

Early Childhood Workforce Registry

Organization Guide

January 2025

Table of Contents

1. How to Create an Organization Account [Page 2](#)
2. Use and Manage the Organization Profile [Page 6](#)
3. Start Child Care Organization Account [Page 15](#)
4. How to Add a New License Number to Existing Account [Page 18](#)
5. Monthly Organization Profile Review [Page 19](#)
6. Send an Employee Invite [Page 21](#)

Early Childhood Workforce Registry

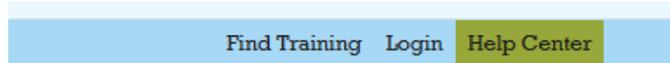
How to Create an Organization Account

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.

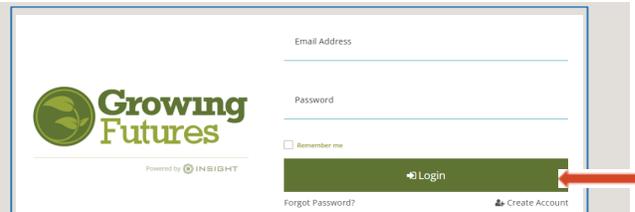
With an organization account, you can track your employees' training and easily provide information to your licenser at renewal time. It also allows access to apply for initiatives, such as Bright & Early ND and North Dakota grants.

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 www.ndgrowingfutures.org and select Login.



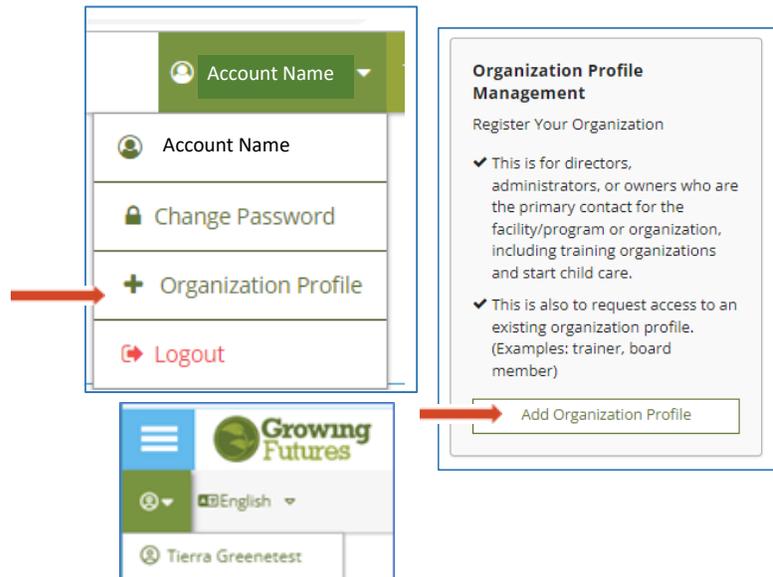
2. Log in with the email address and password for your individual profile.



3. There are two ways to create an Organization Account from your Individual Profile.

Option 1: open the drop-down menu below your name in the upper right corner of your individual profile (or below the 3 white lines on the left) and select **+Organization Profile**

Option 2: select **Add Organization Profile** from Organization Profile Management.



4. Select Create Profile.

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



Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Enter the Organization ID **Required**

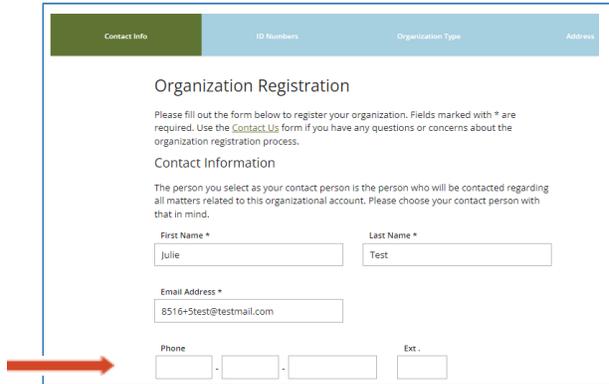
Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

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](#)



Organization Registration

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.

Contact Information

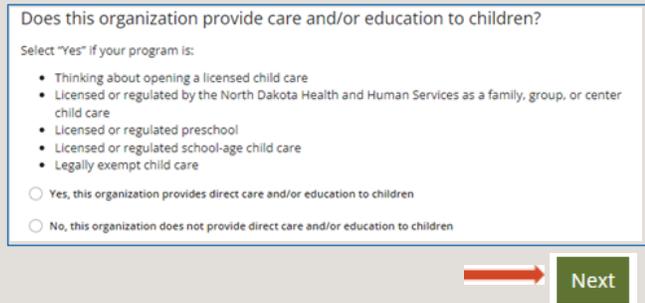
The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name * Last Name *

Email Address *

Phone - - Ext.

6. Answer the question about care and/or education, and then select Next.



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

Select "Yes" if your program is:

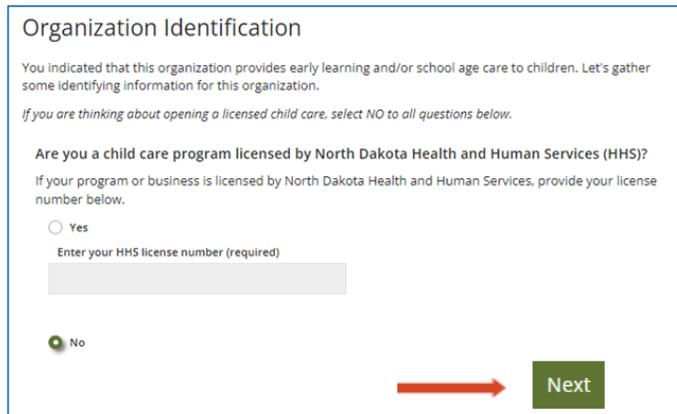
- Thinking about opening a licensed child care
- Licensed or regulated by the North Dakota Health and Human Services as a family, group, or center child care
- Licensed or regulated preschool
- Licensed or regulated school-age child care
- Legally exempt child care

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

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

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.



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.

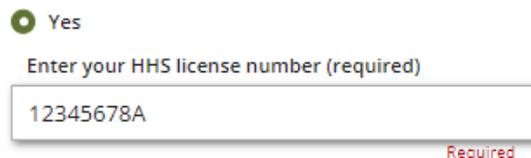
Are you a child care program licensed by North Dakota Health and Human Services (HHS)?

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



Yes

Enter your HHS license number (required)

Required

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

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

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

Select + Designation. Choose an option from the drop-down menu.

Select + Files and upload the designation documentation.

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.

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

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

-- Select Timeframe --

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:

Next

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

Contact Info Organization Type Address

Organization Address

Organization Name*

Physical Address

Address Line 1* Line 2

Zip* City* State* ND

County* Country United States

Select your communication preferences, and select Submit.

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

Previous Submit

Congratulations! You've created your Organization Profile. 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 profile:

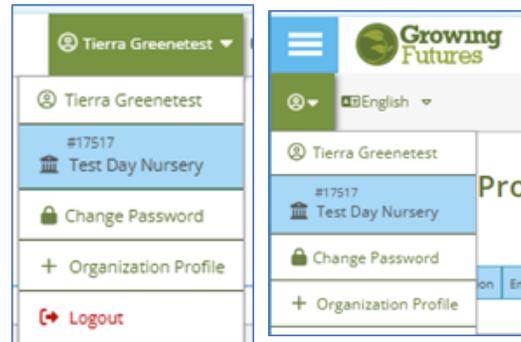
Log in to your individual profile. To access the organization account use the drop-down menu below your name at the top right or under the 3 white lines on the left.

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.

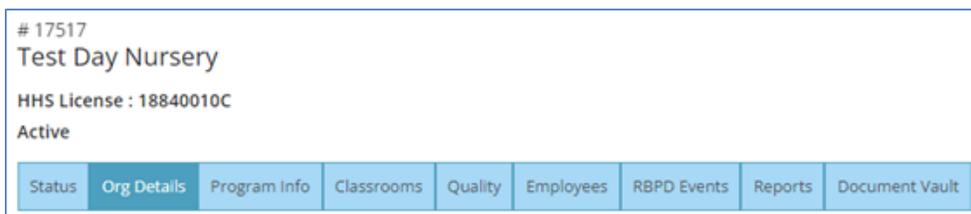
Select Submit Agreement after checking the box.

If you are the Profile 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 Profile 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.
- **RBPD Events** – shows Relation Based Professional Development 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.

17517
Test Day Nursery
HHS License : 18840010C
Active

Status | Org Details | Program Info | Classrooms | Quality | Employees | RBPD Events | Reports | Document Vault

Program Identification Numbers

Add New

Type	CHILD CARE CENTER
Effective Date	7/1/2023 - 6/30/2025
Status	Active
HHS License	18840010C
Location	Test Day Nursery , 324 Chestnut St Grand Forks, ND 58201 Grand Forks County (701) 772-3773

Status | Org Details | Employees | Reports | Document Vault

Training Sponsor Details

Approved Sponsor Agreement (ASA)

+

Agreement Date	4/19/2024
Expiration Date	4/19/2026

Program Identification Numbers

Not a Licensed Early Care Provider

Org Details Tab

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

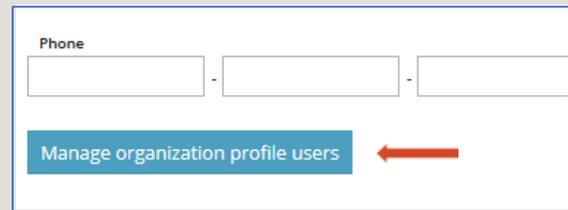
The contact information can be whomever you choose but any Registry system-generated emails will be sent to the profile owner.

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

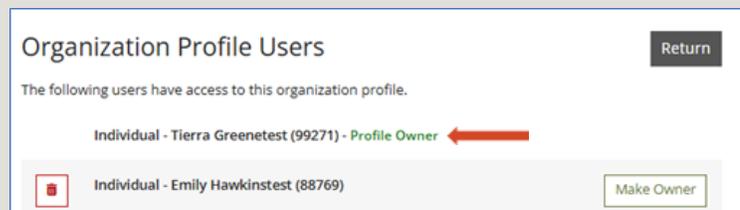
Note: If a profile owner leaves the organization **call the Registry** for assistance.

Manage Organization Profile Users

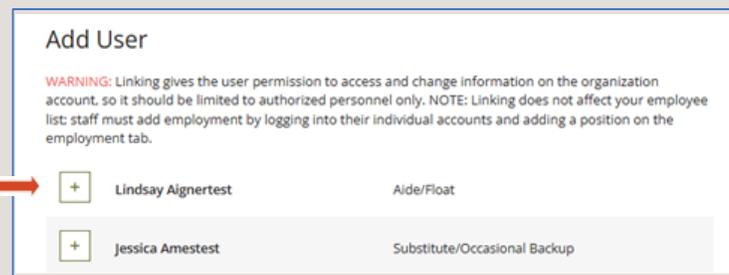
Select the Manage organization profile users button to add or remove organization account users. Profile users can access and edit all tabs and information in the account, except they cannot manage other profile users.



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



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



Select Return when changes are complete.

Note: an individual may request access to the organization profile by selecting +Organization in their personal profile. The organization profile 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 and completing the information. Documentation of the designation will need to be uploaded.



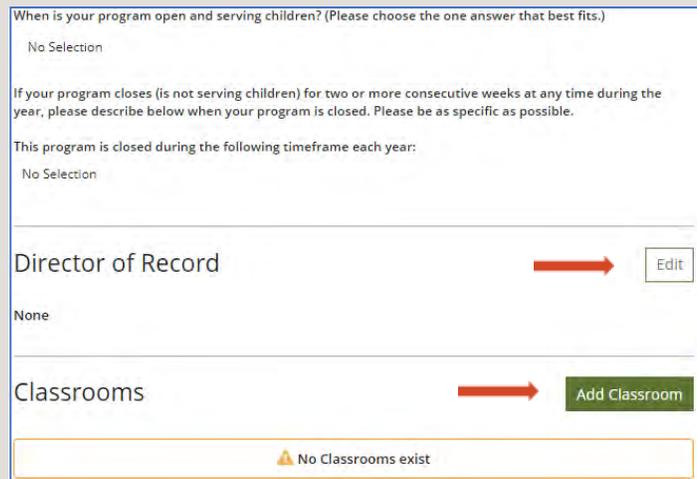
Classrooms Tab

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.

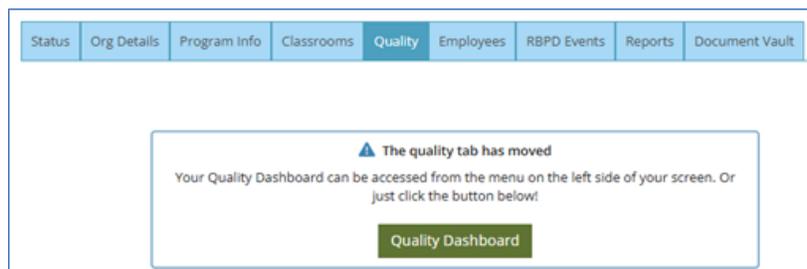
The Director of Record (or Licensee/Owner) and Classrooms (or Classrooms/Groups) can be set up. Select Edit and enter the director's information.

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



Quality Tab

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



This is 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.

Registered Employees Manage Invites

The following list of employees has been gathered by Growing Futures through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

Date	Career Pathway Placement	Current Status	Status
------	--------------------------	----------------	--------

Column Headers:

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

Registered Employees Manage Invites

The following list of employees has been gathered by Growing Futures through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

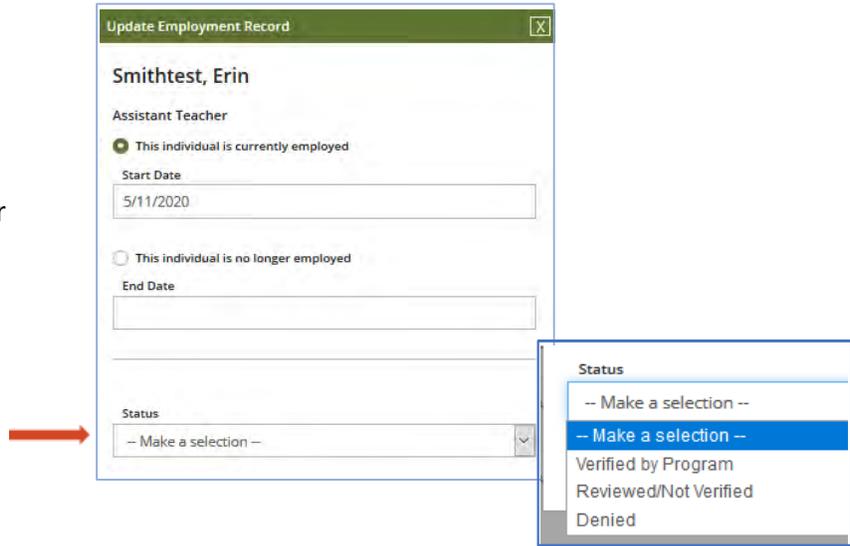
ID	Name	Title	Date	Career Pathway Placement	Current Status	Status
114953	Aignertest, Lindsay	Aide/Float	5/13/2024 - Present	Not Placed	Current-Expires 7/31/2025	Verified by Program
101726	Amestest, Jessica	Substitute/Occasional Backup	9/29/2023 - Present	Category A	Current-Expires 1/31/2025	Verified by Program
115386	Horgantest, Stella	Assistant Teacher	6/10/2024 - Present			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 green 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.



Use the drop-down menu under Status to make your selection.



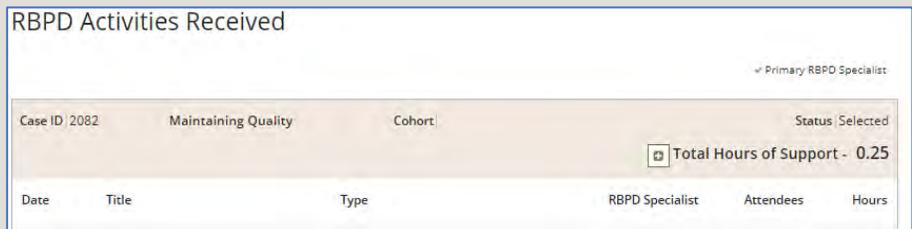
After making your selection, Save Changes.



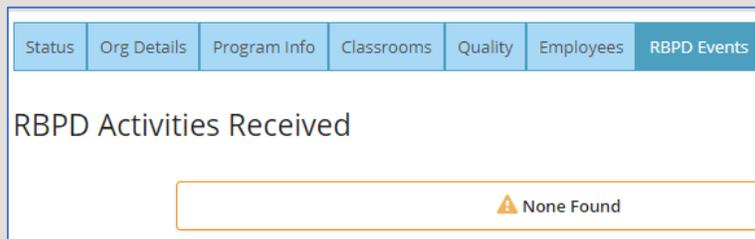
Review and update the employees regularly to keep the account current.

RBPB 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.

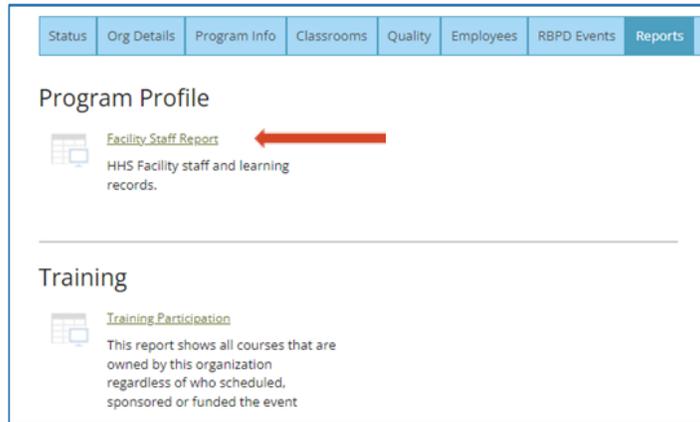


Reports Tab

Two 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.

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 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.

DHS Facility Staff				Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.						
Facility ID	09858013C	Class	Child Care Center	Start Date	9/21/2023					
Facilitys	_Test Provider Test_	Contact	Alicia Rohr	Expires	9/20/2024					
	1638 32nd AVE S		(701) -53-2-20	Status	Active					
	FARGO ND 58103	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
101773	Aasentest_Quentin	Teacher	2/27/2023	Verified by Program	Category A	Current	7/31/2025	7/8/2024		04/26/2023
114824	Alderintest_Hope	Aide/Float	4/1/2024	Verified by Program	Not Placed	Current	5/31/2025	5/6/2024		07/20/2024
100539	Almarastest_Denise	School-Age Program Lead Teacher/Group Leader	2/14/2020	Verified by Program	Category A	Current	1/31/2025	1/16/2024		07/11/2023
108806	Huotaritest_Paula	Assistant Teacher	12/14/2022	Verified by Program	Category A	Expired	4/30/2024	4/23/2023		07/19/2022
111686	Baumertest_Mary	Aide/Float	4/3/2023	Verified by Program	Not Placed	Current	8/31/2025	8/14/2024		08/07/2023
111161	Barettatest_Allison	Assistant Teacher	3/20/2023	Verified by Program	Category G	Current	2/28/2025	2/2/2024		04/27/2023
115779	Carawdytest_Allison	Aide/Float	9/2/2024	Self Reported	Level Not Awarded					

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.

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	Simonsontest, 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 District employment record at the requested date. This report shows all staff with a District employment record at the requested facility. This report shows all staff with a District employment record at the requested date and facility.								
102101	Kressins	Individual is not a current member or has not submitted a new/renewing membership application or this employment record has not been verified.						
19278	Loontjens, Estery	Program Director	3/2/2020	Verified by Program	Category E	Current	7/31/2021	7/30/2020

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

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

Enter the date range and scroll to the far right to click on 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.

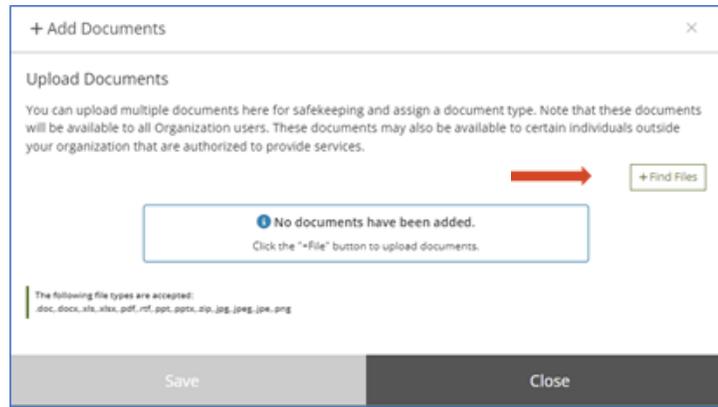
Document Vault Tab

You can upload and store documents here.

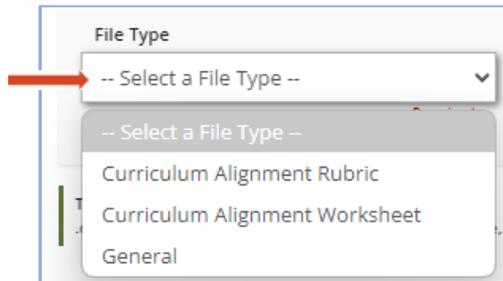
Select the Manage button.

Select the +File button.

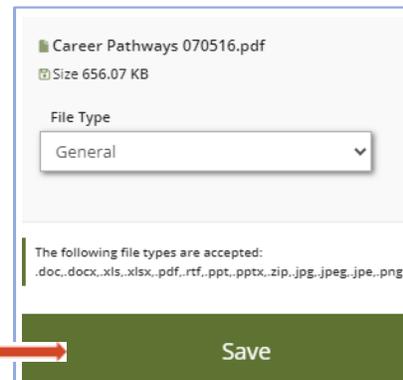
Select +Find files. Choose your file.



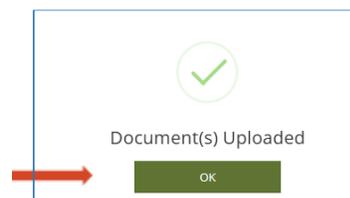
Select a File Type from the drop-down list.



Then Save.

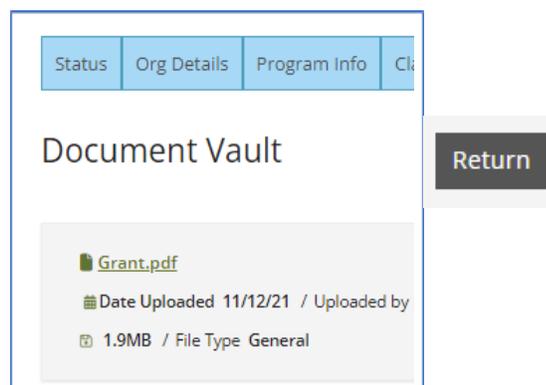


Select OK.



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:

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 **0**

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

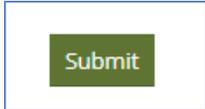
Growing Futures sends periodic communications.

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.

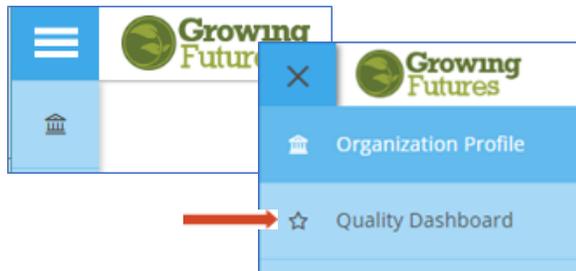


Congratulations! You've created your Organization Account! A Registry staff person may contact you to review and verify your account information. Once your account is verified, you'll be able to apply to participate in the Child Care Aware® of North Dakota Start Child Care project.

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

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

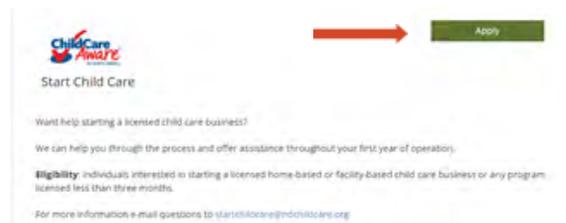
Use the menu on the left (below the 3 white lines) to find the Quality Dashboard.



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



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

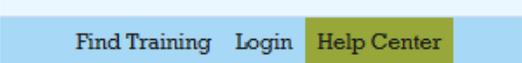


How to Add a License Number to an Organization Account

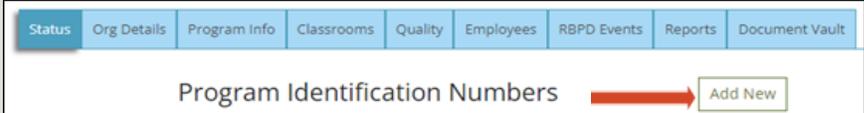
You will need to add an HHS license number to your account if you:

- 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.

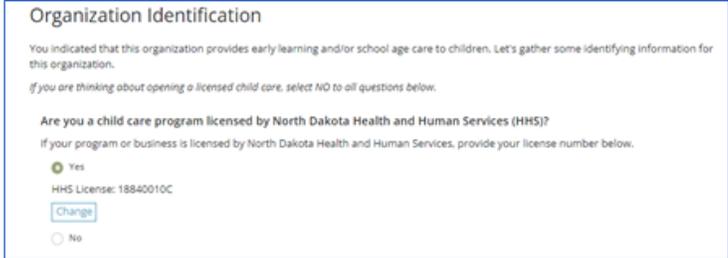
1. [Log in](#) to your Individual Account, then access your Organization Account (in the drop-down menu below your name on the right or below the 3 white lines on the left).



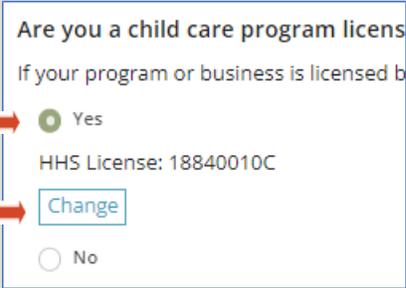
2. Select the Status tab.



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



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.



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 Profile Review

Please review and confirm all sections are current and accurate in order to submit this review.

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

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

If the information shown is correct select Confirm.

Organization Profile Review

General Information

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

Test Day Nursery

Physical Address

324 CHESTNUT ST
 City GRAND FORKS / State ND / Zip Code 58201
 County Grand Forks / Country US

Contact Information

Tamara Woinarowicz
 Tamara.Woinarowicz@email.com

Confirm Close

Update the information as needed.

Select Update to save the changes.

Update

17517
Test Day Nursery
 DHS License : 18840010C
 Active

Return to Review

Status Org Details Program Info Classrooms Quality Employees RFPD Events Reports Document Vault

Contact Information

Email Address*
 Tamara.Woinarowicz@email.com Send Message

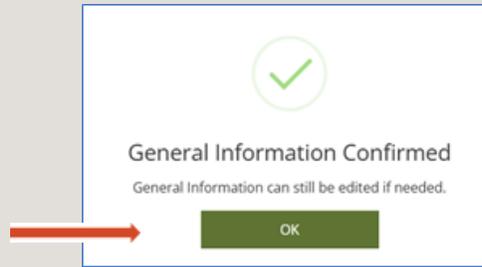
First Name*
 Tamara

Last Name*
 Woinarowicz

Phone
 Ext.

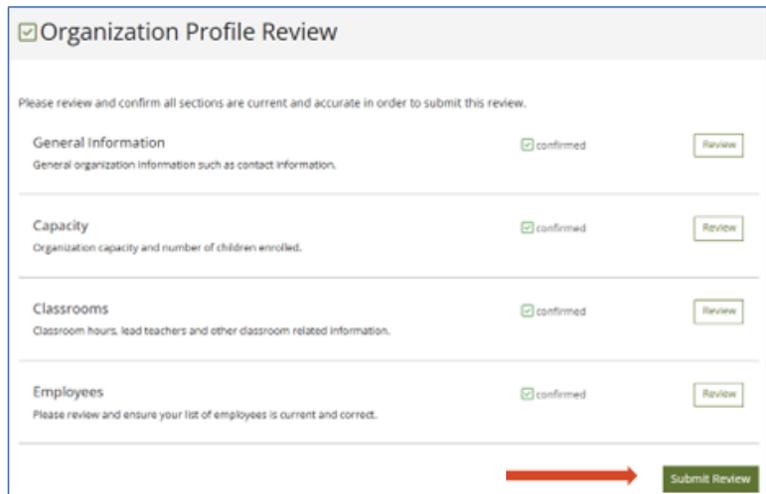
Update

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

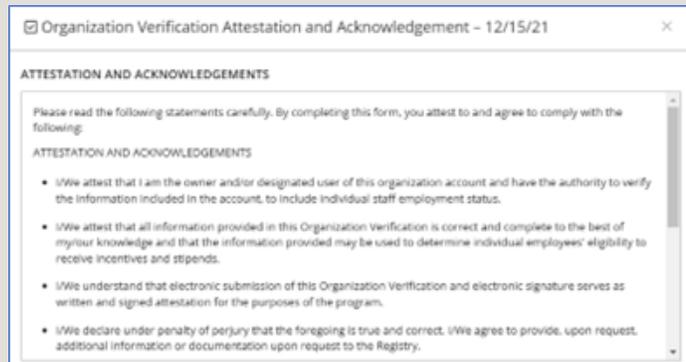


Follow through all sections in the same manner. Note: All sections must be confirmed before the Submit Review button will be available. Make updates as needed.

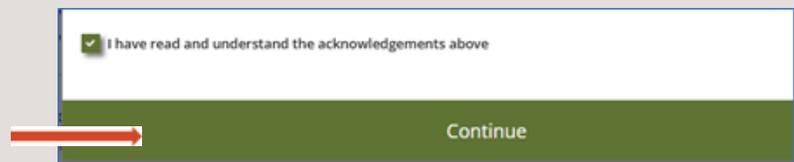
After all sections are confirmed, select Submit Review.



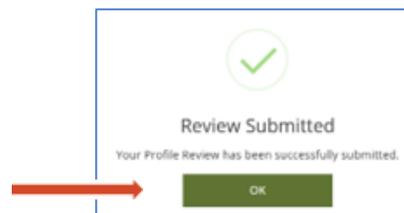
Read the Attestation and Acknowledgments



Check the box and select Continue.



The review has been submitted. Select OK.



How Use the Employee Invite

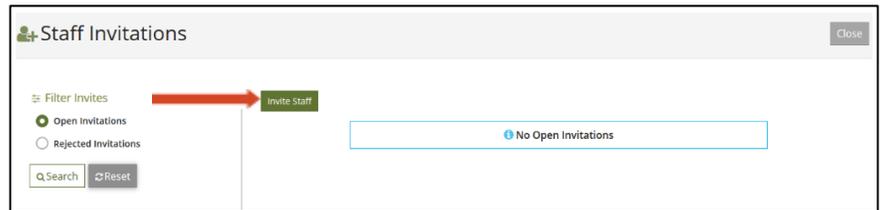
Use the Employee Invite to add employees to your organization account. Having staff attached to your organization account is important for licensed childcare programs. It gives the organization access to staff training records via the Facility Staff Report. If your program is participating in Bright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

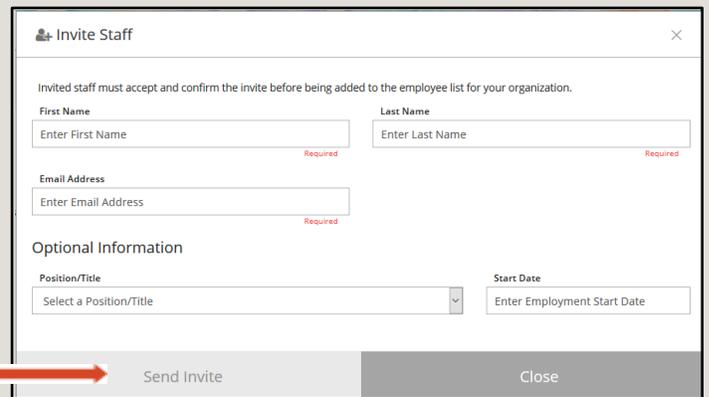


3. In Staff Invitations, you can search for and view previous invitations, and create and send new invitations. For a new invitation select the Invite Staff button.

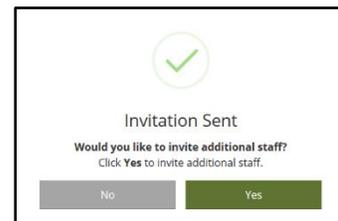


4. The invite form will open. The staff person's first name, last name, and email address are required fields. You may want to complete the Position/Title and Start Date fields to be sure they are correct.

Select Send Invite.

A screenshot of the "Invite Staff" form. At the top, it says "Invited staff must accept and confirm the invite before being added to the employee list for your organization." There are three required fields: "First Name" (with "Enter First Name" placeholder), "Last Name" (with "Enter Last Name" placeholder), and "Email Address" (with "Enter Email Address" placeholder). Below these is an "Optional Information" section with a "Position/Title" dropdown menu (with "Select a Position/Title" placeholder) and a "Start Date" field (with "Enter Employment Start Date" placeholder). At the bottom, there are two buttons: "Send Invite" (highlighted with a red arrow) and "Close".

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 10.](#)