



NJ Registry Talking Points

Below are a few talking points and tips on how to explain the main points about the NJ Registry AND how to address common issues that arise when participants are joining or renewing their NJ Registry membership.

What is the NJ Registry?

- Online database which records and recognizes your education, training and work experience to help you track your annual professional development hours
- Collects data about the NJ early childhood workforce

Why join the NJ Registry?

- Provides you with access to your own professional development profile 24/7
- Brings awareness to early childhood workforce in NJ (Collects and maintains data of early childhood workforce. Ex: Can produce reports on salaries, benefits, education, types of training offered in a county)
- Displays your commitment to professionalism
- Joining Registry reflects your commitment to completing 20 hours of professional development each year

What are the benefits of the NJ Registry?

Refer to **Welcome to the NJ Registry** section on the homepage and click on the link that says, "For a better understanding of how the NJ Registry can help you" PDF

What documentation should new applicants submit?

Proof of Education (Required)

- HS diploma
- Official college transcripts
- Department of Education Certifications/Teaching Endorsements
- CDA Credential
- NJ Family Development, Infant Toddler or Administrators' Credentials

Certificates from workshops attended within the last year (*Optional*)

Documentation must be received within 60 days of creating profile or your membership will be denied

How do I renew my membership?

- Membership is good for one year (expiration date is on membership card and certificate)
- 60 days prior to expiration date, you will receive an e-mail reminder and instructions on how to renew
- **To Renew Membership:** Log-in to account; click "Renew Now." Fax, e-mail or mail proof you have completed 20 hours of professional development within the last year or since the last time you joined.

Offer a live demonstration of NJ Registry

Using their account, you can show members the basic features of a NJ Registry profile. The demo should include:

- Viewing Career Lattice
- Apply for NJ Office of Licensing Approvals
- Apply for scholarships
- "My Tools and Setting" Folder
 - Certificate of Recognition
 - Membership Card
 - Education and Training Report
- How to register for a workshop
- How to withdraw from a workshop
- How to view workshops you have registered for

What if I forget my Username and Password?

Your username is always your e-mail address. If you have forgotten your password, click the "Forgot Password" link and enter your e-mail address. Your password will be e-mailed to you.

Can I register for a workshop if my account is not "Active"?

Only people with an account status of "Expired" and "Denied" **CAN NOT** register for a workshop. If your account is any other status (On-Hold, Pending, Processing), you can register for a workshop. But remember, your account will be "Denied" if you **DO NOT** submit the requested documentation within 60 days.

How can I obtain my Registry ID #?

You will only have access to your NJ Registry ID# once your account is "Active." The ID # is located on your membership card, Certificate of Recognition and in your profile.