

Getting Started with the Early Childhood Registry of Palm Beach County

1. Navigate to <https://registry.earlylearningpbcc.org/>
2. Click Sign Up
3. Enter valid email address, password, first name, last name, date of birth and mobile phone number.
4. Select the way you would like to receive your verification code
5. Enter code and click finish registration
6. Click **Professional Portal**
7. Click **View My Early Childhood Career Journey**
8. Enter your personal information in **My Information**

CURRENT EMPLOYMENT

9. **My Place of Employment** – Click Add employment button + Add Employment
10. Select employer from pulldown menu.
11. Enter Employment Start date and enter status (full time or Part time) Click NEXT
12. Enter Position Details – Position, Age groups, Hours worked per week and hourly wage. Click ADD
13. Click NEXT

Employment Start Date – Enter date you started working for the agency, not just your position.

PREVIOUS EMPLOYMENT

14. Click Add Previous Employment button to add ECE employment history + Add Previous Employment
15. Select Position from pulldown list, Enter Age groups
16. Enter company name, location, start date, end date and phone number for employer.
17. Add documentation for each previous employment history. Click ADD

Acceptable Documents:

1. DCF Clearinghouse letter showing previous employers.
2. Completed DCF 5 Year Employment History form showing previous employment verified by current employer.

Add each previous employment location individually

18. When all previous history has been entered click NEXT

MY EDUCATION

19. Click add Education button to add completed degrees (High School/GED, AA/AS Degree, BA/BS Degree, MA/MS Degree, PHD/ED.E degree) + Add Education

ECE Related Degrees

Child Development	Early Childhood Education
Prekindergarten and Primary Education	Elementary Education
Preschool education	Family and Consumer Science
Family and Child Sciences	Exceptional Student Education or Special Education
Mental Disabilities, Mentally Handicapped or Mentally Impaired	Specific Learning Disabilities
Physically Impaired	Varying Exceptionalities
Emotional Disabilities	Deaf or Hard of Hearing or Hearing Impaired
Speech-Language Pathology	Speech-Language Impaired
Speech Correction	

Acceptable Documents:

1. College Transcripts showing major and earned degree
2. College Degree Certificate

Adding a copy of your High School Diploma is not required, but please enter HS graduation date.

20. When all levels of formal education have been entered click NEXT.

MY CERTIFICATION

[+ Add Certification/Credential](#)

21. Click Add Certification/Credential button.

22. Select Agency Name, certificate name and enter effective date and expiration date. Add copy of supporting document. (DCF Transcript or Credential certificate). When complete click NEXT.

Types of Certificates or Credentials to add in this section include

45 Hours/ 35 Hours DCF Training Course completion (no expiration date is needed)	Florida Educator Professional Certification
FCCPC/ECPC/CCAC and National CDA (NECC)	CPR & First Aid
DCF Director Credential	Food Safety Manager Certification

MY PROFESSIONAL DEVELOPMENT

[+ Add Training](#)

23. Click Add Training button.

24. Include courses from approved training agencies which offered in-service hours or CEU's. ECE College credit courses should also be placed in this section.

25. Select name of approved Training Agency from pull down list. Select Name of Training from pulldown list or select other and enter name of course.

26. Enter date you began the course. Enter date you completed the course.

27. Enter Unit Type for CEU's, In-Service hours or College Credits (if not already populated).

28. Upload copy of training certificate or transcript for each course/class/training added.

29. When complete click NEXT.

REVIEW AND SUBMIT

30. If all sections of the registry have been completed, Click SUBMIT.

Educators with a registry account in the previous system will have all verified education imported onto their file. If your account is missing that history, please contact the support team to review.
