



HAWAII CAREERS WITH YOUNG CHILDREN

# Registry

Voluntary professional development tracking

# Form 2 Voluntary

Official Use Only

Date Received

Date Completed

Congratulations on completing the first step of the Registry and receiving your new Registry ID card. Beyond assisting DHS in confirming you meet the child care licensing requirements, the Child Care Registry offers a voluntary service. Child care professionals are encouraged to use the Registry as a tool to track and document your ongoing professional development.

Professional development, for these purposes include training classes, workshops and college classes that are focused on early care and education. Topics are those that fall under 10 core areas of the state's adopted standards, titled the *Attitudes, Skills and Knowledge (ASK) for Early Care and Education Practitioners*. The ASK Core Areas describe standards for what everyone in the ECE field needs to know and be able to do in order to meet the needs of young children and their families. Visit [www.PatchHawaii.org](http://www.PatchHawaii.org) for more information.

Once completed you will receive a Registry Transcript that is designed to go hand-in-hand with your Registry ID card. Your Registry Transcript can be updated at anytime, as you continue to attend classes and workshops. The Registry Transcript also will describe areas of concentration specific to your needs, which can be used as you plan your professional future.

**Please note: this is a voluntary service of the HCYC Registry and does not relate to your status for employment and/or position in a DHS licensed child care program.**

### SECTION I: PERSONAL INFORMATION

Legal Name:		Former names/aliases:	Today's Date:
Mailing Address:			Unit No:
City:	State:	Zip:	
Email Address:	Phone:	Alt Phone:	
Registry Card ID No:			

### Directions for completing the Section 3 (see next page):

- List the title of the class. This could include college classes, community-based training classes, workshops, etc.
- List the school or agency that offered the class or workshop.
- List the instructor of the class or workshop.
- Community based training is calculated in hours. College courses are calculated in credits. One college semester credit = 15 hours. One college quarter credit = 10 hours  
A learning reflection (Form 2-A) must accompany each training certificate for voluntary professional development. Trainings that are used to meet mandatory child care licensing regulations, such as infant/toddler training necessary to work in an infant/toddler program, do not need a learning reflection. College credit courses also do not need learning reflections.
- Place a ✓ if you think this class meets DHS infant/toddler requirements.
- Indicate up to 3 ASK Core Areas that relate to each class. This information may be listed on the class certificate or other information from the hosting agency. If it is not, you may choose up to 3 that best describes the content of the class. Do your best to estimate how many hours were devoted to each area covered. To be counted, each training or course must be assigned an ASK Core Area.
- Attach documentation for each class listed using either certificates, transcripts, etc.

### SEND COMPLETED APPLICATION AND ATTACHEMENTS TO:



PATCH  
ATTN: REGISTRY  
650 IWILEI ROAD  
SUITE 205  
HONOLULU, HAWAII 96817

### SHOULD YOU NEED ADDITIONAL ASSISTANCE

PLEASE CONTACT US AT

PHONE: (808) 791-2126

(808) 839-1791

FAX: (808) 839-1799

Registry@Patch-hi.org

WWW.PATCHHAWAII.ORG



## UNDERSTANDING HAWAII'S ATTITUDES, SKILLS AND KNOWLEDGE (ASK)

Hawaii's has adopted the *Attitudes Skills and Knowledge (ASK) for Early Care and Education Practitioners* as the standard for early educators. The ASK supports early educators by offering a well-rounded description of best practice in 10 core content areas.

- **Growth & Development (GD):** understand and apply knowledge of human development in relationships with young children and families. In addition, apply this knowledge to the design of environments and learning experiences.
- **Professionalism (PRO):** perform job well, have cooperative relationships with other professionals, be committed to growing skills and competence, behave ethically, and advocate for children and families.
- **Diversity (DIV):** respect the diversity of children and families with whom they work and appreciate their shared commonalities.
- **Observation and Assessment (OA):** use observation and assessment to understand children, inform practice and communicate with families and other professionals.
- **Health, Safety and Nutrition (HSN):** support the well being of young children by meeting their health, safety and nutrition needs.
- **Relationships and Guidance (RG):** establish positive relationships with children and families, communicate with respect, and use guidance practices that foster self-esteem, self-reliance, and constructive behavior.
- **Learning Environments (ENV):** create and adapt a learning environment and schedule that supports the development of particular children and groups of children, reflects their background, and responds to their changing needs and abilities.
- **Planning Learning Experiences (PLE):** understand how children learn, and plan meaningful, appropriate learning experiences that enhance children's social, emotional, intellectual and physical competence.
- **Working with Families (WF):** establish positive and productive relationships with families and involve them in the early childhood program.
- **Program Management (MAN):** participate in the overall management of the program by supporting policies and procedures, utilizing resources thoughtfully, communicating with colleagues and members of community, and by participating in the assessment of the program.

The ASK is a tool to be used to guide your professional development. Ideally, each early educator will have levels of training background and/or experience in each of the 10 core content areas. Looking ahead, the ASK can guide your professional future, by describing core areas you may need/want to focus on to be well-rounded in your skills and knowledge.

Please note that community-based training must be completed within the last 5 years and must focus on one or more ASK Core Areas.

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## Frequently Asked Questions

### **Q: Is the Registry required?**

A: There are two parts to the Registry. Form 1 helps DHS determine the position you qualify for under state child care licensing rules. Thus, in order to work in a center-based program such as a preschool or infant/toddler center, DHS requires you to complete Form 1.

### **Q: What else does the Registry offer?**

A: The Registry also offers a voluntary component (Form 2) which guides you in your professional development. In addition, the Registry offers career counseling.

### **Q: Why should I complete Form 2?**

A: The voluntary features of the Registry was designed to assist you in meeting your professional development needs. You will receive a Registry Transcript which will give you

an evaluation of the training experiences you have in each of the core knowledge areas. In addition, you will receive a road map for planning your future training. By using the Registry to demonstrate your professional development experiences you also show parents, employers, etc. your commitment to early education.

### **Q: Do I need to renew my Registry ID card?**

A: It depends on your educational background and how you qualified for a DHS position. For those who have a CDA credential and for those who work in infant/toddler centers may have an expiration date.

You may also update your Registry file at any time to reflect additional classes or experiences

you have received. A new Registry ID card may be issued to reflect the updated information.

To apply for updates to the position you qualify for under DHS child care licensing rules, please complete Form 1A and include the necessary documentation.

To update your professional development information, please complete Form 2 and include the necessary documentation.



**PATCH**

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SUITE 205  
HONOLULU, HI 96817

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[Registry@patch-hi.org](mailto:Registry@patch-hi.org)

PHONE:  
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(808) 839-1799

*Supporting Hawaii's Child Care Needs*