



# Form 1

## Required for Employment in Center-Based Programs

Type of Application  
(check one):

- New to Registry
- Renewal/Update
- Replacement/Lost

**For Office Use Only:**

Received Date: \_\_\_\_\_  
 Position at GCC: \_\_\_\_\_  
 Position at IT: \_\_\_\_\_  
 Framework Level: \_\_\_\_\_  
 Completion Date: \_\_\_\_\_  
 Renewal Date: \_\_\_\_\_

Participation in the Registry is required by the Department of Human Services (DHS) for employment in state licensed center-based programs. The Registry assists DHS in confirming your education and training experience to determine the position(s) you qualify for under state child care licensing rules. Once your application is processed, you will receive a Registry Certificate and be eligible for employment. If you are updating, you may receive a new Registry Certificate if your qualifications have changed. **ORIGINAL applications only. NO faxed, copied, or emailed applications accepted.**

**SECTION A: PERSONAL INFORMATION**  No updates to this section  Update this section

Legal Name:		Former names/aliases:	Caregiver ID:
Social Security No:	Birth Date:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address:			Unit No:
City:	State:	Zip:	
Mailing Address, if different:			Unit No:
City:	State:	Zip:	
Email Address (optional):	Phone:	Alt Phone:	

**SECTION B: IF APPLICABLE, CURRENT EARLY CHILDHOOD RELATED EMPLOYMENT INFORMATION**  
(TO BE COMPLETED BY THE DIRECTOR)  No updates to this section  Update this section

Business Name:	Site Name (if business has multiple sites):		
Site Mailing Address:			
City:	State:	Zip:	
Applicant's Current Position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time @ _____ hours/week		
Applicant's Date of Hire: _____ / _____ / _____ (MUST BE EMPLOYED) (month / day / year)	Facility Type:	<input type="checkbox"/> Center based	<input type="checkbox"/> Home based <input type="checkbox"/> School aged
Ages worked with: <input type="checkbox"/> Infants-Toddlers (6wk-35 mon) <input type="checkbox"/> Preschool (3-5 yrs) <input type="checkbox"/> Mixed Ages (6wk-5yrs) <input type="checkbox"/> School aged (K—13 yrs.)			
Director's Name:	Phone:	Email:	

\* Initial all that has been completed. Required in order to process Registry application.

\_\_\_ All employment verification has been completed for this individual (including that listed in Section D of this application). This will be used to determine if the applicant meets the DHS experience requirement.

\_\_\_ Orientation training has been completed for this individual.

* Director's Signature:	Date:
<input type="checkbox"/> Center Director <input type="checkbox"/> School Principal <input type="checkbox"/> Human Resource Officer <input type="checkbox"/> Owner	

**SECTION C: PREVIOUS EMPLOYMENT INFORMATION RELATED TO EARLY CHILDHOOD** No updates to this section  Update this section

Business Name:

Position:

Complete Business Address and phone:

Avg. hours worked per week:

Date of Hire:

Date of Termination:

Type of Facility:  Home based  Center based  School agedAges worked with:  Infants-Toddlers (6wk—35 mon)  Preschool (3-5 yrs)  Mixed Ages (6wk-5yrs)  School Aged (K—13 yrs.)

Business Name:

Position:

Complete Business Address and phone:

Avg. hours worked per week:

Date of Hire:

Date of Termination:

Type of Facility:  Home based  Center based  School agedAges worked with:  Infants-Toddlers (6wk —35 mon)  Preschool (3-5 yrs)  Mixed Ages (6wk-5yrs)  School Aged (K—13 yrs.)

Business Name:

Position:

Complete Business Address and phone:

Avg. hours worked per week:

Date of Hire:

Date of Termination:

Type of Facility:  Home based  Center based  School agedAges worked with:  Infants-Toddlers (6wk —35 mon)  Preschool (3-5 yrs)  Mixed Ages (6wk-5yrs)  School Aged (K—13 yrs.)**SECTION D: STUDENT TEACHING, INTERNSHIP, PRACTICUM, VOLUNTEER (RELATED EXPERIENCES)** No updates to this section  Update this section

School:

Date From:

Date To:

Position:

Type of Facility:  Home based  Center based  School aged

Avg. number of hours per week:

Ages worked with:  Infants-Toddlers (6wk —35 mon)  Preschool (3-5 yrs)  Mixed Ages (6wk-5yrs)  School Aged (K—13 yrs.)**SECTION E: EDUCATION & CREDENTIALS** No updates to this section  Update this section**\*INDICATE ALL LEVELS OF EDUCATION. DOCUMENTATION (DIPLOMAS, TRANSCRIPTS, & CREDENTIALS) IS REQUIRED TO COMPLETE APPLICATION.**

	Name of School/College/University *	Status	Type of Degree Earned	Date Awarded	Focus of Degree
High School		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
Community College		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> Certificate in ECE <input type="checkbox"/> Associates Degree		
University		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> _____ Degree		
University		<input type="checkbox"/> Currently enrolled <input type="checkbox"/> Completed	<input type="checkbox"/> _____ Degree		

**If you have any of these additional credentials, please indicate below and submit documentation.** Vocational child care training course Child Development Associate Credential (CDA) Renewal date: Association Montessori Internationale (AMI) Award date: Montessori Associate Credential (MAC) Award date:



# 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: What will I get from the Registry?**

A: Once you complete Form 1, you will get a Registry certificate which will indicate the positions you qualify for under licensing rules. You will also receive Form 2 for the voluntary component discussed above.

It is up to you whether you want to complete this form to track your professional development.

**Q: Do I need to renew my Registry?**

A: It depends on your educational background and how you qualified for a DHS position. If you have a CDA credential or work in an infant/toddler center, you may have an expiration date. Check your Registry certificate for the expiration date.

You may also update your Registry file at any time to reflect additional classes or experiences you have received. A new Registry certificate may be issued to reflect the updated information.

You may use Form 1 to update your file. A new Registry certificate will be issued if you have a change in position.

**Q: Why do I need a current CDA on file?**

A: If the Registry used your CDA credential to qualify you for your position, you must have a current CDA credential on file with the Registry to maintain your current position.

**Q: Why does the Registry need your Social Security number?**

A: Social security numbers are required to verify educational qualifications. Your information will be treated as confidential.



## ***APPLICATION CHECKLIST***

- Application with original signatures of Director and Applicant
- Copies of college transcripts
- Copies of workshop certificates
- Copies of other applicable credentials such as CDA, NAFCC, Montessori, ECE certificate
- Copies of documents (marriage, divorce, etc.) if updating name changes



**SEND COMPLETED APPLICATION AND ATTACHMENTS TO:**  
PATCH  
ATTN: REGISTRY  
560 N. NIMITZ HWY, SUITE 218  
HONOLULU, HI 96817

**SHOULD YOU NEED ADDITIONAL ASSISTANCE, PLEASE CONTACT US AT:**  
PHONE: (808) 791-2126  
(808) 839-1791  
Email: Registry @patch-hi.org  
Website: www.PatchHawaii.org