



MASSACHUSETTS  
Department of  
Early Education and Care



# PROFESSIONAL QUALIFICATIONS (PQ) REGISTRY RENEWAL INSTRUCTIONS FOR REGISTRANTS

Release Date: 12/12 /2011

Version 1.0

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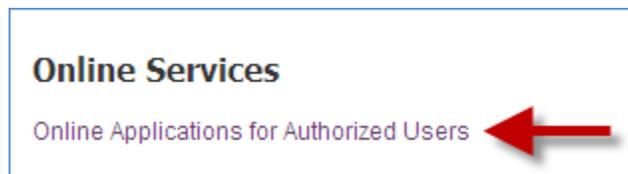
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# SINGLE SIGN IN OVERVIEW

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## Access Single Sign In

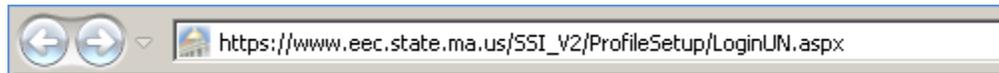
Access to the EEC web-based applications begins at the EEC Single Sign In (SSI) web page. In order to get to Single Sign In, go to the Department of Early Education and Care home page at <http://www.mass.gov/edu/government/departments-and-boards/department-of-early-education-and-care/>.



1. Click the **Online Applications for Authorized Users** link found under the **Online Services** heading. The **Online Applications for Authorized Users** page opens.



2. Click on the **Log in to EEC online applications using Single Sign-in** link to enter Single Sign In where you will be presented with the **Sign In** page.



3. As an alternative, you may enter Single Sign In directly by typing [https://www.eec.state.ma.us/SSI\\_V2/ProfileSetup/LoginUN.aspx](https://www.eec.state.ma.us/SSI_V2/ProfileSetup/LoginUN.aspx) in the address bar of your web browser.

## Sign In as a Returning User

 **MASSACHUSETTS  
Department of Early Education and Care** **EEC Single Sign In**  
[Help](#) • [Contact EEC](#)

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**Message from EEC**  
Below are current announcements from the Department of Early Education and Care.

**PQ Registry Renewal Deadline Extended to 01/01/12 (Message Posted: 12/09/2011):** EEC Regulations require that all educators working with infants, toddlers, preschoolers, or school age children in EEC-licensed settings register in the PQ Registry annually. Renewal dates for educators whose registrations would have expired from June 2011 to December 31, 2011 were extended to January 1, 2012 because the renewal functionality was still in development. That work is now finished and you can renew your PQ Registration as required. If your PQ Registry **Renewal Date** is January 1, 2012, please renew your registration between January 1st and February 3rd 2012. Thank you.

**Sign In**  
Welcome to the Massachusetts Department of Early Education and Care (EEC) Single Sign In application. 'EEC Single Sign In' provides a single, secure point of entry to access EEC's online applications. Enter your username below to sign in.

Username \*

[Forgot your username?](#)

[Do not have an EEC SSI account? Enroll here.](#)

1. Enter your username in the **Username** field.
2. Click on the **Sign In** button. After EEC confirms that the username is an active SSI account, you will be prompted to enter your password on the **Enter Your Password** page to access your EEC web applications.

If you can't remember your username, click on the **Forgot your username?** link and follow the instructions to retrieve it.

## Enter Your Password

**Enter Your Password**

Verify the security phrase displayed below is yours and then enter your password to sign in.

Security Phrase **My cat's name**

Password \*

[Forgot your password?](#)

1. Enter your **Password**.
2. Click the **Sign In** button.

If can't remember the password to your EEC Single Sign In account, you can reset it online. Click the **Forgot your password?** link underneath the **Password** field and follow the directions to retrieve it.



**Tip:** If you cannot retrieve your forgotten username or reset your password online, you can always contact the EEC Help Desk at [EECHelpDesk@massmail.state.ma.us](mailto:EECHelpDesk@massmail.state.ma.us) to request assistance.

## Access Your EEC Applications

When you successfully enter your **Username** and **Password**, Single Sign In brings you to the **Access Your EEC Applications** page. This page contains links to all of your EEC web based applications.



The screenshot shows the EEC Single Sign In page. At the top right, it says "Welcome Susan". The main header includes the EEC logo, "MASSACHUSETTS Department of Early Education and Care", and "EEC Single Sign In". Below the header, there are links for "Help", "Contact EEC", and "Logout". The main content area is titled "Access Your EEC Applications" and contains the text: "Click the link below to access your EEC applications. You can manage your account by using the functions at the bottom of this page." Below this text is a list of links: "Professional Qualifications Registry", "Professional Certification (TQ)", "Background Record Check (BRC) Manager", and "Quality Rating and Improvement System (QRIS) Program Manager". A red arrow points to the "Professional Qualifications Registry" link. At the bottom of the page, there are three buttons: "Add/Remove Applications", "Edit Profile", and "Change Password".

1. Click on the **Professional Qualifications Registry** link to open this web application.

# RENEWAL INSTRUCTIONS

## Renew My Registration

WELCOME SUSAN (9574141)

 **MASSACHUSETTS  
Department of Early Education and Care** **Professional Qualifications Registry**

[Help](#) • [My EEC Apps](#) • [Log Out](#)

**PERSONAL INFO**   EDUCATION   WORK EXPERIENCE   SUMMARY   **MY REGISTRATION**

**Draper, Susan (9574141)**  
Registration Status: **Expired**   Registration Date: 11/8/2011   Renewal Date: 1/1/2012

**Renew My Registration**

Your Professional Qualifications (PQ) Registration is "Expired" because you registered over a year ago. To renew your PQ Registration you must:

1. Read these instructions for completing your registration and then click the **I have read these instructions** checkbox and the **Continue** button to go to the **Educator Profile Summary** page.
2. You must review every page of your Educator Profile to enter and update information as needed especially any new education and work experience. If there are no changes, or the information doesn't apply to you, please go to the next page.
3. Click the **Renew** button after you have reviewed every page.
4. Your PQ Registration will now be listed as "Active". Print confirmation of your registration by following the directions on the **My Registration** page and provide your **Registration Number** to your program administrator if you haven't already done so.

For assistance please email the EEC Help Desk at [EECHelpDesk@massmail.state.ma.us](mailto:EECHelpDesk@massmail.state.ma.us).

*Thank you for your commitment to the children and families of Massachusetts.*

**I have read these instructions.**

If your **Registration Status** is "Expired" because you registered over a year ago, you will see the **Renew My Registration** page when you first enter the PQ Registry. This page contains instructions on how to renew successfully.

1. Read the instructions on the **Renew My Registration** page.
2. Once you have read them, click the **I have read these instructions** checkbox.
3. You may now click the **Continue** button and the **Educator Profile Summary** page opens.
4. If you would like a copy of the instructions on this page, click the **Print Instructions** button to open a printable version.

## Educator Profile Summary



MASSACHUSETTS  
**Department of Early Education and Care**

WELCOME SUSAN (9574141)

**Professional Qualifications Registry (TEST  
- Phase 3)**

[Help](#) • [My EEC Apps](#) • [Log Out](#)

PERSONAL INFO
EDUCATION
WORK EXPERIENCE
SUMMARY
MY REGISTRATION

Draper, Susan (9574141)

Registration Status: Expired      Registration Date: 10/1/2010      Renewal Date: 10/1/2011

### Educator Profile Summary

Below is a summary of your information in the information. Click the 'Print Summary' link to p Registry information, review the information be

[<< Previous](#)

Print Summary 

add or change your not yet submitted your of this page.

[read more](#) 

[Next >>](#)

To navigate to the 8 pages in your Educator Profile you may:

- 1) Click on the menu links in the top navigation bar.
- 2) Click on the page links in the **Track My Registration Progress** grid.
- 3) Click on the **Review** links found next to the page titles listed on the **Educator Profile Summary** page.

### Track My Registration Progress

You cannot complete your registration until you information especially any new education or wo update your **Registration Status** to "Active". Green check marks track every page you have visited.

Page	Reviewed	Page	Reviewed
<a href="#">Personal Information</a>	✔	<a href="#">EEC Certificates and Licenses</a>	
<a href="#">Secondary Education</a>		<a href="#">Other Certifications and Licenses</a>	
<a href="#">Higher Education</a>		<a href="#">Professional Development</a>	
<a href="#">Educational Coursework</a>		<a href="#">Work Experience</a>	

Personal Information
[Review]

Name: Susan Draper      Former Last Name:

Registration Number: 9574141

Address(s): Home - 51 SLEEPER ST, BOSTON, MA 02210-1276

Phone Number(s):

Email: sdraper@yahoo.org

Because your **Registration Status** is "Expired", you will see that the **Educator Profile Summary** page has a **Track My Registration Progress** section displayed under the page instructions. Within it is a grid that lists the eight web pages that comprise your Educator Profile. As you visit each page a green checkmark will appear in the **Reviewed** column next to the corresponding page name.

1. Visit each page in order to renew your registration and update it as appropriate with any missing or new information. There are four different ways you can do this which are as follows:
  - Navigate to the desired page from the menu link in the top navigation bar.

Please note that the **Education** menu link opens a sub-menu with links to the six pages in your Educator Profile that relate to your education, coursework, certificates, licenses and professional development.

PERSONAL INFO	EDUCATION	WORK EXPERIENCE	SUMMARY	MY REGISTRATION		
SECONDARY EDUCATION	HIGHER EDUCATION	EDUCATIONAL COURSEWORK	EEC CERTS/LICENSES	OTHER CERTS/LICENSES	PROFESSIONAL DEVELOPMENT	

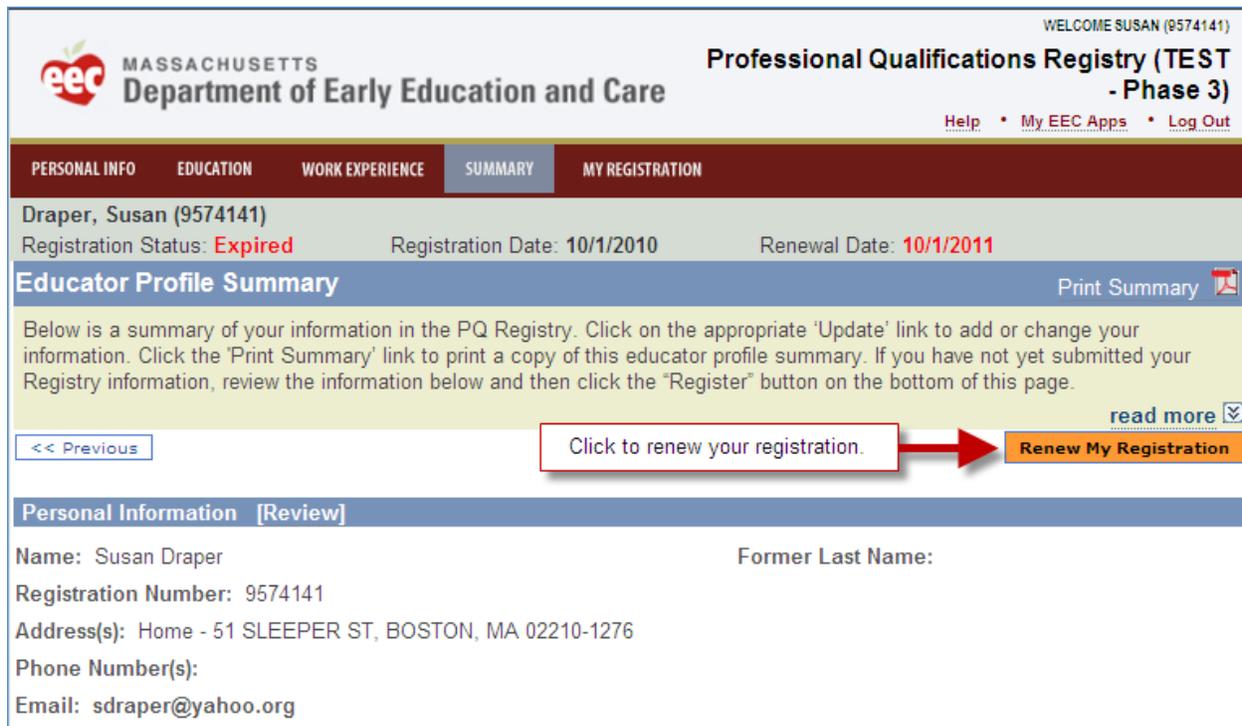
- Click on the name of the page you want to visit in the **Page** column in the **Track My Registration Progress** grid.
- Click on the **Review** link next to a page title to open the corresponding page. The **Educator Profile Summary** page displays a summary of data from each page in your Educator Profile.
- Click on the **Save & Next** or the **Next** buttons as applicable in the bottom right corner of a page to navigate to the next logical page within your Educator Profile.

Save & Next >>

Next >>



**Important:** As part of the renewal process you must review every page of your Educator Profile to update information. If you have no changes, or the page is not applicable to you, please continue to the next page.



WELCOME SUSAN (9574141)

**Professional Qualifications Registry (TEST - Phase 3)**

[Help](#) • [My EEC Apps](#) • [Log Out](#)

PERSONAL INFO EDUCATION WORK EXPERIENCE **SUMMARY** MY REGISTRATION

Draper, Susan (9574141)  
Registration Status: **Expired** Registration Date: 10/1/2010 Renewal Date: **10/1/2011**

**Educator Profile Summary** [Print Summary](#)

Below is a summary of your information in the PQ Registry. Click on the appropriate 'Update' link to add or change your information. Click the 'Print Summary' link to print a copy of this educator profile summary. If you have not yet submitted your Registry information, review the information below and then click the "Register" button on the bottom of this page.

[read more](#)

[<< Previous](#) [Click to renew your registration.](#) [Renew My Registration](#)

**Personal Information** [\[Review\]](#)

Name: Susan Draper Former Last Name:  
Registration Number: 9574141  
Address(s): Home - 51 SLEEPER ST, BOSTON, MA 02210-1276  
Phone Number(s):  
Email: sdraper@yahoo.org

After you have visited every page in your Educator Profile, the **Track My Registration Progress** grid is no longer visible on the **Educator Profile Summary** page. You will now see that the **Renew My Registration** buttons are displayed above the **Personal Information** section and below the **Work Experience** section on the page.

1. Click either **Renew My Registration** button to finish the renewal process. You will then be navigated to the **My Registration** page.

## My Registration

WELCOME SUSAN (9574141)

 MASSACHUSETTS  
**Department of Early Education and Care**

**Professional Qualifications Registry**

[Help](#) • [My EEC Apps](#) • [Log Out](#)

PERSONAL INFO   EDUCATION   WORK EXPERIENCE   SUMMARY   **MY REGISTRATION**

Draper, Susan (9574141)

Registration Status: **Active**   Registration Date: 12/8/2011   Renewal Date: **12/8/2012**

**My Registration**   [Print Registration Confirmation](#)

Below is your current Professional Qualifications Registry status. Click the 'Print Registration Confirmation' link to share your registration with your employer. [read more](#)

**Congratulations, you are registered in the EEC Professional Qualifications Registry. Below is key information about your registration.**

Registration Number   **9574141**

Registration Date  

Registration Status  

Renewal Date   12/8/2012

Below are the program(s) currently listing you as an educator. If you do not see your current program below, your program's administrator has not yet listed you. Please contact the program if there is a question about your status with that organization.

**No** program has listed you as an active employee in the PQ Registry

[Click here to print registration confirmation](#) to share with your current employer so they can list you as a registered educator.

If you no longer wish to stay on the EEC Professional Qualifications Registry, [click here to inactivate your profile](#).

If you are the director of a program or are otherwise responsible for listing a program's staff on the PQ Registry and do not see the "My Program" tab, email the EEC PQ Registry team at [EECHelpDesk@massmail.state.ma.us](mailto:EECHelpDesk@massmail.state.ma.us) to request access.

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Since you have finished your PQ Registry renewal, the **Registration Status** is now displayed as "Active", your **Renewal Date** has been updated and these fields are no longer displayed in red.

***Congratulations! You have successfully renewed your registration.***

1. Click the **Click here to print registration confirmation** link to open the **Professional Qualifications Registration Confirmation** report. Print a copy if you would like to have it for your records. You are also encouraged to print another copy to give to your current employer as proof that you have renewed your registration.

## Professional Qualifications Registration Confirmation

 <b>MASSACHUSETTS Department of Early Education and Care</b>	Deval L. Patrick, Governor Sherri Killins, Commissioner
<b>Early Education and Care Professional Qualifications Registration Confirmation</b>	
Registrant Information: Susan Draper 51 SLEEPER ST BOSTON, MA 02210-1276	Registration Number (Status): 9574141 (Active)
Registration Date: December 12, 2011	Renewal Date: December 12, 2012
<p>This registration is valid for one year from the above Registration Date and is not transferable. The educator has affirmed information provided to the Professional Qualifications (PQ) Registry is accurate; unless otherwise noted, this information has not been verified by EEC.</p> <p><i>Neither being listed in the PQ Registry nor this notice constitutes an EEC Professional Certificate attesting to the individual's qualifications or an EEC license to provide early education and care.</i></p>	

### Instructions for Educators

- Please share this notice with your current employer(s) so they may properly list you among the active educators working in their program.
- Periodically update you registration information to keep your Professional Profile current.
- Save a printed copy of this confirmation for your records. Make note of your Registration Number and EEC Single Sign In username and password (if you have one) to access your information at a later date.

### Instructions for Employers

If this educator is not already listed as a staff member of your program, you may add them to your employee/volunteer list by clicking the "Record an Employee/Volunteer Registration" link on your "My Programs" page in the PQ Registry. Enter the information exactly as stated below to add this educator as a current staff member. *You must be an approved program user to manage your program's staff in the PQ Registry.*

Last Name: Draper

Date of Birth: 1/1/1980

Registration Number: 9574141

Under 606 CMR 7.09(4), it is the responsibility of programs/providers licensed by EEC as family child care, small group and school age, and large group and school age programs to maintain a complete staff listing in the PQ Registry and to assure that employees/volunteers register as required. Programs not subject to EEC licensure may also need to register their staff if it is required by their participation in an EEC funded contract, grant or initiative.