How to View an OCFS Program Staff Report
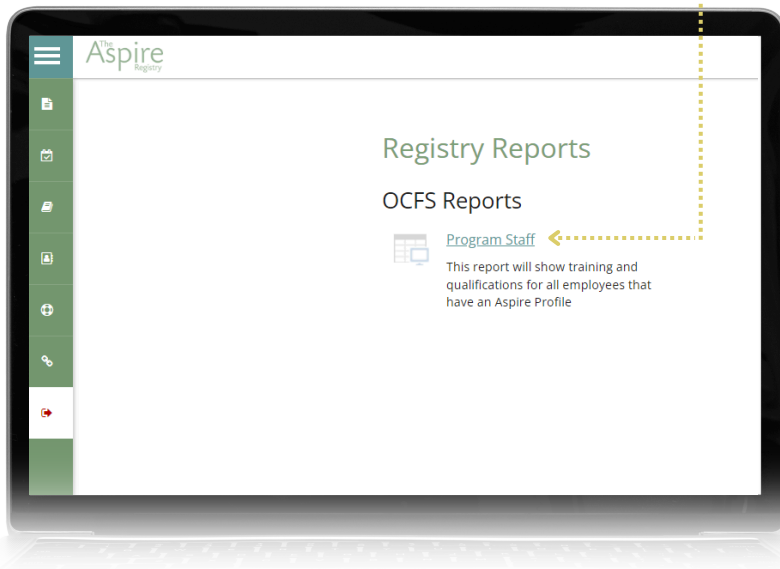
1 Go to www.nyworksforchildren.org and click "Aspire Login"

2 Sign in using your email address and password*

Before logging in for the first time, check with your regional office to confirm they've completed the Aspire OCFS Login Set-Up Form

3 Click the "Program Staff" report link

The Aspire Registry

Registry Reports

OCFS Reports

Program Staff
This report will show training and qualifications for all employees that have an Aspire Profile

4 In the top left corner, enter the OCFS Facility ID* for the program you want to view and click "View Report" on the right side of the screen.

If the ID number is less than six digits, you must enter zeroes at the front of the ID number until it is six digits long (e.g. ID number is 1234, than you would enter it as 001234)

NYS OCFS ID:	000000	Staff View	Hide Previous Staff
Training After:	2/20/2023	Training before:	2/19/2025
Staff View	Hide Previous Staff		View Report

|◄ ◄ 1 of 1 ► ►| ↕ [____] Find | Next 💾 ↻

5 Adjust the "Training After" and "Training Before" dates to fit within your licensing period. During site visits, you can also include past employees if you need to examine the professional development of individuals who were employed at the program during the licensing period under review.

6 You are now viewing the OCFS Program Staff Report. Click on the name of the individual to view their Professional Development Record. To return to the previous page, click the return button.

Aspire recommends exporting the report into Excel. To do this, click on the export drop-down menu (💾) and select Excel. When the new window pops up, choose "Open with Microsoft Excel."

Using an OCFS Program Staff Report to Conduct a File Review: 4 Questions to Ask Yourself

1 Are all employees in the Aspire Registry?

When you access a Program Staff Report, you will see a table at the bottom entitled "Staff in CCFS not Matched in the Aspire Registry." This table shows you staff found in CCFS but not in Aspire.

Staff in CCFS not Matched in The Aspire Registry

Name	Role	Start Date
Bird, Big	Employee	11/7/2024
Stark, Tony	Employee	7/28/2023

There are three reasons why an employee may show up on this list:

Former employee

An employee no longer works at the program but is on the official CCFS list. Once the individual is expunged from the record, they will no longer appear on this list.

Variation in spelling of name

The spelling entered in CCFS does not match the spelling in the Aspire Registry. For example, an employee might start a position using their maiden name and change their surname before creating their Aspire profile.

New or current employee who needs to create a profile in the Aspire Registry

All remaining names will likely still need to create a profile in the Aspire Registry. All staff who regularly work with children need to be in the system.

2 Have all employees sent education documentation?

To view an individual's education information, click on the hyperlink of their name. Please also note that viewing the Career Ladder Level column can be a good indicator of what you will see in an individual's education information. For instance, a Career Ladder Level of 1 could mean that an individual:

- has earned less than a high school diploma
- did not submit their documents for verification
- sent their documents, but they were not sufficient for verification, i.e., a course list or unofficial transcript

The Aspire Registry for New York's Early Childhood Workforce

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Facility ID: 000000
License Status: LICENSED
Type: Day Care Center
Effective Date: 6/1/2017
Expiration Date: 5/31/2027

Facility: Sample Daycare
123 ABC Street
Buffalo NY 14206
Contact:
County: Erie

All Staff with Aspire Accounts

CCFS ID Match	Aspire ID	Name	Position	Regulatory Position Title	Position Start Date	Career Ladder Level	#OCFS Topics	Training Hours	Infant Child CPR	Pediatric First-Aid	MAT	Study Plan
✓	84347	Sample, Nancy	Infant/Toddler Teacher		2/12/2024	Career Ladder Level 3B	10	21.50	6/11/2026	6/11/2026	6/28/2027	Verified
✓	16666	Sample, Jane	Teacher		5/6/2022	Career Ladder Level 5A	10	9.50	10/9/2025	8/17/2019	7/6/2025	Verified
✓	71869	Doe, Jane	Assistant Teacher		10/2/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/19/2023		
✓	71869	Doe, Joe	Infant/Toddler Teacher		10/12/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/19/2023		Self-Reported
✓	35144	Teacher, Assistant	Assistant Teacher		8/5/2019	Career Ladder Level 2B	10	9.00	10/9/2025			
✓	30095	Teacher, Toddler	Infant/Toddler Teacher		8/4/2020	Career Ladder Level 3B	5	7.00				Self-Reported
✓	36222	Director, Assistant	Director/Administrator		8/8/2019	Career Ladder Level 5A	6	4.25	10/9/2025	10/11/2023	7/31/2023	
✓	39312	Director, Administrator	Director/Administrator		10/30/2017	Career Ladder Level 8C	10	18.00	5/31/2019	5/31/2019		
✓	39310	Staff, Agency	Agency Staff		6/26/2006	Career Ladder Level 6	0	0				
✓	135839	Aide, PreK	PreK Teacher Aide		9/18/2023	Career Ladder Level 1A	3	2.00				
✓	48775	Staff, Non-Teaching	Non-Teaching Staff		9/16/2019	Career Ladder Level 4	10	17.50	10/9/2025	10/11/2023	6/28/2027	
✓	44443	Teacher, Infant	Infant/Toddler Teacher		10/17/2023	Career Ladder Level 3A	5	10.00			6/28/2027	

Total: 11

Staff in CCFS not Matched in The Aspire Registry

Name	Role	Start Date
Bird, Big	Employee	11/7/2024
Stark, Tony	Employee	7/28/2023

Using an OCFS Program Staff Report to Conduct a File Review: 4 Questions to Ask Yourself (cont.)

SCAN TO LOG IN

3 Do all employees have up-to-date training records?

You can determine if training certificates were submitted by looking at the OCFS topics column. This column shows how many of the nine training topics are complete.

If you see an individual who has satisfied a low number of topics, first, take a look at the Position Start Date column. It's possible that the individual is a new hire. To view the full list of training completed, click on the hyperlink of an individual's name to see their Professional Development Record.

4 Are any employees on an approved plan of study?

If an individual has indicated that they are on an approved plan of study, you will find one of two things in the Study Plan column:

Self-Reported
Individuals indicated they are on a plan of study on their Aspire profile but have not yet uploaded the signed plan of study form.

Verified

Individuals have indicated they are on a plan of study and uploaded the signed plan of study form. Click on their name to access their Professional Development Record.

Please note that individuals can upload more than just the plan of study form, including documents to demonstrate their progress toward completing the study plan. If an individual uploads any documents, they will appear as hyperlinks under the Study Plan section of the Professional Development Record.

When directors create employee study plans through their organization profile, they will not link to the individual's Professional Development Record. Only the Study Plan section in the individual profile is reflected on the Professional Development Record.

The Aspire Registry for New York's Early Childhood Workforce

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Facility ID: 00000	Effective Date: 6/1/2017	Facility: Sample Daycare	Contact:
License Status: LICENSED	Expiration Date: 5/31/2027		County: Erie
Type: Day Care Center		123 ABC Street Buffalo NY 14206	

All Staff with Aspire Accounts

CCFS ID Match	Aspire ID	Name	Position	Regulatory Position Title	Position Start Date	Career Ladder Level	#OCFS Topics	Training Hours	Infant Child CPR	Pediatric FirstAid	MAT	Study Plan
✓	84347	Sample, Nancy	Infant/Toddler Teacher		2/12/2024	Career Ladder Level 3B	10	21.50	6/11/2026	6/11/2026	6/28/2027	Verified
✓	16666	Sample, Jane	Teacher		5/9/2022	Career Ladder Level 5A	10	9.50	10/9/2025	8/17/2019	7/6/2025	Verified
✓	71869	Doe, Jane	Assistant Teacher		10/2/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/19/2023		
✓	71869	Doe, Joe	Infant/Toddler Teacher		10/12/2023	Career Ladder Level 4	10	19.25	11/19/2023	11/19/2023		Self-Reported
✓	35144	Teacher, Assistant	Assistant Teacher		8/5/2019	Career Ladder Level 2B	10	9.00	10/9/2025			
✓	30085	Teacher, Toddler	Infant/Toddler Teacher		8/4/2020	Career Ladder Level 3B	5	7.00				Self-Reported
✓	30222	Director, Assistant	Director/Administrator		8/6/2019	Career Ladder Level 5A	6	4.25	10/9/2025	10/11/2023	7/31/2023	
✓	39312	Director, Administrator	Director/Administrator		10/30/2017	Career Ladder Level 8C	10	19.00	5/31/2019	5/31/2019		
✓	39310	Staff, Agency	Agency Staff		6/26/2008	Career Ladder Level 6	0	0				
✓	19939	Aide, PreK	PreK Teacher Aide		9/18/2023	Career Ladder Level 1A	3	2.00				
✓	48776	Staff, Non-Teaching	Non-Teaching Staff		9/16/2019	Career Ladder Level 4	10	17.50	10/9/2025	10/11/2023	6/28/2027	
✓	44443	Teacher, Infant	Infant/Toddler Teacher		10/17/2022	Career Ladder Level 3A	6	10.00			6/28/2027	

Total: 11

Staff in CCFS not Matched in The Aspire Registry

Name	Role	Start Date
Box, Big	Employee	11/7/2024
Stack, Tony	Employee	7/29/2023

Study Plan - Verified

Type	Description	Institution Name	-	-		Completion Date
OCFS Plan of Study Commitment for Group Teacher	Final completion of CDA	Child Care Resource Network / CDA			11/22/2021	11/21/2022

CDA_CheckoutVerification.pdf
CDA_ExamReminder.pdf
CDA_PDSpecialist.pdf
CDA_PlayofStudy2.pdf

How to Use the PD Finder

The PD Finder

Use the PD Finder to search for upcoming professional development opportunities statewide. Filter your trainings by keywords, location, date, CBK or OCFS training topics, trainer type, and/or training language to find high-quality events. The PD Finder is a great resource to share with directors to help them locate meaningful professional development for themselves and for their staff.