



# Registry

## Required for working in center-based programs

**For Office Use Only:**

Received Date:

Position at GCC:

Position at IT:

Framework Level:

Completion Date:

Renewal Date:

A completed Registry application is required by the Department of Human Services (DHS) for employment in DHS licensed preschools, infant/toddler programs, and group child care homes. The Registry assists DHS in confirming your education and training experience to determine the position(s) you qualify for under state child care licensing rules. Once your application is processed, you will receive a Registry ID Card and be eligible for employment.

### SECTION A: PERSONAL INFORMATION

Legal Name:		Former names/aliases:	Today's Date:
Social Security No:	Birth Date:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:			Unit No:
City:	State:	Zip:	
Mailing Address, if different:			Unit No:
City:	State:	Zip:	
Email Address:	Phone:	Alt Phone:	

### SECTION B: CURRENT EMPLOYMENT INFORMATION (TO BE COMPLETED BY THE DIRECTOR)

Business Name:		Site Name (if business has multiple sites):	
Site Mailing Address:			
City:	State:	Zip:	
Applicant's Current Position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time @ _____ hours/week		
Applicant's Date of Hire:	Facility Type: <input type="checkbox"/> Center based <input type="checkbox"/> Home based <input type="checkbox"/> School aged		
Ages worked with:	<input type="checkbox"/> Infants-Toddlers (6wk-36 mon)	<input type="checkbox"/> Preschool (2-5 yrs)	<input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School aged
Director's Name:	Phone:	Email:	
Initial all that has been completed. Please note that these steps must be verified in order to process Registry application. ___ All employment verification has been completed for this individual (including that listed in Section D of this application). This will be used to determine if the applicant meets the DHS experience requirement. ___ Orientation training has been completed for this individual.			
* Director's Signature:			Date:
<input type="checkbox"/> Center Director	<input type="checkbox"/> School Principal	<input type="checkbox"/> Human Resource Officer	<input type="checkbox"/> Owner

**SECTION C: PREVIOUS EMPLOYMENT INFORMATION RELATED TO EARLY CHILD CARE**

Business Name:		Position:
Complete Business Address:		
Ave hours worked per week:	Date of Hire:	Date of Termination:
Type of Facility: <input type="checkbox"/> Home based <input type="checkbox"/> Center based <input type="checkbox"/> School aged		
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk—36 mon) <input type="checkbox"/> Preschool (2-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School Aged		

Business Name:		Position:
Complete Business Address:		
Ave hours worked per week:	Date of Hire:	Date of Termination:
Type of Facility: <input type="checkbox"/> Home based <input type="checkbox"/> Center based <input type="checkbox"/> School aged		
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk —36 mon) <input type="checkbox"/> Preschool (2-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School Aged		

Business Name:		Position:
Complete Business Address:		
Ave hours worked per week:	Date of Hire:	Date of Termination:
Type of Facility: <input type="checkbox"/> Home based <input type="checkbox"/> Center based <input type="checkbox"/> School aged		
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk —36 mon) <input type="checkbox"/> Preschool (2-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School Aged		

**SECTION D: STUDENT TEACHING, INTERNSHIP, PRACTICUM (LIST ALL RELATED EXPERIENCES)**

Date From:	Date To:	School:	Total number of hours:
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk —36 mon) <input type="checkbox"/> Preschool (2-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School Aged			

Date From:	Date To:	School:	Total number of hours:
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk —36 mon) <input type="checkbox"/> Preschool (2-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School Aged			

**SECTION E: EDUCATION & CREDENTIALS**

**\*INDICATE ALL LEVELS OF EDUCATION. DOCUMENTATION (DIPLOMAS, TRANSCRIPTS, & CREDENTIALS) IS REQUIRED TO COMPLETE APPLICATION.**

	Name of School/College/University *	Status	Type of Degree Earned	Date Awarded	Focus of Degree
High School		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
Community College		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> Certificate in ECE <input type="checkbox"/> Associates Degree		
University		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> _____ Degree		
University		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> _____ Degree		
University		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> _____ Degree		

**If you have any of these additional credentials, please indicate below and submit documentation.**

<input type="checkbox"/> Vocational child care training course	<input type="checkbox"/> Child Development Associate Credential (CDA)      Renewal date:
<input type="checkbox"/> Association Montessori Internationale (AMI)      Award date:	<input type="checkbox"/> Montessori Associate Credential (MAC)      Award date:



# Frequently Asked Questions

**Q: Is the Registry required?**

A: There are two parts to the Registry. Form 1 helps the Child Care Registry determine the position you qualify for under state child care licensing rules. Thus, in order to work in a center-based program such as a preschool or infant/toddler center, DHS requires you to complete Form 1.

**Q: What else does the Registry offer?**

A: The Registry also offers a voluntary component (Form 2) which guides you in your professional development. In addition, the Registry offers career counseling.

**Q: What will I get from the Registry?**

A: Once you complete Form 1, you will get a Registry ID card which will indicate the positions you qualify for under licensing rules.

You will also receive Form 2 for the voluntary component discussed above. It is up to you whether you want to complete this form to track your professional development.

**Q: Do I need to renew my Registry ID card?**

A: It depends on your educational background and how you qualified for a DHS position. For those who have a CDA credential and for those who work in infant/toddler centers may have an expiration date.

You may also update your Registry file at any time to reflect additional classes or experiences you have received. A new Registry ID card may be issued to reflect the updated information.

You may use Form 1A to update your file. A new Registry ID card will be issued if you have a change in position.

**Q: Why do I need a current CDA on file?**

A: If the Registry used your CDA credential to qualify you for your position, you must have a current CDA credential on file with the Registry to maintain your current position.

**Q: Why does the Registry need your Social Security number?**

A: Social security numbers are required to verify educational qualifications. Your information will be treated as confidential.



## **APPLICATION CHECKLIST**

- Director and Applicant signatures
- Copies of college transcripts and/or work shop certificates
- Copies of other applicable credentials such as CDA, NAFCC, Montessori, ECE certificate



**SEND COMPLETED APPLICATION AND ATTACHMENTS TO:**  
PATCH  
ATTN: REGISTRY  
650 IWILEI ROAD SUITE 205  
HONOLULU, HI 96817

**SHOULD YOU NEED ADDITIONAL ASSISTANCE, PLEASE CONTACT US AT:**

PHONE: (808) 791-2126  
(808) 839-1791  
FAX: (808) 839-1799  
Email: Registry @patch-hi.org  
Website: www.PatchHawaii.org