

# The Aspire Registry

Planning Guide for  
Early Childhood Leaders



## Managing your Aspire Organization Profile

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## STEP ONE

### Complete your Aspire Profile

Think of this as a professional portfolio that will store information about your education and professional development. This is the same process your faculty/staff will go through. It is important that you see what the application process looks like so that you can be a resource for anyone on your team who has questions.

**TARGET DATE** .....

**DATE COMPLETED** .....

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## STEP TWO

### Add an organization to your Aspire Profile

From your Aspire Profile, select "+ Organization Profile" and choose "Create Profile". Enter in your contact information and your license or permit information. Your Organization Profile will be approved within three business days.

**TARGET DATE** .....

**DATE COMPLETED** .....

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## STEP THREE

### Introduce The Aspire Registry to all program faculty/staff

Let your team know why your program is joining the registry and fill them in on the benefits of maintaining an Aspire Profile. Give us a call if you'd like us to send you some brochures or promotional materials to distribute!

**TARGET DATE** .....

**DATE COMPLETED** .....

# for Early Childhood Leaders



## STEP **FOUR**

### **Support your faculty/staff to create their own Aspire Profiles and submit documents**

Each person will need about 30 minutes to complete his/her profile and upload all necessary files. Be sure to plan ahead and find coverage for all staff members to complete their Aspire Profiles. Documents can now be uploaded in the process of creating your Aspire Profile.

Most of the documents that The Aspire Registry needs for verification should already be in each person's employee file. The Aspire Registry encourages members to upload. If you are not able to upload, we accept photocopies (not originals) by mail.

**TARGET DATE** .....

**DATE COMPLETED** .....



## STEP **FIVE**

### **Review and maintain profiles**

We recommend that you login regularly just to make sure everything is up to date. Support your team to upload any new training or education information throughout the year.

**TARGET DATE** .....

**DATE COMPLETED** .....

# Helpful Hints

- ✱ Identify ambassadors! Are there team members that would be enthusiastic about creating their Aspire profiles first and acting as a resource for other faculty/staff members?
- ✱ Use a targeted approach. Consider grouping your team by role and giving each group a different deadline.
- ✱ To make the online application process even faster, give individuals access to their employee files before they start.
- ✱ Does your organization provide professional development? Check out all the resources available to you through The Aspire Registry Statewide Calendar.



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## Technical Support

Our Registry Specialists are available to assist you.

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The Aspire workforce registry is an integral piece of New York Works for Children, the state's integrated professional development system for the early childhood and school-age workforce.