



Instructions for Training Organization Profile administrators.

The Aspire Registry is an online system that supports early childhood professionals and recognizes the important work that you do. With an Aspire profile, you can take advantage of helpful resources to guide your career choices and plan your professional growth.

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How to Complete Your Training Organization Profile

This page should be used by directors and administrators to complete their Training Organization Profile. Instructions for how to set-up an Aspire Trainer Profile are on the following page.

1. Create Your Own Aspire Trainer Profile

- ✿ The first step to create a Training Organization Profile is to create your own Aspire Trainer Profile. Follow the steps listed on the following page to complete your Aspire Trainer Profile.
- ✿ This is the same process the other trainers at your organization 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.

2. Add a Training Organization to Your Aspire Trainer Profile

- ✿ From your Aspire Trainer Profile, select "+Organization Profile" from the drop down menu and choose "Create Profile".
- ✿ Enter in your contact information and all other relevant information on each page and press submit. Your Aspire Training Organization Profile will be approved in 3 business days or less.

3. Support your team to create their own Aspire Trainer Profiles

- ✿ You can copy and distribute the following page in this guide as a resource.
- ✿ Also, be sure to provide your team with your assigned Aspire Organization ID number, this will come in handy when they are completing the employment section of their profiles.

4. Provide additional information about your organization

- ✿ After each member of your team has created an Aspire Trainer Profile, use the **Employees Tab** to verify each employee by selecting **Update** next to each name.

5. Keep your profile up to date!

- ✿ We recommend logging into your Trainer Organization Profile regularly to make sure your information is still accurate.
- ✿ Support your staff to submit any new training, taken or provided, throughout the year.

How to Complete Your Aspire Trainer Profile

The application process takes an average of thirty minutes to complete. You may sign out and log back in to finish your application in more than one session.

1. Create an Aspire Trainer Profile

- ⚙ Go to www.nyworksforchildren.org and click **Join or Log into Aspire**.
- ⚙ Select **Create Account** and enter in all relevant information. Please note: You will be asked to verify your email address, so be sure to use an email that you can access.
- ⚙ Provide the necessary personal information. When you get to the “Account Home” page check the boxes next to **Aspire Profile**, and **Register as a Trainer** and then click **Continue**.
- ⚙ Enter all relevant information on each page.

2. Upload your documents

- ⚙ As you complete the information on each page, be sure to upload supporting documents directly into your profile. Most of the documents that The Aspire Registry needs for verification should be easily accessible in each person’s employee file.
- ⚙ The Aspire Registry encourages members to upload. If you are not able to upload your documents, we accept photocopies (not originals) by mail. We will email you an individualized PDF coversheet. It is important that you submit this PDF with the rest of your documents if you choose to use the mail.

That's all it takes!

After your application has been processed, you will receive a welcome letter with your membership card. In your online profile, you will have access to your certificate and Professional Development Record. We encourage you to update your Aspire Profile regularly!