection 01/01/2023 [View](#) [Update](#)

References

Reference 1: [Update](#)

Reference 2: [Update](#)

Day Orientation Training [View](#) [Update](#)

date

nowledged: 9/20/2021

ifications [Add a Cert](#)

Day Orientation Training [Update](#)

Fingerprint

☒ User has a Fingerprint Clearance Card

☐ User does not have a Fingerprint Clearance Card

Card Number: 816354

Expiration Date: 05/30/2022

DPS Contacted Date: 08/31/2021

Front of card: Choose Files No file chosen

Back of card: Choose Files No file chosen

Save Close

TB Test [Update](#)

References

Reference 1: [Update](#)

Reference 2: [Update](#)

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](#)

Administrator Access - Expired Fingerprint Clearance Card

Test, Fiona

Fingerprint [Update](#)

Clearance Card Number: sdfd

Expiration: **6/30/2021**

DPS Contacted: 8/31/2021

Other Acknowledgements

Background Check: [Update](#)

Criminal History: [Update](#)

Certifications

First Aid 01/01/2023 [View](#) [Update](#)

CPR 01/01/2023 [View](#) [Update](#)

Food Handler 01/01/2023 [View](#) [Update](#)

Food Protection 01/01/2023 [View](#) [Update](#)

10 Day Orientation Training [Update](#)

TB Test [Update](#)

References

Reference 1: [Update](#)

Reference 2: [Update](#)

*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](#)

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

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

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

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](#)

Certifications

Type:

Select a type ▾

Expiration Date:

Select a type



Upload File:

First Aid

CPR

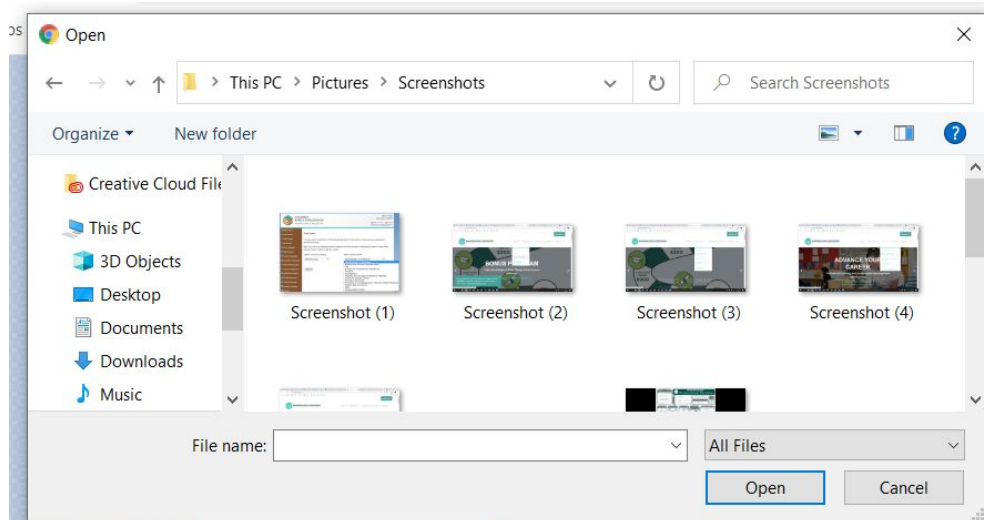
Food Protection

Food Handler

file chosen

e

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



Certifications [Add a Cert](#)

TB Test [Update](#)

10 Day Orientation Training [Update](#)


References

Reference 1: [Update](#)

Reference 2: [Update](#)

Certifications

Type:

Expiration Date: 

Upload File: No file chosen

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](#)

TB Test [Update](#)

References

Reference 1: [Update](#)

Reference 2: [Update](#)

10 Day Orientation Training [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

Open

« Pictures > Screenshots

Search Screenshots

Organize New folder

shareddirs (\\)

9.17.21

9.28.21

Desktop

Screenshots

Screenshot (1)

Screenshot (2)

Screenshot (3)

Screenshot (4)

File name:

All Files

Open

Cancel

10 Day Orientation Training [View](#)

Reference 2: [Update](#)

[Update](#)

Acknowledged: 9/20/2021

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

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

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](#)

Other Acknowledgements

Background Check: 7/15/2021

Criminal History: 12/17/2021

Tuberculosis Test

Most Recent Given Date:



Most Recent Read Date:




Result:


Save


Close

Administrator Access - TB Test

Tuberculosis Test

Most Recent Given Date: 

Most Recent Read Date: 

Result: 

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

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](#)

Reference 1

Name of Person Contacted:

Test Person

Contact Date:

01/03/2022

Result:

Save

Confirmed
Attempted

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

[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](#)

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	Fingerprint 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	8/31/2021	NO						
1E+08	chris debellis	5/18/2021	Yes	Supervised	8/13/2021	9/20/2021	128	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			sdf	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	assf assf	#####	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 assf	1/1/2021	Yes	Supervised	8/13/2021																
1E+08	becky tester	1/15/2017	No	Supervised	9/9/2021																
											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		

Full View



Close Up 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	8/31/2021	NO
		10/10/2020	10/11/2020	Negative		YES
						YES
						NO
		8/31/2021	9/2/2021	Negative		NO
						NO
					7/15/2021	NO
						NO
						NO
9/5/2021	7/7/2021					YES
		8/31/2021	9/2/2021	Negative	7/15/2021	NO
					10/19/2021	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

Administrator Access - Alone versus Supervised

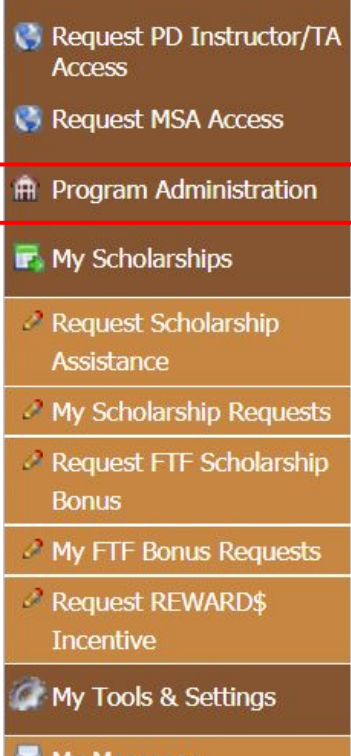
User Name	Hire Date	Emp. Confirmed	Qualified for Alone/Supervised	Immunization Attestation	Criminal History Attestation	Fingerprint Card Number	Fingerprint Expires
maria taylor	10/1/2015	Yes	Supervised				
chris debellis	5/18/2021	Yes	Supervised	8/13/2021		123	9/11/2022
test role70	7/9/2014	Yes	Supervised				
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			sdfd	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



-  Request PD Instructor/TA Access
-  Request MSA Access
-  **Program Administration**
-  My Scholarships
-  Request Scholarship Assistance
-  My Scholarship Requests
-  Request FTF Scholarship Bonus
-  My FTF Bonus Requests
-  Request REWARD\$ Incentive
-  My Tools & Settings
-  My Myself

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							
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



- Request PD Instructor/TA Access
- Request MSA Access
- Program Administration**
- My Scholarships
- Request Scholarship Assistance
- My Scholarship Requests
- Request FTF Scholarship Bonus
- My FTF Bonus Requests
- Request REWARD\$ Incentive
- My Tools & Settings
- My My...

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.

Participant ID	Participant Name	Lattice Level	Confirm Employment	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
 100011909	Amanda Test	Registry Member	<input checked="" type="radio"/> Yes <input type="radio"/> No	06/16/2021 	
Job Role: <input type="text" value="Assistant Director"/>					
Annual/Hourly	Wage	Hours/Week	Weeks/Year	Completed Staff Orientation	
<input type="text" value="Hourly"/>	<input type="text" value="12.25"/>	<input type="text" value="35"/>	<input type="text" value="40"/>	<input type="checkbox"/>	
 100012536	Asdf Asdf	Registry Member	<input checked="" type="radio"/> Yes <input type="radio"/> No	10/17/2019 	
Job Role: <input type="text" value="After School Assistant (K-3)"/>					
Annual/Hourly	Wage	Hours/Week	Weeks/Year	Completed Staff Orientation	
<input type="text" value="Hourly"/>	<input type="text" value="20.00"/>	<input type="text" value="20"/>	<input type="text" value="26"/>	<input type="checkbox"/>	

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

The image shows the front and back of a fingerprint clearance card. The front (top) features the State of Arizona Department of Public Safety logo and the text "STATE OF ARIZONA DEPARTMENT OF PUBLIC SAFETY Level One Fingerprint Clearance Card". Below this, there are fields for Name, Birth Date, Issue Date, Sex, Weight, Height, Eyes, Hair, Card Number, and Expire Date. The back (bottom) contains the text "THIS FINGERPRINT CLEARANCE CARD WAS ISSUED PURSUANT TO ARS 41-1758" and the address "DPS(ACCT) P.O. BOX 18380 Phoenix, AZ 85005".

Checklist for Training of New Staff Member

Employee's Name: Becly 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	09/04/2021
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk	09/04/2021
Recognition of signs of illness and infestation	09/04/2021
Child abuse or neglect detection, prevention, and reporting	09/04/2021
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: Becly Test Date: 09/08/2021

Director's/Provider's Signature: Doreen Dool Date: 09/08/2021

G:\Forms\Checklist for Training of New Staff Member.doc (1/19) CCL form - 243

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

[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](#)

Criminal History: [Update](#)

10 Day Orientation Training [View](#)

[Update](#)

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