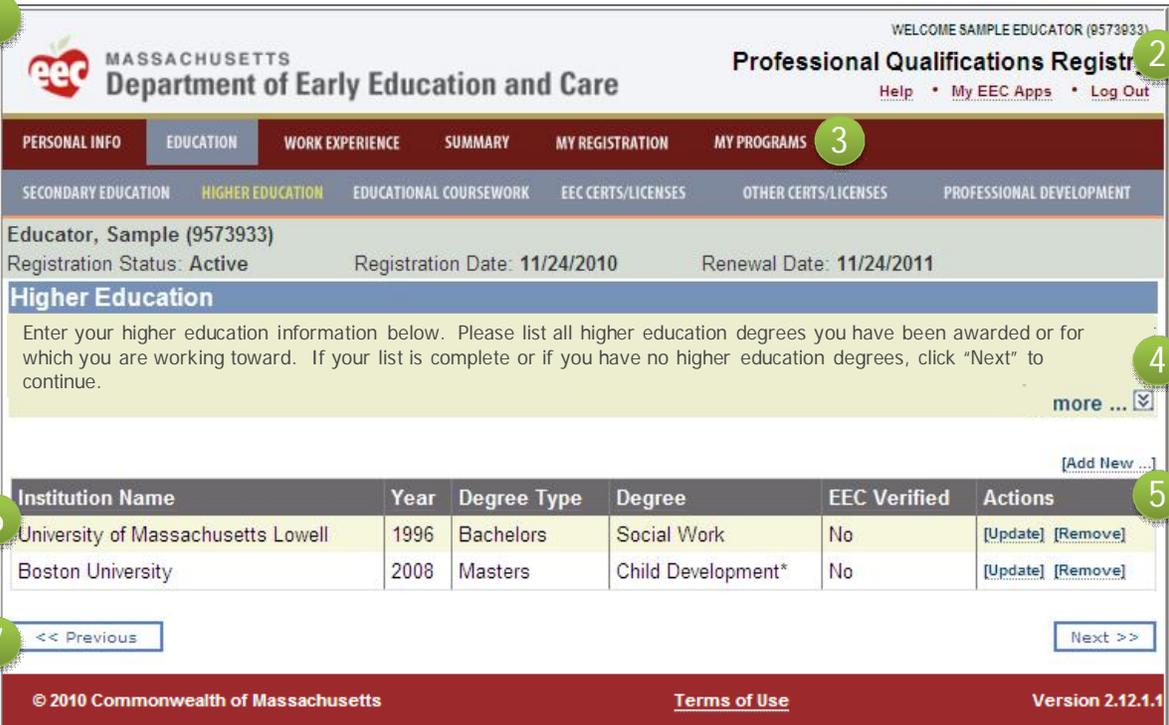# EEC to Release a New and Improved PQ Registry on December 21, 2010

The Department of Early Education and Care (EEC) has implemented numerous improvements throughout the entire EEC Professional Qualifications Registry (PQ Registry) application. Many of these changes are the result of suggestions received from some of the tens of thousands of PQ Registry users. EEC has improved the look-and-feel and usability of the PQ Registry and has expanded online program administration to include programs not licensed by EEC.

EEC is in the final stages of testing this new version of the PQ Registry. This release is being coordinated with the release of the improved EEC Single Sign In (SSI) application. Those applications, together with the other EEC web applications, are scheduled for release on the evening of Tuesday, December 21. SSI and the PQ Registry will be unavailable from Tuesday, December 21 at 5:00 PM until the morning of Wednesday, December 22.

What Has Changed?

Below is a picture of the new EEC PQ Registry Higher Education page with explanations of some of the improvements that will be available to users starting December 22.

1 Improved Usability: EEC improved the look-and-feel and usability of the PQ Registry and is working to standardize the look of its other web applications. The improved Single Sign In (SSI) and the soon-to-be-release Quality Rating and Improvement System (QRIS) share a common look-and-feel with the PQ Registry. EEC has also worked to simplify the user screen, to improve the user experience, and promote the visibility of links and key functions.

2 **Standard EEC Application Header**: The PQ Registry will share a common page header with EEC's SSI and QRIS web applications. These EEC applications will include links on the header to get "Help" and to "Log Out". Additionally, a new function called "My EEC Apps" will allow you to jump back to your list of EEC applications without having to log out and log back in. So, if you are in the PQ Registry and need to review your QRIS application, you can simply click the link for "My EEC Apps" to log into the other application.

3 **'My Programs' Tab for Programs Not Licensed by EEC**: EEC has added the ability for public schools, private schools, and other programs not licensed by EEC to list their staff in the PQ Registry. Programs participating in certain EEC-led initiatives (including QRIS and UPK) will be required to use the PQ Registry as a condition of their participation.

Remember, if you are a program director and you do not see the My Programs tab when you log on, your account has not yet been set up with administrator privileges. Contact the PQ Registry Team at EECPQRegistry@state.ma.us for assistance.

4 **Page Instructions**: EEC has added short and long instructions to each of the main pages of the PQ Registry. The short descriptions are viewable as soon as you access each page. These instructions give you the key information you need to use the page. If you have questions or are looking for additional guidance or tips, click the link for "more" help. The PQ Registry will then display the full set of instructions for this page. Users can use the print function in their browsers for a paper copy of these instructions.

5 **Improved Data Entry**: A key improvement in this release of the PQ Registry is the redesign of how data entry works on pages with long lists (including the Professional Development, Work Experience, Higher Education, and Educational Coursework pages). To add information to these pages, click the "Add New" link. That link will open a short data entry page (like the one shown here) to record your information. Click "save" and your information will appear on your Registry profile. To update or remove information, click the corresponding "update" or "remove" links on the tables that summarize your profile information.
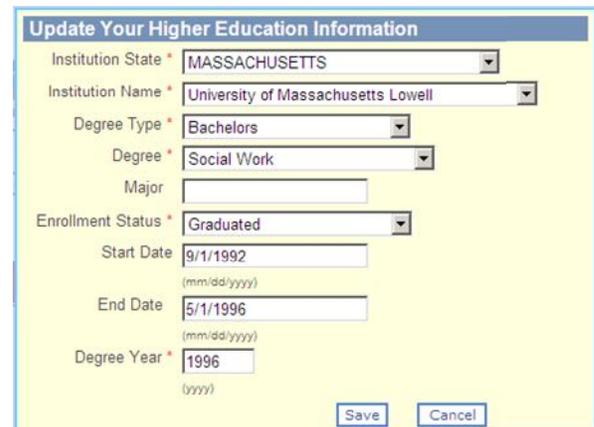
6 **Sortable Tables**: This new release replaces the tables previously used in the PQ Registry with tables that allow the user to sort by each column. Just click on the column header and the table will toggle between sorting A ➔ Z or Z ⬅ A.

7 **Simplified Navigation**: A key change in this release of the PQ Registry simplifies the navigation through the Registry and improves the user's experience in the application. Now, users can quickly move through the simplified pages of their profile by just using the "Next" and "Previous" buttons.

I Am Already Registered. Do I Need to Do Anything?

No. The changes to the PQ Registry are improvements to aid the usability of the application. If you are already registered and your program has already listed their staff on the My Programs page, then you do not need to log back on to the PQ Registry until you have new information (like a new professional development course or a new staff member) to record.

When you do log back on to the PQ Registry, you will do it through the improved Single Sign In application at the same web address you currently access EEC applications (https://www.eec.state.ma.us/SSO/Security/loginUN.aspx). Please see the notice about the new improved Single Sign In (SSI) available on the EEC web site.

What Else Has Changed?

There are many other improvements that users will notice starting December 22. Below is a list of many of the other changes to the application in this release.

- ■ **Educator Requested Improvements**
    - o Added back the US Postal Service address validation for addresses on the Personal Information page.
    - o Masked the educators SSN and state driver's license entirely, even for an educator accessing their own record. SSN and state driver's license will appear as "On file" on the Personal Information page and are still optional.
    - o Implemented ability for users to add additional vocational programs, in addition to those known by EEC, on the Secondary Education page.
    - o Increased the amount of information automatically copied from the EEC Professional Qualifications Calendar when a user searches for and selects a listed PD or training.
    - o Added "owner/licensee" to the Employment Type dropdown on the Work Experience page.
    - o Improved the program (employer) search off the Work Experience page to help users find their EEC licensed program or public school.
    - o Changed Other License or Certificate (e.g., CDA) rules to allow information to be saved without specifying a certificate number.
    - o Changed the "[Maintain]" links on the Summary page to read "[Update]".
    - o Added information to the My Registration page to help users know their previous Registry numbers (prior to merge).
    - o Improved the visibility of the links for the printed educator summary and Registry confirmation.

- ■ **Program Administrator Requested Improvements**
    - o Changed how administrators log on to bypass the Select Organization screen if the administrator only has rights to one organization.
    - o Added ability for an administrator to jump to another organization without having to log out.

- o Aided FCC license holders in listing themselves as staff on the My Programs page when registering.
- o Broadened the scope of educators that appear on the Identify My Staff page for administrators. Now includes individuals that list work experience with the program, regardless of professional certification status.
- o Improved the process for removing staff from the Manage Employees/Volunteers list
- o Added a process to automatically move staff from one program to another upon the merging of their group and school age licenses at renewal.
- o Added a new report of the professional qualifications of all staff within your program (the report will be available to administrators in January).

- ■ **Fixes to Issues Identified in the PQ Registry**
  - o Addressed some log off error messages that could occur when a user had the PQ Registry open for an extended period of time.
  - o Fixed some calculation discrepancies on the My Programs tab for administrators.
  - o Fixed when and how FCC program administrator privileges are assigned to users.
  - o Fixed a scenario where a user could have administrative rights assigned twice to the same SSI account.
  - o Fixed a visual header issue with the Work Experience program (employer) search page.
  - o Fixed the duplicate listing of professional certifications that could occur after a record merge.
  - o Removed spaces from State and Zip fields on the Personal Information page that was causing some problems in entering a new address.
  - o Changed how cities were shown on the Personal Information page, resolving issue where some cities that share zip codes were not showing.
  - o Fixed an issue with the option "None of the Above" for the type of credit hours on the Professional Development page.
  - o Changed merge process so that merged records will be "active" as long as one of the merged original records was "active".
  - o Fixed issue where some individuals working at the "Admin office" were not appearing on the Manage Users page for assignment of administrator rights.
  - o Made some title and label corrections throughout.
  - o Working on process to synchronize new BRC requests with PQ Registry records.

Thank you for registering and for your continued input on how to improve the PQ Registry. If you have any questions or feedback for the PQ Registry, please feel free to email the PQ Registry Team at EECPQRegistry@state.ma.us.