



Career Access and Navigation of Early Childhood Systems (CANOES)

Registry

Frequently Asked Questions

What is the Registry?

The Registry is a statewide program that documents qualifications of practitioners based upon training, experience and professional achievements in the field of early care and education. There are two key components:

- Practitioners are required to have their job qualifications evaluated and recorded by the Registry if they are employed in Department of Human Services (DHS) licensed preschools, infant/toddler programs and group child care homes. DHS licensing rules are used to determine positions for which practitioners are qualified.
- Practitioners may voluntarily participate in the career and professional development component by using the Registry as a tool to track, document and plan for ongoing professional development. The *Attitudes, Skills and Knowledge (ASK) Core Areas* and the *Framework for Early Care and Education Practitioners* assist practitioners in determining training and career pathways.

What are ASK Core Areas?

The ASK Core Areas describe standards for practitioners and what they need to know and be able to do in order to meet the needs of young children and their families. It can be used to guide you through your career path. For a full version and explanation of the ASK Core Areas visit the PATCH website: www.patchhawaii.org and click on CANOES Registry.

How does the Registry determine what I am qualified for?

Education level, early childhood education credits, and experience are the three components that determine a practitioner's position. The Registry Specialist reviews these three areas on your application and aligns them to the state licensing requirements to determine what position(s) you are qualified for. DHS has the final determination.

What are the criteria for ECE approved courses?

Courses must be taken from an accredited educational institution and have an early childhood education, child development or related focus through the majority of the course. Accredited institutions are those recognized by the six regional accrediting bodies of higher education.

- Infant/Toddler approved courses: The same criteria applies with the exception that an Infant/Toddler focus must be prevalent in an accredited institution's coursework. Community-based training, such as PATCH's West Ed series, is approved as Infant/Toddler training if the trainer and training meet the qualifications as stated in the DHS licensing rules.

How long will it take for the Registry office to process my application?

The Registry anticipates approximately 4 weeks to review your application and return a Registry Certificate indicating the position(s) you qualify for under state licensing rules. Applications are processed in the order they are received, so please plan accordingly.

Do I need to renew my Registry?

It depends how you qualified for a DHS position. Practitioners who have a CDA credential and those who work in infant/toddler centers may have a Registry expiration date contingent upon CDA renewal dates or additional required Infant/Toddler training. Check your Registry certificate for the expiration date. You may also update your Registry file at any time to reflect additional coursework or experience you have received.

Who do I contact for assistance?

On Oahu call the Registry Specialist at (808) 791-2126. Career Counselors are available to personally assist you in your Registry needs. Maui: (808) 249-0101. Kona: (808) 322-1400. Hilo: (808) 961-3169. Kauai: (808) 246-0622. On-line information, including downloadable Registry forms, is available at www.patchhawaii.org.