Supporting Excellence in Early Education

Membership Status and Employment Frequently Asked Questions

What Individual Membership and Employment information is required to meet the intent of the Professional Development and Qualification Indicators?

Program staff will need to be in a current MiRegistry membership status to meet the intent for Professional Development and Qualification Indicators. It will be important to remember that all staff will need to have the following:

- A MiRegistry Membership status of Awaiting Print or Current before the Self-Reflection submission
- Employment has been verified
- The correct position title(s)
- If currently serving in more than one position, the staff person has all position titles and is listed on the Employees tab for each position (e.g., Director and Lead Teacher)

Why is Individual Membership with MiRegistry important for Great Start to Quality?

The MiRegistry system is the foundation for Great Start to Quality. Therefore, a program and its staff must take the following steps in MiRegistry to begin the quality improvement process:

- **Create a MiRegistry Account:** The administrator or director of a program must create a MiRegistry account. If your program has staff, each person must also create a MiRegistry account.
- **Become a MiRegistry Member:** All program staff must become a MiRegistry Member by submitting an online application and sending in acceptable documentation for MiRegistry to verify an individual's education history, qualifications, credentials, and professional development hours.
- All staff must also have the program listed as their employer on their MiRegistry Profile/membership application.

Our Center director is also a teacher in a classroom, do they need to have two positions listed in the Employees Tab?

Centers whose Administrator/Director also fills the role of a lead/assistant/schoolage teacher must have **two** employment records in their individual profile for Great Start to Quality and to better reflect the multiple roles educators take on in the workforce.
- Two employment records required
  - Administrator/Program Director/Schoolage Site Supervisor **AND**
  - Lead Caregiver/Teacher, Assistant Teacher/Family Child Care Assistant, or Schoolage Teacher (select the title applicable to the Center director's dual position)

During the Validation, the Validator will be unable to confirm the Center director is meeting the intent of the Staff Qualification indicators if the Center director does not have all roles listed in their employment record.

Our Family Child Care director is also the lead teacher, does this person need to have two positions listed in the Employees tab?

Family Child Cares whose Administrator/Director/Owner/Operator also fills the role of lead teacher have two options.
Option 1

- One employment record as the Owner/Operator

Option 2
- One employment record as the Administrator/Program Director/Schoolage Site Supervisor **AND** one employment record as the Lead Caregiver/Teacher

During the Validation, the Validator will be unable to confirm the Family Child Care director is meeting the intent of the Staff Qualification indicators if the Family Child Care director does not have both roles listed in their employment record.

What position titles can be connected to the Administrator/Director section of the Classrooms Tab?

To connect an individual to the Administrator/Director section of the Classrooms tab, the individual must have one of the following position titles:
- Owner/Operator
- Administrator/Director/Schoolage Site Supervisor
- Assistant Director

What employment information should the Administrator/Director/Owners review before submitting the Self-Reflection?

Before submitting the Self-Reflection, it is important to review all information in the Employees tab. Incorrect employment information could result in Great Start to Quality not being able to confirm the program is meeting the intent of the Qualification and Professional Development indicators.
- Review the Employees tab to see that all staff have connected to the Organization Profile.
- Verify all staff has a current MiRegistry Career Pathway Level.
- Ensure all staff are connected to the Organization Profile with the correct position title, start date, and the employment status of Verified by Program.
- If the individual has more than one role (e.g., Director and Lead Teacher) each role must be added separately.

- Ensure the current Administrator/Director/Owner/Operator is linked to the Administrator/Director section on the Classrooms tab.

Can the Organization Profile Owner change or edit employment information for staff?

In the revised Application, Organization Profile Owners and individuals who have access to the Organization Profile will be able to edit employee position information. Information can be edited in the Program Employment section of the application. Information that can be edited is:

- Position title
- Start and End date
- Employment Status

Please be aware if a position title needs to be updated because the staff was promoted or assigned to a different position, the position should be end dated in the employment record of the staff's individual profile. Then a new position should be added by the individual or through Manage Invites. Position titles that are incorrectly changed could impact the validation of Qualification and Professional Development indicators.

Why do individuals need to end date their position title when they move to a new position?

It is imperative staff positions are up to date when a program submits their Self-Reflection for a new case. If program staffs' positions are incorrect in MiRegistry, they will not pull into the Staff Report in the Self-Reflection correctly, which would mean the Validator would be unable to confirm the program is meeting the intent of the Qualifications and Professional Development indicators.

If staff change positions within the program, their employment record must also be updated to reflect the change in position.

In this example, the employee, Sally, was a Lead Caregiver and has been promoted to Assistant Director. However, her employment line on the Employees tab of the Organization Profile shows she is presently employed as a Lead Caregiver because the employment line does not have an end date. (Refer to Figure 1)

Figure 1

The Organization Profile Owner can manage Sally's employment record and prompt her to enter a new position in MiRegistry to accurately reflect her new position with the program. First, the Organization Profile Owner should locate Sally's employment line on the Employees tab of the Organization Profile and select the blue button to update it. (Refer to Figure 2)

Figure 2

On the pop-up, the Organization Profile Owner can add an end date to Sally's Lead Caregiver position, effectively ending that position with the program. (Refer to Figure 3)

Figure 3

Next, the Organization Profile Owner will need to invite Sally to enter her new position in MiRegistry. To do this, the Organization Profile Owner should select the Manage Invites button on the Employees tab and prompt Sally to add her new position, Assistant Director, to MiRegistry. (Refer to Figure 4)

Figure 4

Once Sally has added her new position, the Organization Profile Owner can verify the employment status. Once this process is complete, Sally will show up in the Self-Reflection Staff Report as the Assistant Director, instead of the Lead Caregiver.

How do I support K-12 Staff who are connected to a Direct Care Organization Profile?

Child care programs inside a school who have K-12 staff, who do not work in the child care or before and after school program connected as employees should create a separate Organization Profile in MiRegistry. The K-12 organization would need to be an Unidentified Director Care Program. When setting up this Organization Profile use the following system prompts:

1. **Yes**, this organization provides direct care and/or education to children
2. Are you licensed by the Michigan Department of Licensing and Regulatory Affairs? **No**
3. Is this program a Head Start/Early Head Start Site? **No**
4. Organization Type: **Unidentified Direct Care Program**

Having a separate Organization Profile from the child care license will allow K-12 staff (who do not work in the child care or before and after school program) to connect employment and track professional development, but will not impact Validation results. Staff who work in both the child care, or before and after school program, and the school

can connect to both Organization Profiles. This also helps to ensure accurate workforce data.

If I need assistance in updating, correcting, or connecting an individual to an Organization Profile for someone who is in Membership Processing with MiRegistry, whom do I contact?

If employment changes are needed, and the staff person is in membership processing they will not be able to edit their information. Please email Validation@ecic4kids.org with the following information.

- License Number or MiRegistry Organization Profile Number
- Individual ID number or email address associated with their individual account
- Hire Date
- Number of hours worked a week
- Number of months worked a year
- Age group working with
- Position title

Great Start to Quality will add the Employment information within 24 business hours.

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