

THE CONNECTICUT PROFESSIONAL REGISTRY

Registering

1. Go to www.ccacregistry.org
2. Click on **Register Now**.
3. Fill in your personal information and select the continue bar.
4. The next screen will instruct you to return to your e-mail account and wait for the validation e-mail.
5. Click on the validation address and it will automatically take you to the CCAC registry.

Logging In

1. **Log in** to the registry by entering your e-mail address and password.
2. This will take you to the page that says you are successfully registered and you have the opportunity to submit your social security number or skip this section.
3. You are now at the **Submit Completed Training and Education Documentation to CCAC** page. This is the CCAC Contact Information.
4. After reading this information, click **continue** at the bottom of the page.
5. Please fill out your Employment Status by selecting the appropriate circle. When completed click **continue**.
6. **Click the Return home button** on the upper right corner. You will automatically be taken to **My Career Ladder homepage**.
7. Click **My Profile** on the left hand side of the navigation bar and enter the name of your school and click **search**. Please select your school and click **save**. Continue answering the questions.

Using the Registry -- MENU BAR ON THE LEFT SIDE

1. To find out about submitting your education and training, click on **MY RESOURCES** on the left **MENU BAR**. Then click on **submit trainings**. You will see instructions on how to submit trainings and degrees that you have completed.
2. As transcripts and trainings are received in the CCAC office, your level on the Career Ladder will automatically be calculated. You can see where you are on the Career Ladder and what you will need in order to advance on the Career Ladder. The **MY COMPLETED TRAINING** bar allows you to see all of the trainings and degrees you have submitted once CCAC verifies and enters them into your profile.
3. If you take a module in the Training Program in Child Development, your trainer will enter your completion for you.
4. You can also use the **MY RESOURCES** to find **Resource Documents**, **Request Counseling** or print your own **Membership Card**.
5. You can request a scholarship for higher education courses, CDA fees and CDA advisor's cost. Go to the **MY SCHOLARSHIPS** bar which allows you to **Request Scholarship** and **view the scholarships** you have requested.
6. The **MY TOOLS and SETTINGS** bar allows you to view you messages and profile.
7. The **USERS GUIDE** bar allows you to see a guide to navigate the database.
8. Program administrators (center directors) and trainers can request administrative access to the database by clicking **REQUEST ADMIN ACCESS** on the left menu bar. CCAC will act on your request and notify you of your access. Program administrators need access to view the Career Ladder positions of their staff and to validate employment and indicate the funding source for each individual. Trainers need access in order submit their attendance and completion.