

Virginia's Early Childhood Professional Development Registry

I M P A C T

Innovative Model for Professional Advancement and Career Tracking



Registry Checklist

Before you Begin:

- View the directions to join the registry here: "[Directions to Join](#)"
- Create an email account (if you don't already have one.) Click [here](#) for instructions.
- Gather up the documents needed, and scan to create electronic copies.
 - Highest diploma earned
 - College transcripts, showing child-related coursework
 - Certificates, licenses, and/or child-related credentials earned
 - Certificates or proof of attendance for other professional development trainings

Joining the Registry:

- Create an account
- Confirm account creation (see email)
- Log in to account and complete application
- Upload applicable documentation
- Submit application for review

Getting the most out of the Registry:

- Update your account whenever you attend additional training
- Upload documentation for all training and education you complete
- Review the resource section frequently
- Download your portfolio and create a resume
- Download your certificate and post it in a prominent place

Note:

All degrees and college credits must be from a Regionally Accredited Institution.
Document all child-related education, training & professional qualifications for Career Pathways.
All documents must be in an electronic format (such as PDF, DOC, DOCX, GIF, PNG, etc.)