Form I

Required for Employment in Center-Based Programs

Type of Application (check one):

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

Hawaii Department of Human Services Early Childhood Registry

For Office Use Only:

Received Date: _____
Position at GCC: _____
Position at IT: _____
Position at BAS: _____
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.**

Please print clearly

SECTION A: PERSONAL INFORMATION ❒ No updates to this section ❒ Update this section		
*** Legal Name: Last:** **First:** **MI:**		Caregiver ID:
*** Social Security No:**	*** Birth Date:**	*** Gender:** ☐ Male ☐ 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 ❒ N/A		
Business Name:	Site Name (if business has multiple sites):	
Site Mailing Address:		
City:	State:	Zip:
Applicant's Current Position:	☐ Full-time ☐ Part-time @ _____hours/week	
Applicant's Date of Hire: / / (MUST BE EMPLOYED) (month / day / year)	Facility Type: ☐ Center based ☐ Home based ☐ School aged	
Ages worked with: Check all applicable fields ☐ Infants-Toddlers (6wk-35 mon) ☐Preschool (3-5 yrs) ☐ FCCH ☐ 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:
☐ Center Director ☐ School Principal ☐ Human Resource Officer ☐ Owner	

*** REQUIRED INFORMATION**

SECTION C: PREVIOUS EMPLOYMENT INFORMATION RELATED TO EARLY CHILDHOOD

Employment will be verified, you must list the phone number ❒ 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 aged

Ages worked with: ☐ Infants-Toddlers (6wk—35 mon) ☐ Preschool (3-5 yrs) ☐ FCCH ☐ 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 aged

Ages worked with: ☐ Infants-Toddlers (6wk —35 mon) ☐ Preschool (3-5 yrs) ☐ FCCH ☐ 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 aged

Ages worked with: ☐ Infants-Toddlers (6wk —35 mon) ☐ Preschool (3-5 yrs) ☐ FCCH ☐ School Aged (K—13 yrs.)

SECTION D: STUDENT TEACHING, INTERNSHIP, PRACTICUM, VOLUNTEER (RELATED EXPERIENCES)

DIRECT EXPERIENCE WORKING WITH CHILDREN ❒ 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.)

Job Duties:

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.
Send copies only, as all documents will be electronically stored and hard copies destroyed. Foreign degrees must be translated by a translation agency.

	Name of School/College/University *	Status	Type of Degree Earned	Date Awarded	Focus of Degree
High School		☐ Currently enrolled ☐ Completed	☐ Diploma ☐ GED		
Community College		☐ Currently enrolled ☐ Completed	☐ Certificate in ECE ☐ Associates Degree		
University		☐ Currently enrolled ☐ Completed	☐ _____ Degree		
University		☐ Currently enrolled ☐ Completed	☐ _____ 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:

Application Checklist

___ Copies of college transcript

You must include documentation (i.e. college transcripts or workshop/class certificates). Transcripts must include:

* ***Applicant's Name***
* ***College / University NAME and ADDRESS***
  Course Date, Title, Credit(s) Earned, Grade
* ***Type of Degree earned, if applicable***
* ***Foreign degree translated***

___ Copies of workshop certificates

___ Copies of other applicable credentials such as *CDA, NAFCCm Montessori, ECE certificate*

___Copies of documents (marriage, divorce, etc.) if updating name changes

Send only copies of supporting documentation, as all documents will be electronically stored and hard copies destroyed.

☐ **Application must include Director's signature in Section B**

* **FINAL SECTION**	
The information presented in this application is complete and accurate to the best of my knowledge. My signature testifies to the fact that there are no other changes to report as of the date signed below. ***APPLICATION MUST HAVE ORIGINAL SIGNATURES**	
* **Signature:**	Date:

PATCH

SEND COMPLETED APPLICATION
AND ATTACHMENTS TO:
PATCH
ATTN: DHS Early Childhood Registry
560 North Nimitz Hwy, Suite 218
Honolulu, HI 96817

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

Frequently Asked Questions

Q: Is the Registry requried?

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 I, 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 1to 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.