

Early Childhood Workforce Registry

Organization Guide

July 2025

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Early Childhood Workforce Registry

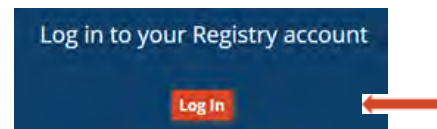
How to Create an Organization Account

An organization account is your Registry business account. Organization accounts are for licensed direct-care programs as well as Pre-K, after school programs, early childhood service providers, training organizations, Tribal entities, and others involved in the field of early care and education.

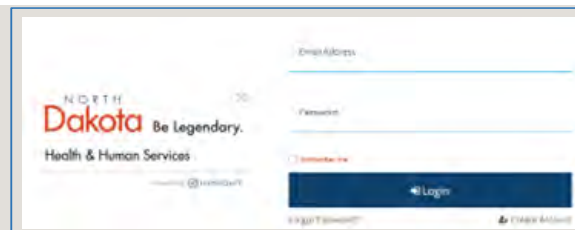
With an organization account, you can track your employees' training and easily provide information to your licenser at renewal time. It also allows access to apply for initiatives, such as Bright & Early ND and North Dakota grants.

Organization accounts are linked to and accessed from an individual account so you must first have an Individual Account in the Registry.

1. Go to hhs.nd.gov/ec-registry and select Log In.




2. Log in with the email address and password for your individual account.

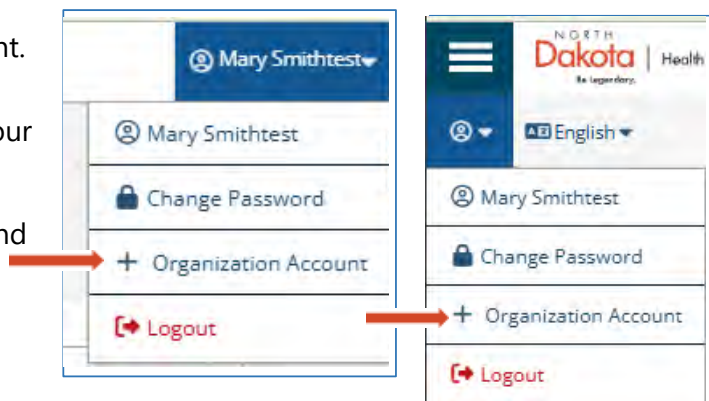


Account Name

Account Name

3. You will create an Organization Account from your Individual Account.

Open the drop-down menu below your name or  in the upper right corner of your individual account (or below the 3 white lines on the left) and select **+Organization Account**.



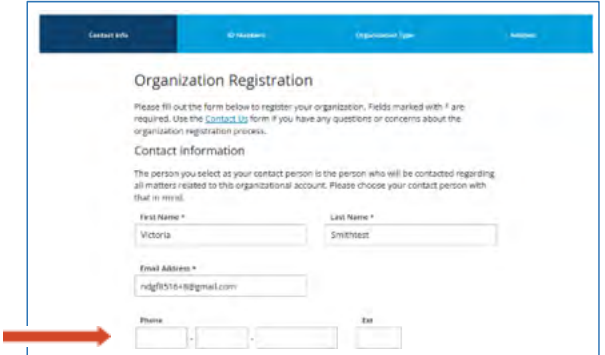
4. Select Create Profile.

Tip: Do not enter an organization ID in the look up.

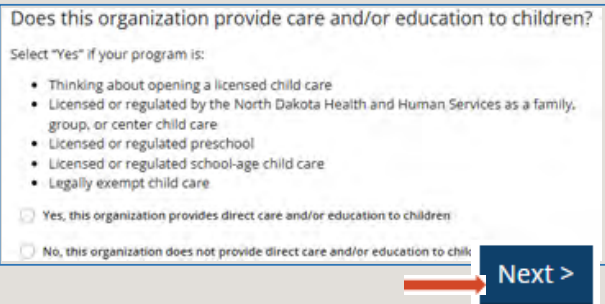
The screenshot shows the 'Organization Account Lookup' form. It has a title 'Organization Account Lookup' with a magnifying glass icon. Below the title is a message: 'Please enter the organization ID to request access to the organization profile. This is not a license number.' There is a text input field labeled 'Organization ID' with a placeholder 'Enter the Organization ID'. A red 'X' icon is over the input field, and a red 'Required' label is to its right. Below the input field is a 'Find Profile' button. Further down, there is a section titled 'Need a New Organization Profile?' with a message: 'If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.' Below this message is a 'Create Profile' button. A red arrow points to the 'Create Profile' button.

5. Your name and email address will appear in the Contact Information boxes. Check this information and enter a phone number.

NOTE: For programs not yet licensed or thinking about becoming licensed go to: Start Child Care: [Page 15](#)

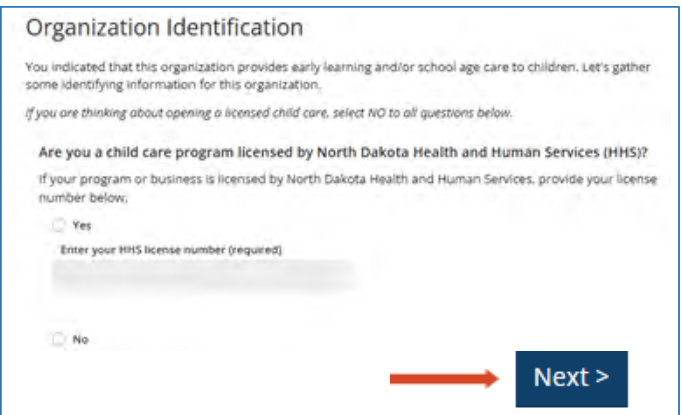
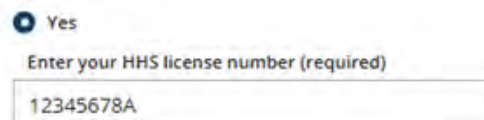
The screenshot shows the 'Organization Registration' form. It has a title 'Organization Registration'. Below the title is a message: 'Please fill out the form below to register your organization. Fields marked with * are required. Use the Contact Us form if you have any questions or concerns about the organization registration process.' There is a section titled 'Contact Information' with a message: 'The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.' There are two text input fields for 'First Name' and 'Last Name'. The 'First Name' field contains 'Victoria' and the 'Last Name' field contains 'Smithson'. Below these fields is an 'Email Address' field with a placeholder 'rdgflst514@gmail.com'. Below the email field is a 'Phone' field with a placeholder '1-800-555-1234' and an 'Ext' field with a placeholder '1234'. A red arrow points to the 'Phone' field.

6. Answer the question about care and/or education, and then select Next. Training Sponsors should select No.

The screenshot shows a question: 'Does this organization provide care and/or education to children?'. Below the question is a message: 'Select "Yes" if your program is:'. There is a list of options: 'Thinking about opening a licensed child care', 'Licensed or regulated by the North Dakota Health and Human Services as a family, group, or center child care', 'Licensed or regulated preschool', 'Licensed or regulated school-age child care', and 'Legally exempt child care'. There are two radio buttons: 'Yes, this organization provides direct care and/or education to children' and 'No, this organization does not provide direct care and/or education to children'. A red arrow points to the 'Next >' button.

7. If you indicate that your organization provides direct care and/or education to children, enter your HHS child care license number, and answer the questions about Head Start, school districts, and Tribal grantee. **Tip:** Enter the license number without dashes or spaces. Example: 12345678A

Complete each section and then select Next.

The screenshot shows the 'Organization Identification' form. It has a title 'Organization Identification'. Below the title is a message: 'You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization.' There is a message: 'If you are thinking about opening a licensed child care, select NO to all questions below.' There is a section titled 'Are you a child care program licensed by North Dakota Health and Human Services (HHS)?' with a message: 'If your program or business is licensed by North Dakota Health and Human Services, provide your license number below;'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the 'Yes' radio button is a text input field labeled 'Enter your HHS license number (required)'. The input field contains '12345678A'. A red arrow points to the 'Next >' button.This is a close-up of the 'Enter your HHS license number (required)' input field. The field contains the text '12345678A'.

8. If your organization is not a direct care or education program, you'll be asked to select your Organization Type. Choose a type from the list.

The screenshot shows a form titled "Organization Type". Below the title is the instruction "Please indicate your organization's primary purpose". There are two dropdown menus, both currently showing "-- Select Type From List --". The second dropdown menu is open, showing two options: "Start Child Care" and "Unidentified Direct Care Program".

9. Optional: Indicate if your organization wants to sponsor training.

The screenshot shows a checkbox labeled "Training Sponsor Organization". Below the checkbox is the text: "Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system."

10. Direct care and/or education programs will have the option of adding a program accreditation.

Choose an option from the drop-down menu. Select Add.

The screenshot shows a form titled "Program Accreditation". Below the title is the instruction "Select the accreditations your program holds". There is a dropdown menu showing "-- Select Accreditation --" and an "Add" button. The dropdown menu is open, showing a list of accreditation options: "Council on Accreditation (COA) Accreditation", "Head Start Grantee", "Head Start Site", "National Accreditation Commission (NAC) Accreditation", "National Association for the Education of Young Children (NAEYC) Accreditation", and "National Association for Family Child Care (NAFCC) Accreditation".

Complete the information and select Next.

The screenshot shows a form titled "Council on Accreditation (COA) Accreditation". It contains three input fields: "ID Number" with the value "123456", "Effective Date" with the value "01/01/2025", and "Expiration Date" with the value "12/31/2025". There is a "Next" button at the bottom right.

11. Direct care and/or education programs will be asked to provide information on Program Enrollment, Classroom Enrollment, and the number of children with high needs who are served by the program. This information can be updated as needed.

The screenshot shows a form titled "Program Enrollment". Below the title is the instruction: "Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. After entering the total number of high needs children in each age group, you'll be asked how many children meet each particular high needs criteria. Because one child may have more than one need, the detailed numbers will not necessarily add up to the total number of high needs children. However, if you report any high needs children, you must provide a number greater than zero in at least one high needs category." Below the instruction are two input fields: "Number of Classrooms / Groups" and "Total Number of Children Enrolled" with the value "0". Below these are two rows of input fields for "Infants (0-17 months)" and "Toddler (18-35 months)". Each row has two fields: "High Needs" and "High Needs" with the value "0".

12. Direct care and/or education programs must select when the program is open and serving children. This information is required.

Information on transportation may be entered. Then select Next.

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Do you offer transportation for children?

☐ No Transportation Provided

☐ Transportation Provided

☐ Walking Distance to School

☐ On School Transportation Route

☐ Near Public Transportation

Additional Details

Next

13. On the last page of the Organization Account, enter or verify the organization's name, address, and phone number.

Select your communication preferences, and select Submit.

Contact Info ID Numbers Organization Type Enrollment Address

Organization Address

Organization Name *

Children Daycare

Physical Address

Country *

United States

Address *

Apt/Suite #

Communication Preferences

The Registry sends periodic communications.

☐ Unsubscribe
You will not receive informational emails from the Registry, but you will continue to receive emails regarding your account.

☒ Subscribe
You will receive informational emails from the Registry in addition to emails regarding your account.

Email Communication Language

English

Submit

Return to your account.

✓ Your application has been submitted for review.

Thank You For Registering Your Organization!

Your application has been submitted for review. You will be notified via email when you are approved. You will then be able to access the organization maintenance features, and begin entering training events if you are registering as a sponsor organization.

The approval process may take ten business days. If you have any questions, or do not hear from us within ten business days, please use the [Contact Us](#) form to request assistance.

Return to My Profile

Congratulations! You've created your Organization Account. The Registry will review your information and may contact you to verify it. You will be notified once your account is approved and ready use.

How to Use and Manage the Organization Account

Access the organization account from your individual account:

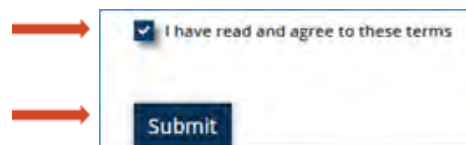
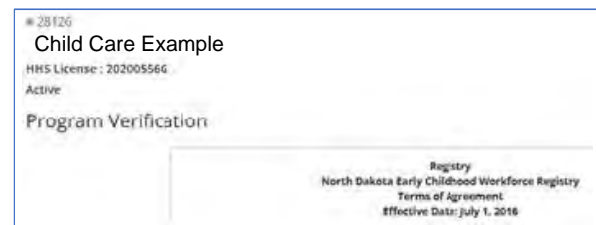
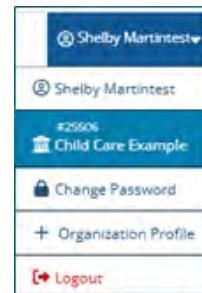
Log in to your individual account. To access the organization account use the drop-down menu below your name at the top right or under the 3 white lines on the left.

If you have multiple organizations, you will have My Organizations. Select My Organizations to see the list of organizations and then choose the one you want to view.

You may need to read and agree to the terms and conditions if this is the first time you have accessed the account or if you have not accessed it for a while.

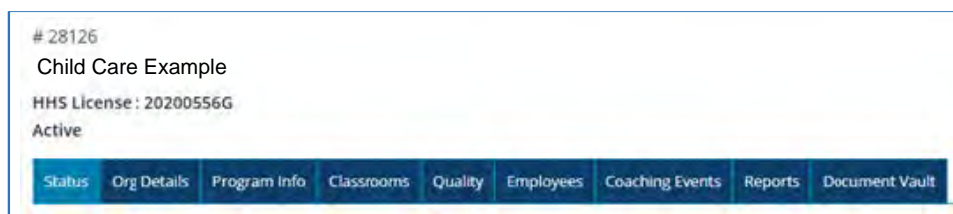
Select Submit after checking the box.

If you are the Account Owner, you will be prompted to complete the [Monthly Organization Profile Review](#) every 30 days.



Overview

The account is organized under several tabs. The organization ID number and name of the business are displayed at the top. If the organization has connected to an HHS license, that will also be displayed.



Organization Account Tabs:

- **Status** - contains information about the organization such as license number, associations with school districts or Head Start, and possibly a Training Sponsor Agreement.
- **Org Details** - has contact information and addresses.
- **Program Info** - lists any designations.
- **Classrooms** - shows the licensed capacity and the enrollment, plus the number of children in each age group. Classrooms can be set up with teachers, ages, and more.
- **Quality** – this information has moved to the Quality Dashboard in the left menu.
- **Employees** - has a list of current employees. A list of previous employees is also available.
- **Coaching Events** – shows Coaching activities the program has received.
- **Reports** - has the Facility Staff Report where you can view and save or print current employees' HHS Licensing Training Records.
- **Document Vault** – documents can be uploaded here for requirements for participation in various quality and other programs.

Status Tab

The status tab has HHS license information. Licenses are automatically updated for renewals when the number and type remain the same.

If the license number or type of license changes, follow the instructions on [page 18](#).

If you are a training sponsor, the Approved Sponsor Agreement dates will show.

If you are neither a licensed child care program or a training sponsor, it will only show Not a Licensed Early Care Provider.

28126

Child Care Example

HHS License : 20200556G

Active

Status	Org Details	Program Info	Classrooms	Quality	Employees	Coaching Events	Reports	Docu
Program Identification Numbers Add New								
Type	GROUP CHILD CARE HOME							
Effective Date	3/24/2025 - 3/23/2026							
Status	Active							
HHS License	20200556G							

Training Sponsor Details

Approved Sponsor Agreement (ASA) Edit Delete New

Agreement Date	1/22/2025
Expiration Date	1/22/2027

Program Identification Numbers

Not a Licensed Early Care Provider

Org Details Tab

Contact information, communication preferences and addresses can be updated here.

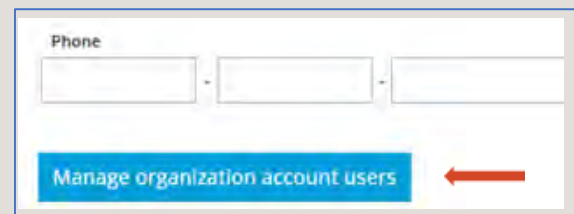
The contact information can be anyone you choose but any Registry system-generated emails will be sent to the account owner.

The **account owner** is the person who created the organization account. The account owner will have a 'Manage organization account users' button available. **Only the Account Owner** will see this button. Only one account owner can be designated.

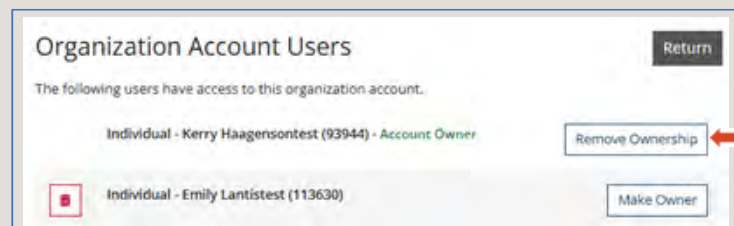
Note: If a account owner leaves the organization **call the Registry** for assistance.

Manage Organization Account Users

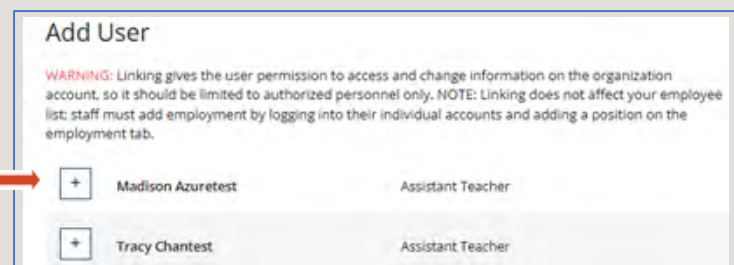
Select the Manage organization account users button to add or remove organization account users. Account users can access and edit all tabs and information in the account, except they cannot manage other account users.

A screenshot of a web interface showing a 'Phone' field with three input boxes separated by dashes. Below it is a blue button labeled 'Manage organization account users'. A red arrow points to the button from the right.

The top section lists the current account users and the bottom section lists the verified, current employees. Use the red trash can icon to remove users. The current Account Owner can make another user the account owner by selecting the Make Owner button. Once they do, they *immediately* lose access to the account users' page.

A screenshot of the 'Organization Account Users' section. It shows a list of users: 'Individual - Kerry Haagensontest (93944) - Account Owner' and 'Individual - Emily Lantistest (113630)'. There is a 'Return' button in the top right. For the first user, there is a 'Remove Ownership' button. For the second user, there is a 'Make Owner' button. A red arrow points to the 'Remove Ownership' button.

Verified employees are listed in the lower section. An employee can be added as an account user by selecting the + icon next to the person's name.

A screenshot of the 'Add User' section. It contains a warning message: 'WARNING: Linking gives the user permission to access and change information on the organization account, so it should be limited to authorized personnel only. NOTE: Linking does not affect your employee list: staff must add employment by logging into their individual accounts and adding a position on the employment tab.' Below the warning is a table with two rows. The first row has a '+' icon, the name 'Madison Azuretest', and the role 'Assistant Teacher'. The second row has a '+' icon, the name 'Tracy Chantest', and the role 'Assistant Teacher'. A red arrow points to the '+' icon in the first row.

Select Return when changes are complete.

Note: an individual may request access to the organization account by selecting +Organization in their personal account. The organization account owner will receive this request and either approve or ignore the request. Be sure this is someone you want to have access to the organization before approving the request. Approving someone as an account user will not add them as an employee.

Program Info Tab

Any designations, such as NAEYC accreditation, can be added here by selecting the +Designation button, choosing a designation from the list, and completing the information. Documentation of the designation will need to be uploaded.

About Us is where you enter a program description and information. The information will be displayed for parents who are using the Resource and Referral tool.

Select Edit to make changes.

The screenshot shows the 'Program Info' tab selected in the top navigation bar. Below the navigation bar, there are two tabs: 'Designation' and 'About Us'. The 'Designation' tab is active, displaying a '+ Designation' button. A dropdown menu is open, showing a list of designations: 'Designation --', 'Council on Accreditation (COA) Accreditation', 'Head Start Grantee', 'Head Start Site', 'National Accreditation Commission (NAC) Accreditation', 'National Association for the Education of Young Children (NAEYC) Accreditation', and 'National Association for Family Child Care (NAFCC) Accreditation'. The 'About Us' tab is also visible, showing an 'Edit' button. Below the 'About Us' tab, there is a text area for describing the program.

Classrooms Tab

Available to child care programs only.

The licensed capacity is provided to the Registry from HHS licensing. The number of classrooms and children can be edited by the organization. Select Edit and make any changes needed.

Transportation for children and the Director of Record (or Licensee/Owner) and Classrooms (or Classrooms/Groups) can be set up. Select Edit and update as needed and enter the director's or licensee/owner's information.

Select Add to set up individual classrooms with teachers and children.

The screenshot shows the 'Classrooms' tab selected in the top navigation bar. Below the navigation bar, there are two tabs: 'Program Enrollment' and 'Transportation'. The 'Program Enrollment' tab is active, displaying a table with the following data:

Program Enrollment			
Licensed Capacity	16		
Number of Classrooms / Groups	1		
Number of Children Enrolled	0		
Infants (0-17 months)	0	High Needs	0
Toddler (18-35 months)	0	High Needs	0

An 'Edit' button is located to the right of the table. Below the table, there is a section titled 'Do you offer transportation for children?' with the following options:

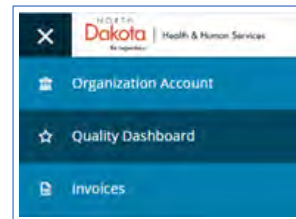
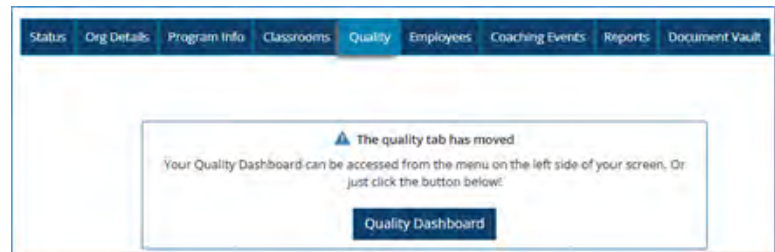
- ☒ No Transportation Provided
- ☐ Transportation Provided:
- ☐ Walking Distance to School
- ☐ On School Transportation Route
- ☐ Near Public Transportation

Below the transportation options, there is a section titled 'Licensee/Owner' with a text input field and an 'Edit' button. Below the 'Licensee/Owner' section, there is a section titled 'Classrooms / Groups' with a 'Show' button and an 'Add' button.

Quality Tab

The Quality Tab has moved to the left menu under Quality Dashboard.

This for quality improvement and is where you apply for Bright & Early and other state programs and initiatives.

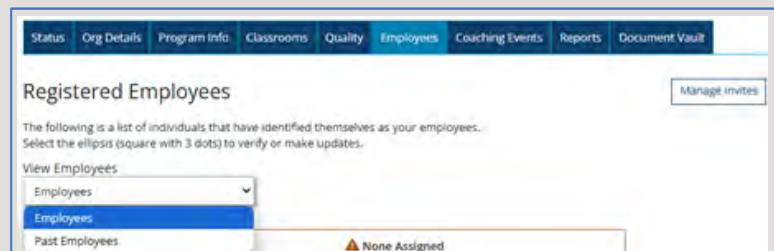


Employees Tab

Employees are listed here. Employees can add your organization as their employer from their individual profiles or an invite can be sent from the organization.

[See: How to send Employee Invite](#)

Once the employee appears on the list you will need to review and approve or deny them. Use the drop-down menu to view past employees and return to current employees.



Column Headers:

- Date is the employment start date
- Career Pathway Placement is the person's current pathway placement
- Current Status is the Registry membership status and date of expiration
- Status is the employee's employment verification status


Status	Org Details	Program Info	Classrooms	Quality	Employees	Coaching Events	Reports	Document Vault
Registered Employees								
The following is a list of individuals that have identified themselves as your employees. Select the ellipsis (square with 3 dots) to verify or make updates.								
View Employees								
Employees								
ID	Name	Title	Date	Career Pathway Placement	Current Status	Status		
107897	Baaronstest, Stephanie	Teacher	5/5/2022 - Present			Self Reported	...	
13408	Bernsteintest, Amy	Teacher	4/6/2012 - Present	Not Placed	Expired - Expires 5/31/2025	Verified by Program	...	

If the Career Pathway Placement and Current Status columns are blank, the employee only partially completed a Registry membership application. They may have saved their information after entering their employment but did not complete and submit the application. They will be listed in the employee section but their HHS Licensing Training record will not be accessible from the Facility Staff report. The employee will need to complete and submit their Registry membership application.

Select the ellipsis (blue square with 3 dots) to verify self-reported employees.

If an employee leaves the organization, an end date can be entered to end their employment.

Note: If the employee is also an account user their access should be removed when they are no longer employed.

ID	Name	Title	Date	Career Pathway Placement	Current Status	Status
89075	Smithtest, Mary	Family/Group Lead Caregiver	2/1/2024 - Present	Category H	Current- Expires 6/30/2026	Self Reported 

Review the employment information and complete all the required fields.

Employment Information

Title

Family/Group Lead Caregiver

Is this your primary employment?

☒ This is my primary employment
 ☐ Not my primary employment

Age of Children

☐ Infants (0-17 months)
 ☐ Toddler (18-35 months)
 ☒ Three Year Olds (starting at 36 months)
 ☒ Four Year Olds (starting at 48 months)
 ☒ Five Year Olds (starting at 60 months)
 ☐ Elementary (6 thru 11 years)
 ☐ Adults

Start Date

02/01/2024

End Date

Enter Employm

Hours per Week

40

Months Per Year

12

Compensation

☒ I receive an hourly wage
 ☐ I receive an annual salary
 ☐ I do not wish to provide this information

Hourly Wage

\$

Effective Date

mm/dd/yyyy

Select a verification status from the drop-down menu.

Select Update.

Verification Status

Status

Make a selection

Make a selection

Verified by Program

Reviewed/Not Verified

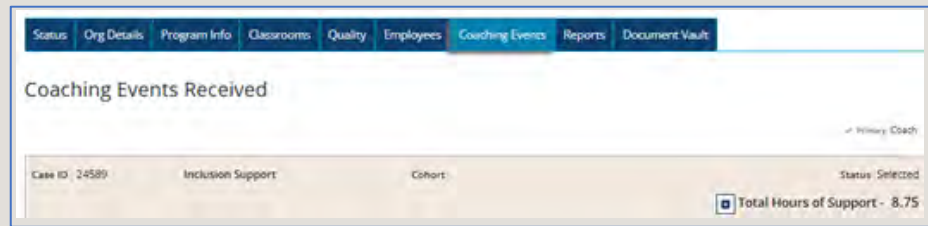
Denied

Update

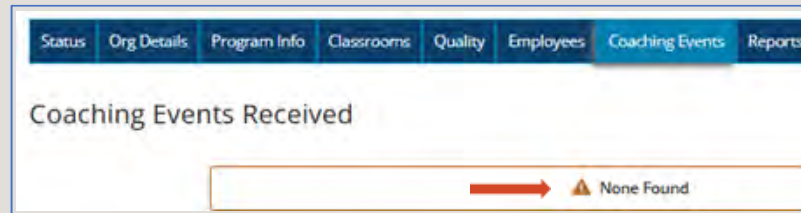
Review and update the employees regularly to keep the account current.

Coaching Events Tab

If your organization is participating in Bright & Early or other state programs, events will be listed here.



Otherwise, it will display None Found.

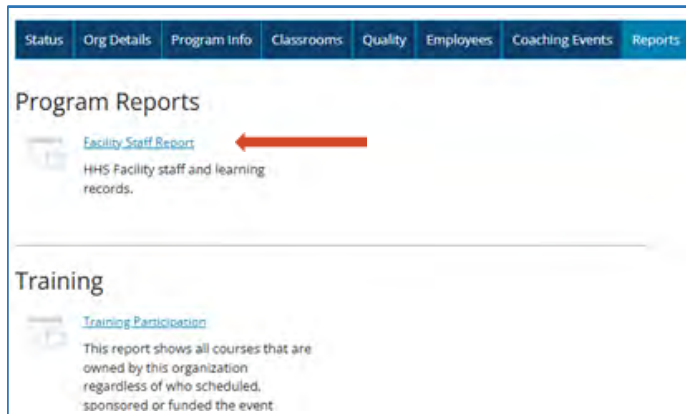


Reports Tab

Several reports are available. The **Facility Staff Report** lists current employees and allows access to their HHS Licensing Training Record. The **Training Participation** report has information on training events sponsored by the organization. **Quality Reports** show indicators for Bright & Early steps.

Select the **Facility Staff Report** to view your staffs' information.



Employees must be verified and have a current Registry membership to access to the training record.



Report Column Headers:

- Verification Status is employment verification
- Career Pathway is the employee's current pathway placement.
- Membership Status is the employee's current Registry membership status.
- Expiration Date is the employee's Registry membership expiration.
- Last Submit is the employee's most recent membership application date.
- Getting Started Completion shows date of training completion.

If Verification Status is Self-Reported and/or the Career Pathway is Level Not Awarded & Membership Status is blank, or the Expiration Date is shown in red, the training record cannot be accessed. The employment will need to be verified on the Employees tab and/or the employee may need to submit or renew their Registry membership.

Facility Staff				Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.						
Facility ID	30900747C		Class	Child Care Center		Start Date	4/30/2025			
Facility	Test Child Care Center		Contact	Joleen Winson		Expires	4/29/2026			
	1042 14th Ave E			(701) 541-1405		Status	Active			
	West Fargo ND 58078		County	Cass						
Current Staff ID	Name	Position	Employment Start Date	Verification Status	Career Pathway	Membership Status	Expiration Date	Last Submit	Employment End Date	Getting Started Completion
101473	Anderson, Amelia	Teacher	5/1/2024	Verified by Program	Category A	Current	11/30/2025	11/5/2024		09/28/2023
119195	Barton, Clara	Assistant Teacher	4/24/2025	Verified by Program	Not Placed	Current	4/30/2026	4/24/2025		
105814	Bernard, Rose	Teacher	8/6/2024	Verified by Program	Category A	Current	6/30/2025	6/15/2024		10/12/2021
117804	Hinkley, McKinzie	Aide/Float	3/11/2025	Self Reported	Level Not Awarded					
109980	Espinoza, Paige	Assistant Teacher	5/13/2024	Verified by Program	Category A	Expired 	4/30/2025	4/26/2024		01/02/2023

Larger programs may have more than one page on the report. Use the small blue arrows at the top of the page to see more employees.



Hover over the person's name to see a message regarding their status. Select either their name or ID number to view their training record.

89866	Simons, Dustin	Teacher	3/2/2020	Verified by Program	Category E	Current	11/30/2021	11/2
Current Staff Count: 6		Click to view Licensing Learning Record.						
This report shows all staff with a Discipline employment record at the requested facility. This report shows all staff with a Discipline employment record at the requested facility. Click								

102101	Kressin,	Individual is not a current member or has not submitted a new/renewing membership application or this employment record has not been verified.						
19278	Locant, Jeremy	Program Director	3/2/2020	Verified by Program	Category E	Current	11/30/2021	11/2/2020

The training record can be printed or saved as a pdf.

The **Training Participation** report will give results only for approved training sponsor organizations.

Training Starting From:
Training Starting To:

Event Status:
Self Paced:

1 of 1
Find | Next

Training Registration and Participation

Course ID
Event ID
Title
Trainer Name

of Events: 0

Parameters
Event Status 3

This report shows all events that began within a date range where this organization includes training, organization, location, registration, and attendance details.

Event Status: This defaults to 'Accepted' and 'Completed'. You can change this to view events in other statuses. For instance, 'Cancelled' to see those events that you had to cancel. Training Starting From/Starting To: These two parameters describe the date range you want to view. The report will show all events that started within that range. Most events begin and end on the same day. Be aware that multi-day events will only appear if they began within the date range.

This report is meant to be both a predictor and a summary of the number of participants and trainings provided.

- To view upcoming events and monitor registration set your dates in the future.
- To get counts of events and participants set your dates in the past and the status to 'Completed'. For accurate counts, do not include other statuses.

County
Region
Capacity
Participants
Available
Verified Participants
Hours
Event Status

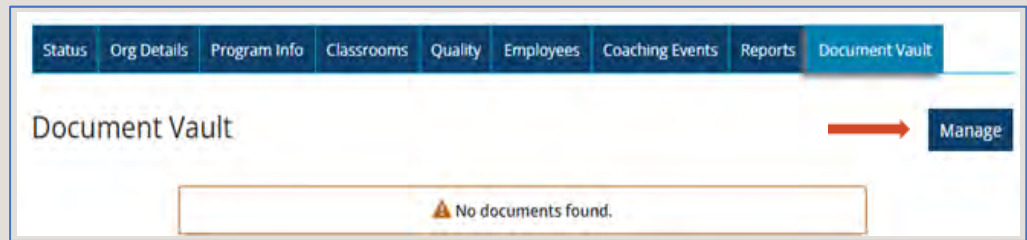
View Report

Enter the date range and scroll to the far right and select View Report. You can also choose additional Event Statuses and whether the event was self-paced. The report can be saved in several formats found under the disc icon.

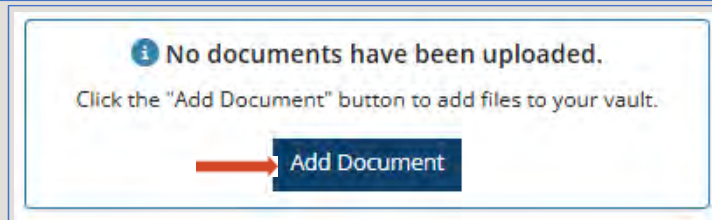
Document Vault Tab

You can upload and store documents here.

Select the Manage button.

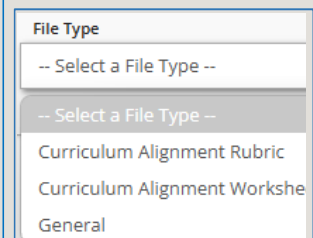
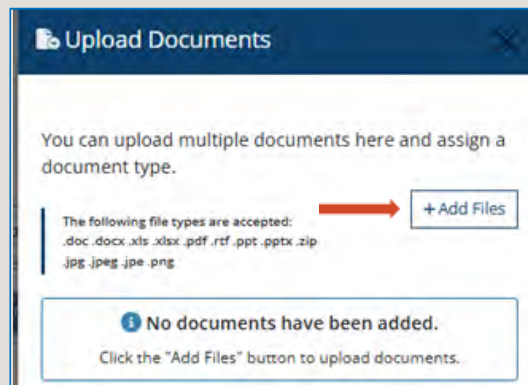


Select the Add Document button.

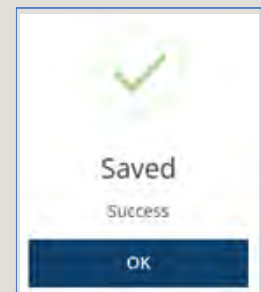
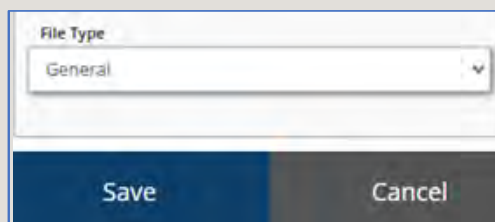


Under Upload Documents, select the +Add Files button.

Choose your file and select a File Type.

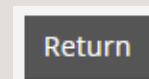
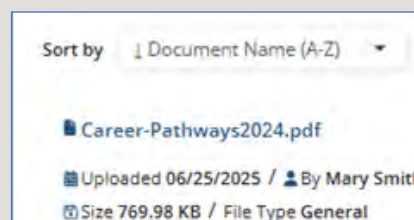


Then Save and say OK.



The list of documents will be displayed.

Select Return.



Create a Start Child Care Organization Account

If you are thinking of starting child care and want to create an organization account follow steps 1-5 under [How to Create an Organization Account](#) and then continue here.

Note: Organization Accounts are accessed from an Individual Account, so you must first have an Individual Account in the Registry.

6. Even though you are just thinking about starting child care, you will still select Yes to indicate that you provide direct care.

Select Next.

Does this organization provide care and/or education to children?

Select "Yes" if your program is:

- Thinking about opening a licensed child care
- Licensed or regulated by the North Dakota Health and Human Services as a family, group, or center child care
- Licensed or regulated preschool
- Licensed or regulated school-age child care
- Legally exempt child care

☐ Yes, this organization provides direct care and/or education to children

☐ No, this organization does not provide direct care and/or education to children

Next >

7. Under Organization Identification you will be asked to provide additional information about your program. Since you are just thinking of starting a child care, select No for all the questions on this page.

Select Next.

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization.

If you are thinking about opening a licensed child care, select NO to all questions below.

Are you a child care program licensed by North Dakota Health and Human Services (HHS)?

If your program or business is licensed by North Dakota Health and Human Services, provide your license number below.

☐ Yes

Enter your HHS license number (required)

☐ No

Next >

8. Under Organization Type, select Start Child Care on the drop down menu.

Select Next.

Organization Type

Please indicate your organization's primary purpose

-- Select Type From List --

Start Child Care

Unidentified Direct Care Program

Next >

9. Under Program Enrollment enter "0" since you don't have any children enrolled yet.

Program Enrollment

Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. After entering the total number of high needs children in each age group, you'll be asked how many children meet each particular high needs criteria. Because one child may have more than one need, the detailed numbers will not necessarily add up to the total number of high needs children. However, if you report any high needs children, you must provide a number greater than zero in at least one high needs category.

Number of Classrooms / Groups

Total Number of Children Enrolled

Infants (0-17 months) High Needs

10. Select when you are planning to have the program open and serving children. This information is required. Select Next.

When is your program open and serving children? (Please choose the one answer that best fits.)

-- Select Timeframe --

-- Select Timeframe --

Full calendar year

School year only (typically September-May)

Summer only

Next >

11. On the last page of the Organization Profile, enter:

- Organization name
- Physical and Mailing addresses
- Phone number
- Communication Preferences and language.

Organization Address

Organization Name *

Physical Address

Country *

United States

Address *

Apt/Suite #

Zip Code *

City *

State *

County *

Enter County

Phone *

Communication Preferences

Growing Futures sends periodic communications.

☐ Unsubscribe
You will not receive informational emails from Growing Futures, but you will continue to receive emails regarding your account.

☒ Subscribe
You will receive informational emails from Growing Futures in addition to emails regarding your account.

Email Communication Language

English

12. After choosing communication preferences, Select Submit.

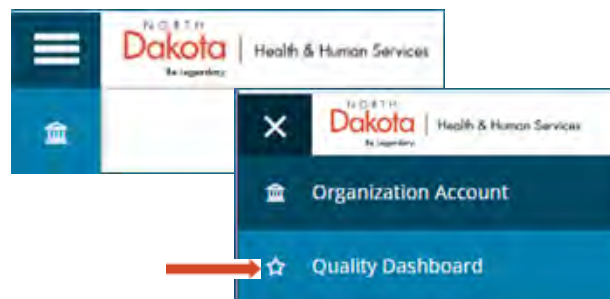
Submit

Congratulations! You've created your Organization Account! A Registry staff person may contact you to review and verify your account information. Once your account is verified, you'll be able to apply to participate in the Child Care Aware® of North Dakota Start Child Care project.

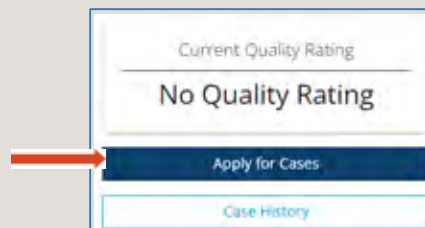
Apply to participate in the CCA of ND Start Child Care project

1. Log into your Registry Individual Account and open your Organization Account.

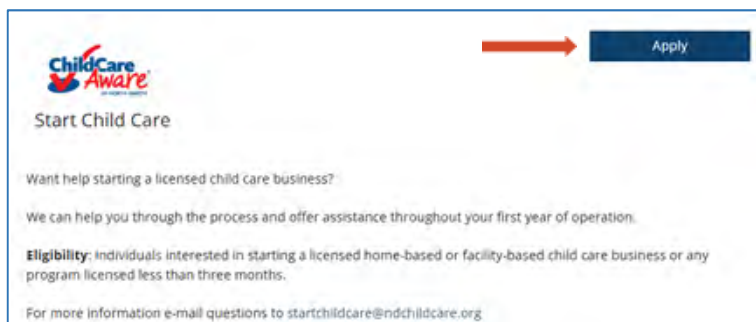
Use the menu on the left (below the 3 white lines) to find the Quality Dashboard.



2. On the Quality Dashboard, select Apply for Cases.



3. Scroll down to find the Start Child Care application and select Apply.



How to Add a License Number to an Organization Account

You will need to add an HHS license number to your account if you:

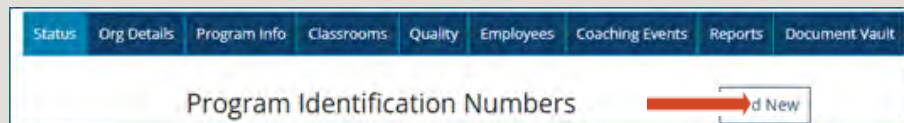
- Created your Organization Account before you had your HHS license number
- Got a new license number from HHS because your program changed its license type or changed location. Note: Do not create a new organization account.

1. [Log in](#) to your Individual Account, then access your Organization Account (in the drop-down menu below your name on the right or below the 3 white lines on the left).

Log in to your Registry account

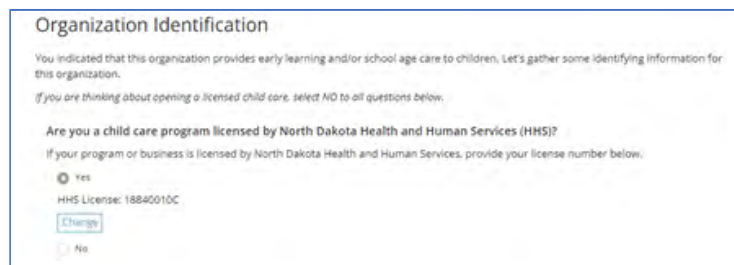
Log In

2. Select the Status tab.



The screenshot shows a navigation bar with tabs: Status, Org Details, Program Info, Classrooms, Quality, Employees, Coaching Events, Reports, and Document Vault. Below the tabs is a section titled 'Program Identification Numbers' with a red arrow pointing to an 'Add New' button.

3. Select the Add New button to open the section on Organization Identification.



The screenshot shows the 'Organization Identification' form. It includes instructions and a question: 'Are you a child care program licensed by North Dakota Health and Human Services (HHS)?'. Below the question are radio buttons for 'Yes' and 'No'. The 'Yes' option is selected, and there is a text box for 'HHS License: 18845010C' with a 'Change' button next to it.

4. The first question asks if you're a program licensed by HHS. If you already have a license and need to add a new license, select Change next to HHS License number, and enter the new license in the box. If you're a Start Child Care program entering a newly issued license number, choose Yes and enter the license.



This close-up shows the question 'Are you a child care program licensed by North Dakota' with the 'Yes' radio button selected. Below it, the text 'HHS License: 12345678A' is displayed, and the 'Change' button is highlighted with a red arrow.

5. Enter the license number with this format: 12345678A.

Enter your HHS license number (required)

12345678A

6. Scroll down and Select Continue. Note: Start Child Care programs will need to answer all of the questions before continuing.

Continue

7. The license information will be displayed. Select Submit.

Submit

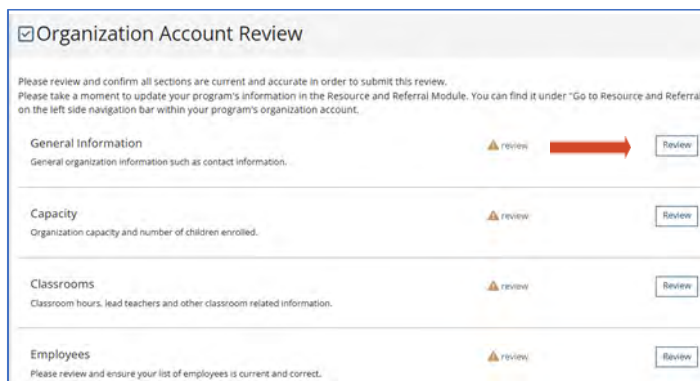
Once you've submitted your update, the Registry will review the information and may call you to verify your account information. Note: If you are working with a coach, your organization will not appear in the coach's caseload until the Registry has processed the request.

Organization Profile Review

All organizations with an account in the Registry receive an email each month as a reminder to update and verify the account information. If your organization is a direct care and/or HHS licensed early childhood program, monthly verification is required to allow your organization and staff to apply for state grants and incentives. Note: Only the organization's profile owner will receive an email and have access to the review.





Non-direct care programs will also receive the monthly emails but are not required to complete the profile review. Employees of these programs may not be eligible to apply for or receive any state workforce incentives.

Select the Review button for each section.



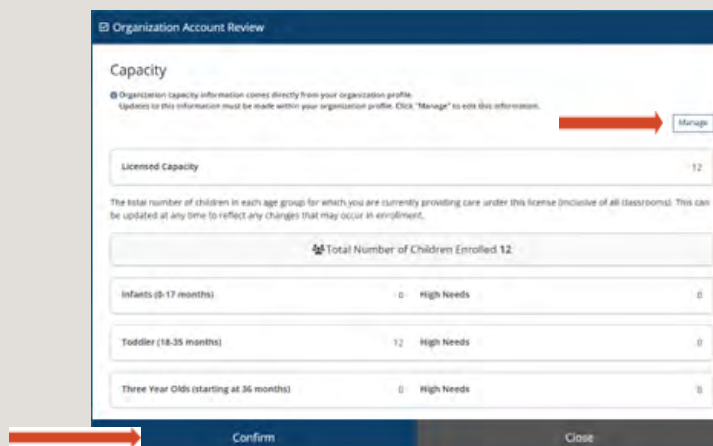
☒ Organization Account Review

Please review and confirm all sections are current and accurate in order to submit this review. Please take a moment to update your program's information in the Resource and Referral Module. You can find it under "Go to Resource and Referral" on the left side navigation bar within your program's organization account.

General Information General organization information such as contact information.		Review
Capacity Organization capacity and number of children enrolled.		Review
Classrooms Classroom hours, lead teachers and other classroom related information.		Review
Employees Please review and ensure your list of employees is current and correct.		Review

If the information shown is correct select Confirm.

If changes need to be made, select the Manage button.



Capacity

Organization capacity information comes directly from your organization profile. Updates to this information must be made within your organization profile. Click "Manage" to edit this information.

[Manage](#)

Licensed Capacity: 12

The total number of children in each age group for which you are currently providing care under this license (inclusive of all classrooms). This can be updated at any time to reflect any changes that may occur in enrollment.

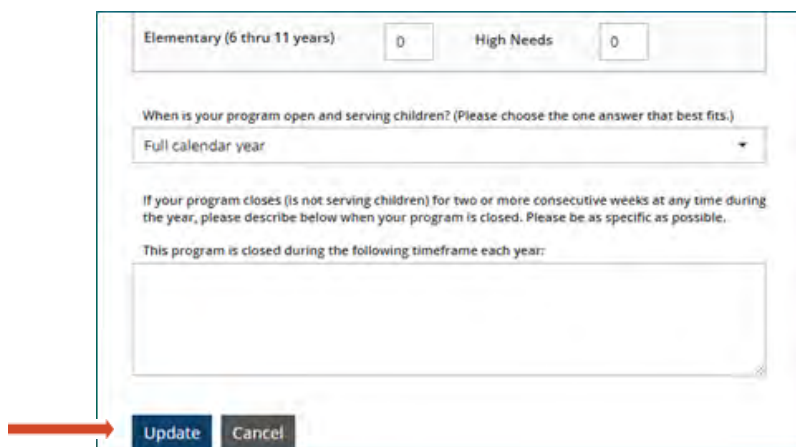
Total Number of Children Enrolled: 12

Infants (0-17 months)	0	High Needs	0
Toddler (18-35 months)	12	High Needs	0
Three Year Olds (starting at 36 months)	0	High Needs	0

[Confirm](#) [Close](#)

Update the information as needed.

Select Update to save the changes.



Elementary (6 thru 11 years) 0 High Needs 0

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

[Update](#) [Cancel](#)

After making changes you may need to select the Review button again.
Once the information is confirmed, select OK.



Follow through all sections in the same manner. Note: All sections must be confirmed before the Submit Review button will be available.
Make updates as needed.

After all sections are confirmed, select Submit Review.

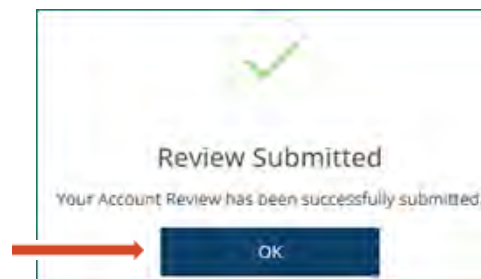
A screenshot of the "Organization Account Review" form. It has a title bar with a checkmark icon and the text "Organization Account Review". Below the title bar is a instruction: "Please review and confirm all sections are current and accurate in order to submit this review." The form is divided into four sections: "General information" (General organization information such as contact information), "Capacity" (Organization capacity and number of children enrolled), "Classrooms" (Classroom hours, lead teachers and other classroom related information), and "Employees" (Please review and ensure your list of employees is current and correct). Each section has a "Confirmed" status indicator and a "Review" button. At the bottom right of the form is a blue "Submit Review" button. A red arrow points to the "Submit Review" button.

Read the Attestation and Acknowledgments

Check the box and select Continue.

A screenshot of the "Organization Verification Attestation and Acknowledgement" form. The title bar shows a checkmark icon and the text "Organization Verification Attestation and Acknowledgement - 12/15/21". The form has a section titled "ATTESTATION AND ACKNOWLEDGEMENTS" with a scrollable area containing the following text: "Please read the following statements carefully. By completing this form, you attest to and agree to comply with the following:" followed by four bullet points. Below the scrollable area is a checkbox labeled "I have read and understand the acknowledgements above". The checkbox is checked. At the bottom right of the form is a blue "Continue" button. A red arrow points to the "Continue" button.

The review has been submitted.
Select OK.



How Use the Employee Invite

Use the Employee Invite to add employees to your organization account. Having staff attached to your organization account is important for licensed childcare programs. It gives the organization access to staff training records via the Facility Staff Report. If your program is participating in Bright & Early ND, your program is required to have staff attached to your organization account.

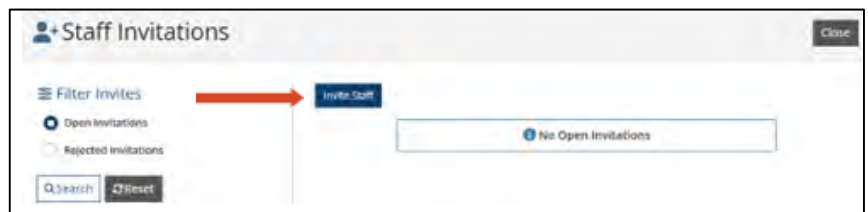
To get started with the Employee Invite, complete the following steps:

1. On the Organization Profile page, select the Employees tab.

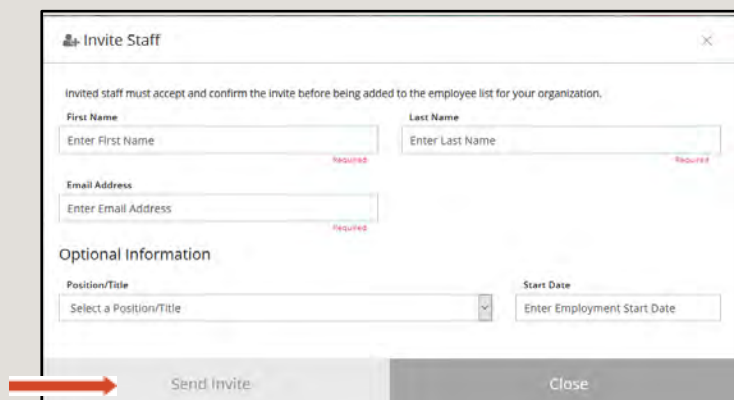


2. Select Manage Invites.

3. In Staff Invitations, you can search for and view previous invitations, and create and send new invitations. For a new invitation select the Invite Staff button.



4. The invite form will open. The staff person's first name, last name, and email address are required fields. You may want to complete the Position/Title and Start Date fields to be sure they are correct. Select Send Invite.



Success! You'll see Invitation Sent.

To send another staff invite, select Yes. If you're done, select No.

The employee will receive an email with instructions on entering their employment. After the employee adds their position you will need to verify it under the Employment tab. [See Page 11.](#)

