

## Early Childhood Workforce Registry

### Individual Account Guide

June 2025

#### Table of Contents

Part 1: Create a Registry Account [Page 2](#)

Part 2: Apply for Registry Membership [Page 4](#)

How to Log In [Page 6](#)

How to Reset Your Password [Page 7](#)

#### **Call the Registry at 800-997-8516 for help if:**

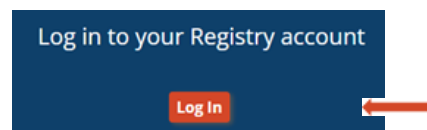
- You do not know what email address is in your account
- You still can't log in after resetting your password
- You're not sure if you have an account

# Create a Registry Account and Apply for Membership

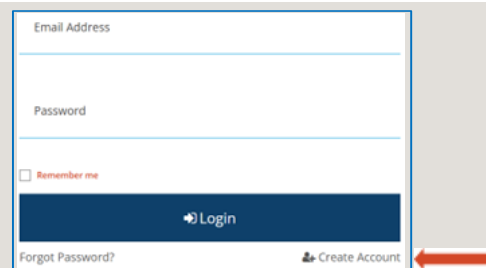
**Add Registry Membership after creating your account:** Taking the step to become a member is voluntary. You become a member when you choose to complete the membership application.

## Part 1: Create a Registry Account

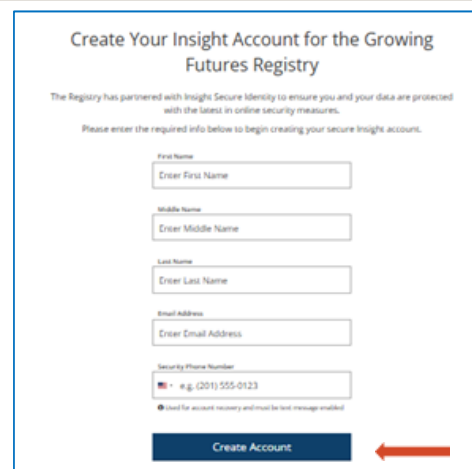
1. Go to [hhs.nd.gov/ec-registry](https://hhs.nd.gov/ec-registry) and select "Log In".



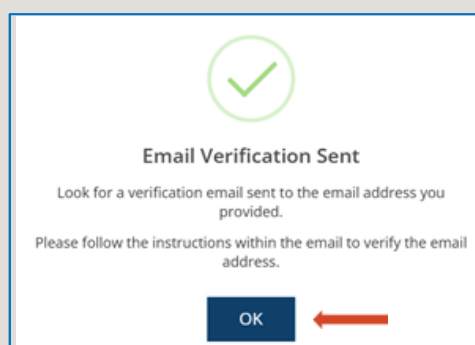
2. On the log in screen select "Create Account."



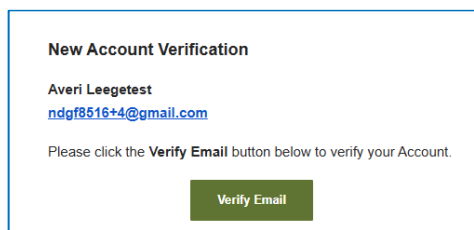
3. Enter your information and then select "Create Account". You must use an accurate email address. The Registry will use that email to contact you.



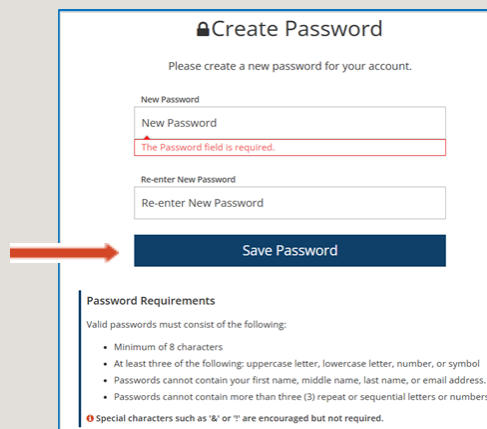
4. You will see a message that an email has been sent to the email address you used. Select "OK."



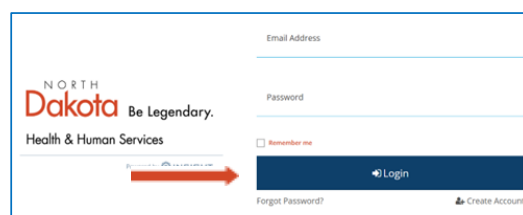
5. Go to your email account and open the email verification. Select "Verify Email."



6. Follow the password requirements shown at the bottom of the page. Enter your password in both boxes and then select Save Password.  
**Note:** Registry staff cannot see passwords.



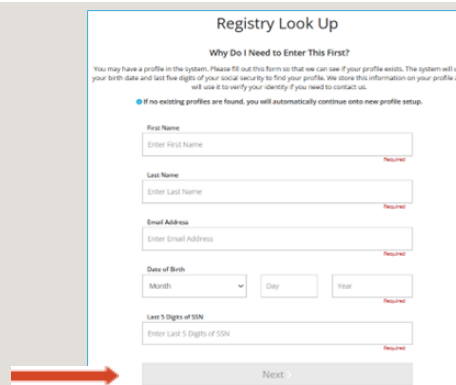
7. Return to the Login page and enter your email address and password. Then select Login.



8. Enter your information. Then select Next.

The system will check for an account with your birth date and last five of social security number.

**NOTE:** Do not create a new account if an account already exists. Call the Registry to access your existing account.



9. If no account is found, complete the form for a new Individual Account. You will need to enter:

- Personal mailing address
- Personal home address
- Personal primary phone number
- Any previous or maiden names, if applicable
- Your enrollment status in a federally recognized tribe, if applicable
- The age group you work with the most

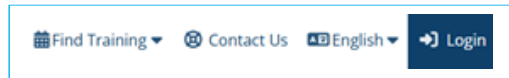
10. Choose your communication preferences and review and accept the Registry Privacy Policy. Then, select Submit.

**Congratulations! You've created an Account with the Registry!**

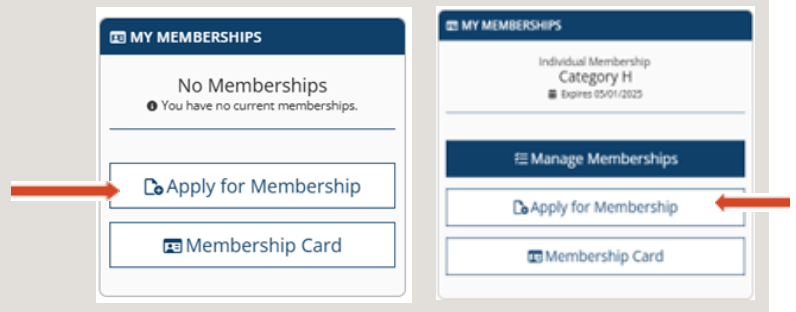
## Part 2: Apply for Registry Membership

Registry membership allows you to link to your employer, participate in North Dakota initiatives, and access additional reports. Your employer may expect you to become a member so that they can verify your employment and see your training record. You must have a current Registry membership to be an approved trainer or coach.

1. Log in to your Registry account.

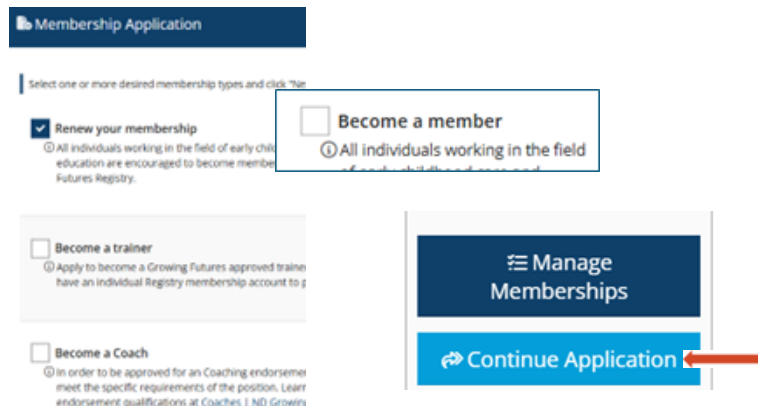


2. Under My Memberships, information will show if you are a member, your career pathway category, and your expiration date. Select Apply for Membership

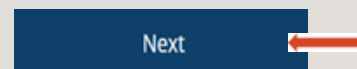


3. Then check Become a member or Renew your membership. If you are also applying to become a trainer or coach, select those as well.

Note: You can leave the membership application and then select Continue Application when you come back.

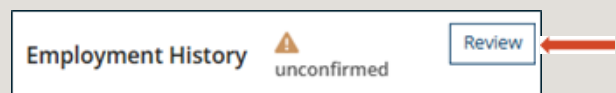


4. Select Next.



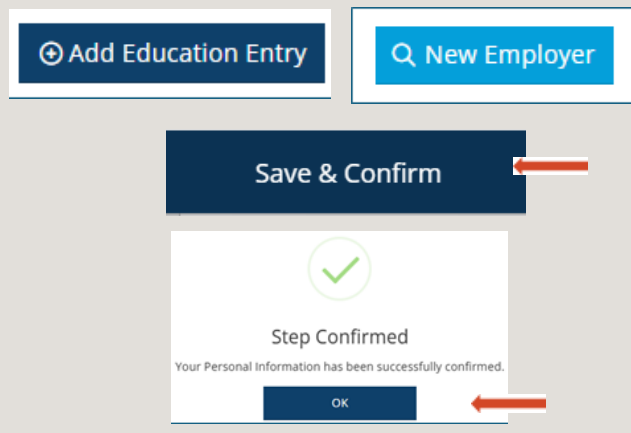
5. The membership application includes:
  - a. Personal information
  - b. Education
  - c. Employment History
  - d. Training
  - e. Professional Membership/Contributions

6. Select Review for each section



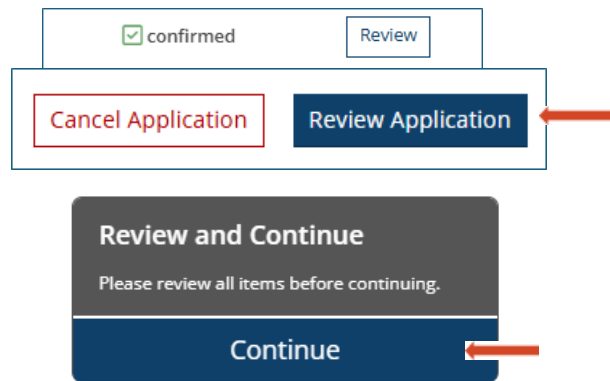
7. Review each section of the membership application. You can update and add information, such as Add Education or a New Employer. Select Save & Confirm for each section.

Select OK when each step is confirmed.



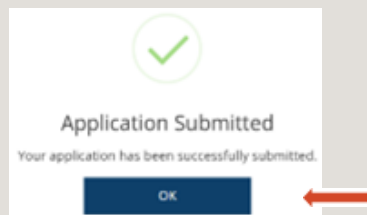
8. When all sections are confirmed, select Review Application.

Review all of the items and then select Continue.

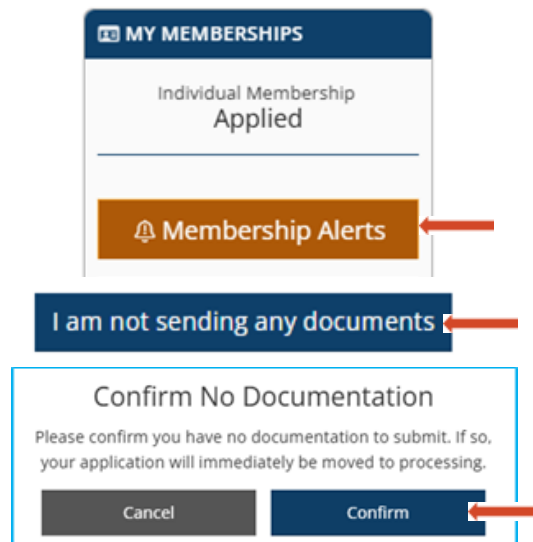


9. Submit the application.

Select OK.



8. Return to your account and select Membership Alerts. Follow the instructions for providing documents or if you are not providing any documents, select the "I am not sending any documents" button and Confirm.



Note: If you are applying as a trainer or coach, you must upload the required documentation as part of the application process.

## What Happens Next?

When you select Submit on your Membership application, several things will happen:

- Your account will be read-only. You can view your information, but you cannot edit or add information. You will still be able to take training.
- An email will be sent to the email address in your account. The email will have instructions for sending documents. If you said that you are not sending documents, you can ignore this email.
- Registry staff will process your application. Applications are processed in the order received.
- You will receive a Career Pathway, based on the information that has been verified in your profile.
- Your account will no longer be read-only and you will be able to edit your information.

## Keep Your Registry Account Up-to-Date

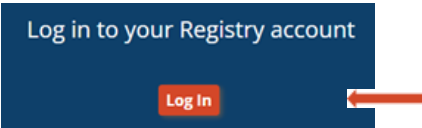
- Keep your account up to date. If you have any changes, such as your contact information, address, email, phone, employer, or education, log in to your Registry account and update your information. Note: if your personal information is locked, *call* the Registry for assistance.
- **Renewal:** Registry membership must be renewed every 12-months. Trainers must renew every 24-months and coaches must renew either every 12 or 36-months.

## How to Log into your Registry account

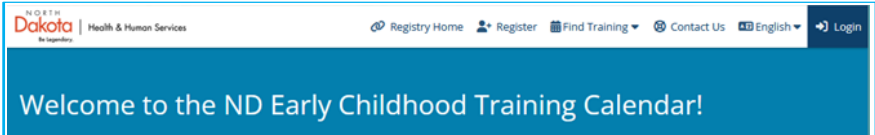
You must use the email address that is in your account to log in or reset your password. If you do not know what email address is in your account or that email is not a good email, call the Registry at 800-997-8516 for help.

### If You Know Your Email Address and Password

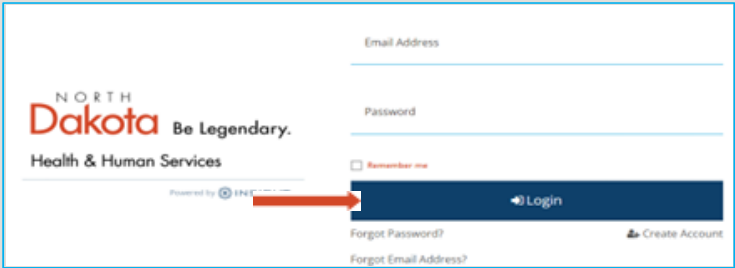
1. Go to [hhs.nd.gov/ec-registry](https://hhs.nd.gov/ec-registry) and select "Log In."



You can also log in on the [ND Early Childhood Training Calendar](#) page. Select "Login" in the top right corner.



2. On the log in page, enter your email address and password. Then, select Login.

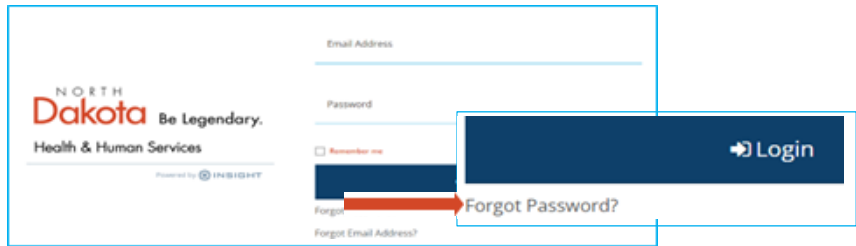


3. Success! You have logged in to your Registry account.



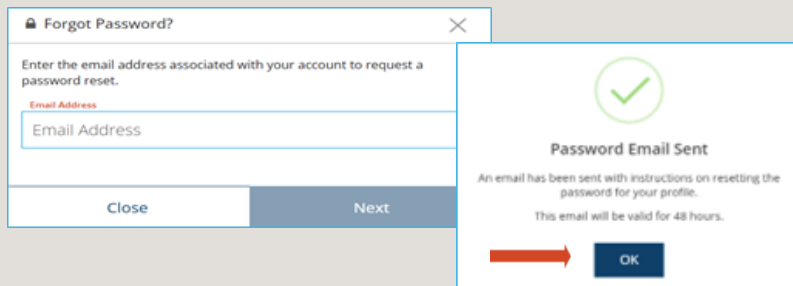
## If You Know Your Email Address but Forgot Your Password

1. On the Registry Login page, select Forgot Password?

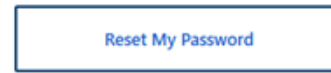


2. Enter your email address and select Next.

The system will send an email to your email address. Select OK.



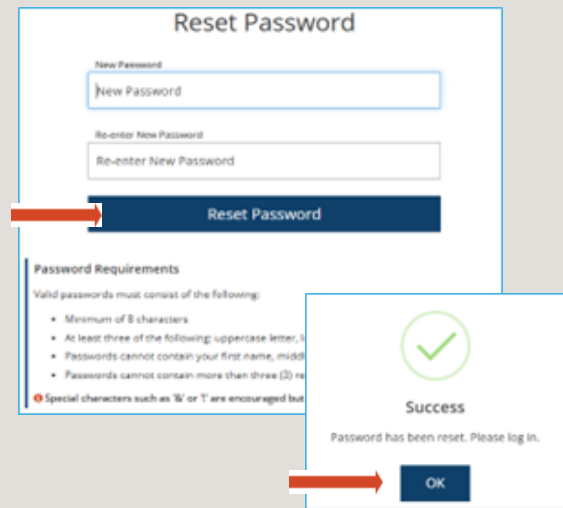
3. Go to your email account, open the email, and select Reset My Password.



4. Follow the password requirements to create a new password.

Enter your password in both boxes and then select Reset Password.

When the new password is accepted you will see Success. Select OK.



5. Return to the Registry Login, and sign in using your email address and new password.

▶ If you can't log in after resetting your password, call the Registry at 800-997-8516 for help.