New Hampshire Professional Registry

NAVIGATING THE PROFESSIONAL REGISTRY

CKA: DEVELOPING AS A PROFESSIONAL
This training, provided through the Progressive Training and TA Program, provides an orientation to New Hampshire's Professional Registry for early childhood or afterschool professionals. Participants will learn more about this exciting technology for registering and tracking their training and professional development.
Learning Outcomes

- Participants will be able to:
  - State three benefits of using the New Hampshire Professional Registry.
  - Learn how to register for trainings.
  - Explore how the registry allows each individual to track their professional development hours.
  - Enter in their personal data to create and/or update their own personal account.
The New Hampshire Professional Registry is a centralized, coordinated system for early childhood and afterschool professionals to track and be recognized for their experience, education, credentials and training.
Registry is a Tool

- The New Hampshire Professional Registry can:
  - Be used as a personal online resume.
  - Bring recognition and professionalism to the field.
  - Do the exacting work of data collection.
  - Inform policymakers about the early childhood and afterschool workforce. (The National Registry Alliance)
What Can the Registry Do for You?

- Create your own personal profile.
  - Collect all of your professional development achievements, including credentials, in one place.
- Register for trainings.
- Give you a system to track your own professional development.
- Have around the clock access to your password-protected record and training transcript.
Your Record is Unique to You!

- You are the owner of your record in the registry.
- No one else should register for you.
- You are accountable for your profile and training.
- Licensed registry managers can assist you with any questions and will provide ongoing support as requested.
Getting to Know the Registry

The blue buttons are there to help you navigate the site.

- Home screen
- My Registry Record
- Training Calendar
- Contact Us
- User Guide
- Logout
- Credentialing
Let’s Get Started

- **Go to** [https://nhportal.naccrraware.net/nh/](https://nhportal.naccrraware.net/nh/)
Creating an Account

- Log in using your case sensitive username or create a new account.
  - When you create a new account:
    - You will need to complete the fields marked with an *.
    - Click on Register.
    - You will need an email you have access to NOW.
      - Check your email for your password link!
      - No email? Check your spam box just in case.
    - Now you need to create a password and complete the login process.
General Information

- Go to My Registry Record.
- On the left side of the screen there are several options to navigate through.
- Click on General Information
  - Go back and add any General Information that may still be blank.
    - Personal Information
    - Current Home Address
    - Contact Information
Workforce Information

- Fill out the Workforce Information
  - All information is kept confidential.
  - The data helps to serve the education field.
  - Click on Save Demographics Information button.
**Employment:** Add all of your current and past employment experiences. If you have multiple entries be sure to mark your current position as your primary.

**Education:** Enter information for degree(s) awarded.

**Credit Based Courses:** Add individual courses completed in addition to a degree awarded or as a single credit-bearing course.
• **Training Certificates**
  - In training certificates section, you can add any training you have taken that was not offered through the New Hampshire Professional Registry.
  - Click on the Add New Training Certificate and fill out requested information.
What’s a Training Transcript?

Like a college transcript, it’s a record of your trainings. Any training that you register for through Child Care Aware of NH will be found in your training transcript.
Generates a report that includes:

- Personal Information
- Education
- Licenses
- Credentials
- Education
- Informal Education
- Documented Trainings

The report can be converted into a PDF to use as your personal resume.
Credentials

- Professional Licenses
- Credentials
- Action Logs
Attachments

- Add PDFs or pictures of documents such as:
  - Transcripts
  - Certificates
  - Credentials
You can now complete your application for the NH Early Childhood Professional Development System through your NH Professional Registry Record.
Work Session

- Go back and complete your New Hampshire Professional Registry Record.
Wrap-Up

- Next Steps
- ELO
- Thoughts
- Questions
Thank You!

For more in-depth technical assistance with The New Hampshire Professional Registry, please contact Child Care Aware® of New Hampshire.

Main Toll Free Phone Line: 1-855-393-1731

http://nh.childcareaware.org