What is the IMPACT Registry?

Virginia's Early Childhood Professional Development Registry, **IMPACT,** is a voluntary, statewide tool to document and recognize the professional achievements of practitioners and trainers who work in the early childhood education and school-age care profession within the Commonwealth of Virginia.

Who may join the IMPACT Registry?

Anyone who works in early childhood education or school-age care is eligible and encouraged to join the **IMPACT** Registry. This includes practitioners, trainers, technical assistance providers, and administrators who work in licensed, regulated unlicensed, or approved programs in Virginia including Head Start, VPI, certified preschool, religious exempt, and voluntary registered family day home and center-based facilities.

Why should I join the IMPACT Registry?

- ♦ **IMPACT** your professional status: The **IMPACT** Registry will provide you with a Professional Development Certificate documenting your Career Level achievement and recognize you as a valued member of the early childhood education or school-age workforce

- ♦ **IMPACT** your educational goals: The **IMPACT** Registry will help you track your formal and informal education, qualifications and training, and provide you with a pathway for planning your future education and training

- ♦ **IMPACT** your professional development: **IMPACT** Registry members may be eligible to receive a Virginia Child Care Provider Scholarship and other award incentives

- ♦ **IMPACT** your career advancement: The **IMPACT** Registry maintains a record of your professional development housed in one convenient, secure, online location available 24/7

Am I required to join the IMPACT Registry?

Enrollment in the **IMPACT** Registry is voluntary, and participation is free.

What is an IMPACT Portfolio?

The **IMPACT** Portfolio is a digital outline of your training, education, professional qualifications and work history that you have submitted to the registry. It can be used to create a resume or curriculum vitae to share with employers or licensing officials.

What is the Career Pathways for Early Childhood and Out-of-School Time Practitioners?

Virginia's Career Pathways recognizes the hours of informal training, formal education, and credentials of practitioners in the field of Early Childhood and School-Age Care. The Career Pathway helps practitioners plan their training, education and career development so they may be well-prepared to educate, nurture and meet the needs of young children and their families. Although Virginia's Career Pathways outlines a clear path to professional growth, it does not guarantee employment nor employee placement.

How do I obtain a Placement Level on the Career Pathways?

You must join the **IMPACT** Registry, complete the online application, and submit documentation of your education, training, and professional credentials.

What documentation do I need to submit for review?

Submit a copy of each diploma you have earned and transcripts for all child-related college credits completed from a regionally accredited institution. In addition, as applicable, submit copies of any certificates, licenses and/or endorsements you have earned and proof of attendance for other professional development courses.

Can I mail in my documentation?

No, unfortunately only electronic documents can be accepted.

I didn't submit documentation with my application, what do I do now?

Log in to your **IMPACT** account and go to the section where your documentation is missing. Click "upload" to submit the required documentation.

What do I do if I forgot my password?

Go to www.earlychildhood.virginia.gov/impactregistry and click on the "Forgot Password" link. The system will generate an email to assist you.

When do I need to renew/update the information in my profile?

Any time something changes! To update your profile, log in to your **IMPACT** account, make the appropriate additions or changes, and upload required documentation. The additional training you achieved could result in a change in your Career Pathways Placement Level!

How do I move to the next Career Pathways Level?

Continued professional development moves you to the next level of recognition. Submit documentation for any additional training or professional development you complete for a reevaluation of your Placement Level.

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What can I do if I do not agree with my Career Pathways Level?

You may request to have your submission reevaluated if you feel you were placed at an incorrect level. To make this request, complete the Career Pathways Placement Re-evaluation Request form.

What if I earned my degree in another country?

If you hold a degree or educational credential granted outside of the United States, you must have the transcripts evaluated to determine U.S. equivalency. There are many agencies around the nation that offer this service. To find an agency, visit the National Association of Credential Evaluation Services at www.naces.org.

How are clock hours, CEU's (Continuing Education Units) and credit hours different?

Clock hours refer to the actual time you spent in a training session. For example, if you attend a workshop from 9am – noon, you earn 3 clock hours of training. One CEU equals 10 clock hours of training. (A Session that lasts 6 hours would give you .6 CEU's.) Credit hours generally refer to college credit. One college course usually gives you 3 credits, and accounts for approximately 45 (clock) hours of classroom time.

How long will it take after I join the IMPACT Registry to receive my Certificate?

If your application is complete, your information will be reviewed within 30 days. If your application is missing documents, it will depend on when you submit those documents to the Registry.

How do I print my IMPACT Portfolio/Professional Development Certificate?

Log in to your IMPACT account and go to My Impact. You can then choose what to print.

What if I no longer wish to be a part of the IMPACT Registry?

You can request, in writing, to opt out of the IMPACT Registry at any time. Opting out will result in the termination of your individual membership. Your Registry-specific data will be archived in the data system in case you choose to reinstate your participation in the Registry.

How do I contact someone about the IMPACT Registry?

You can email Registry staff at info.impactregistry@dss.virginia.gov. All written mail should be sent to 801 East Main Street, Richmond, VA 23219, ATTN: VDSS Child Care and Early Childhood Development, IMPACT Registry Staff.

8.2015