

Join the EEC Professional Qualifications (PQ) Registry Today!

Who should join?

Every educator (teachers, assistants, directors, group leaders, site coordinators and family child care providers) working in family child care, center based care or out of school time care in Massachusetts should join the PQ Registry.

Why do I need to join?

- o EEC regulations for Family Child Care and Large and Small Group Child Care require all educators working in EEC-licensed programs to register annually.
- o The EEC PQ Registry gathers important information about the education and experience of educators working in early education and out of school time. This information will help EEC to provide training and education opportunities that respond to the needs of all educators and programs in Massachusetts.
- o The information learned from the PQ Registry will help EEC advocate for funding to provide additional professional development and to increase compensation for early education and out of school time educators.
- o You must be registered with EEC to take advantage of professional development opportunities (such as training, coursework, or mentoring and coaching) that are funded by EEC.

How can I join?

Step 1: Visit the PQ Registry web site. The PQ Registry web address is:
<https://www.eec.state.ma.us/PQRegistry/>

- o Remember to include the “s” in “https” to get to the secure web site.



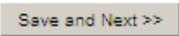
- o Click the link “Click here to login to the Professional Qualifications Registry” at the bottom of the page to get started.

Step 2: Log in with your Single Sign-In (SSI) account or create one. This step is like creating a secure on-line account for electronic bill payment or e-banking and is designed to protect your personal information. Following the instructions on the screen, you will create a user name and a password for your SSI, answer a security question, and create a security phrase. You must provide contact information (address or e-mail), and “click” to accept the terms and conditions of the SSI account. Write down your user name and password and your security information so that you will be able to log in and update your registration when needed.

- o If you already have an EEC Single Sign In account, make sure to use that same account and not create a new account. You can email the EEC Help Desk at EECHelpDesk@massmail.state.ma.us if you have questions about accessing an existing or creating a new SSI account.
- o If you do not see a link to the “Professional Qualifications Registry” on your list of EEC applications after you log on, you can add it by clicking the link “To Add other EEC Applications to your profile, Click here”.
- o Program Directors should create an individual (not shared) SSI account to register their personal information and to maintain the list of their current employees on the My Programs tab.

Step 3: Click the link to access the PQ Registry and enter your personal information.

If your Single Sign In account is already linked to a record of yours in the PQ Registry, you will be brought right into your record. If this is your first time, you will need to enter your name, date of birth, and key identifiers to see if we have any records for you.

- If you have an EEC professional certification, a family child care license, or if your program has already started a record for you, make sure to click the corresponding box and enter the requested information. Otherwise, you may end up creating a duplicate record.
- On the first screen (Personal Information) enter your information in each of the required fields (marked with an asterisk*). When you have finished, write down the Registration Number listed next to your name at the top of the page. Keep this number with your user name, password, and other security information. Then click "Save and Next"  at the bottom of the screen.

Step 4: Enter your educational information. At the top of the screen you will see a bar with several tabs that allow you to choose which kind of educational information you want to enter. (See below.)

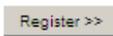
PERSONAL INFO	EDUCATION	WORK EXPERIENCE	SUMMARY	MY REGISTRATION	LOG OUT	
SECONDARY EDUCATION		HIGHER EDUCATION	EDUCATIONAL COURSEWORK	EEC CERTS/LICENSES	OTHER CERTS/LICENSES	PROFESSIONAL DEVELOPMENT
Sample, Educator (9575864)						
Registration Status: Pending		Registration Date:		Renewal Date:		

- If you hold an EEC certification or license, you should see that listed on the "EEC Certs/Licenses" page. If you do not see your professional certification here, you may have a duplicate record. Contact the PQ Registry team at EECPQRegistry@massmail.state.ma.us for guidance.
- If you have a CDA or other license or certification, be sure to include this on the "Other Certs/Licenses" page.
- You only need to enter the professional development you completed in the past three years and the educational coursework directly related to the field of early education and care.

Step 5: Enter employment information. If your time is limited, enter only the information related to your current (or most recent) employer.

- The salary information is collected to assist EEC in advocating for higher compensation for the early education and care workforce. This information can only be seen by you, EEC, and your current employer (and only for work at that employer).
- Remember to include information in all required fields, marked with an asterisk "*".

Step 6: Review your profile information. You can review the information you have entered at any time by clicking on the "Summary" tab.

- You can also print a summary of your information by clicking "Print Summary Info"  at the top of the page.
- If you want to add or correct any information listed, click the "Maintain" link at the proper category and you will be returned to the proper Registry screen for that information.
- When you are satisfied, click "Register"  at the bottom of the screen. The next screen "My Registration" will show your status as "Active". If you have not already done so, click on the link to print your registration confirmation. Share a copy with your employer. That's it! You are registered.

Additional Tips on Using the PQ Registry



Tip 1: Having an EEC teacher certification does not mean that you are registered.

However, if you have previously applied to EEC for professional certification, have a family child care license, or have had your registration started by your employer, provide the information requested at the bottom of the "Create a New Educator Profile" page, and the computer system will save you time by merging the information we have on file for you with your new PQ Registry profile.



Tip 2: If you think you have a duplicate record, EEC can fix it.

It is possible that you could end up with more than one PQ Registry record. Here are some clues that you might have two records:

- You have a different PQ Registry record number than your EEC Professional Certification number.
- You have a different PQ Registry record number than your employer has for you.
- Your employer has your record listed as "pending", but you have a confirmation saying you are "active."
- You can access your PQ Registry information from two different EEC Single Sign In accounts.

If any of these situations applies to you, email the PQ Registry Team at EECPQRegistry@massmail.state.ma.us with your name and Registry number(s) and they will merge your duplicate records.



Tip 3: Enter information the best that you can.

The registry will ask for the dates of your education and training experiences and numbers of certifications or licenses you hold. If you have documentation of this information, gather it before you begin the registration process. If you do not have documentation and don't remember exact dates or license numbers, estimate to the best of your ability. You can always come back later to correct or update information.



Tip 4: Only enter the information that applies to you.

Not everybody will have all of the information recorded in the PQ Registry. If some of the information does not apply to you, just click "Next>>" to skip it. For instance, if you do not have a Higher Education degree, just click the "Next>>" button to move on to the next page. You can always come back later.



Tip 5: Make sure to save your information.

To save the information you have entered on a page, click on the "Save & Next>>" button or "Save & Add More" button on the bottom of the page. To skip a page without entering or changing information, click on the "Next>>" button at the bottom of the page.



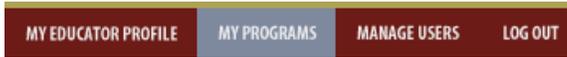
Tip 6: Use the same EEC user account to come back to your record.

To return to your profile at another time (to add more information or update existing information), log in using the same Single Sign In account you used when you first created your record. It is a good idea to write down your user name, password, and security answer so you have it when you need to get back to your record. If you have forgotten your password, you can reset it online. When you do come back using the same user account, just click the link for the "Professional Qualifications Registry" and the system will bring you right into your record.



Tip 7: EEC can set you up to administer your program.

If you are a director of program or responsible for seeing that your staff registers, you will need administrator access to the PQ Registry. If you do not see the "My Programs" tab when you log on, you are not set up as an administrator. Email the PQ Registry Team at EECPQRegistry@massmail.state.ma.us with your name, program information, and EEC program number to request access as an administrator. If you are a licensee administrator for your program, you can set up other administrators for your programs without emailing EEC.



MY EDUCATOR PROFILE MY PROGRAMS MANAGE USERS LOG OUT

Thank you for registering! You're helping us grow the early education and care workforce.