How to Join the *NJ Registry* and Renew Your Account

NOTE: TO JOIN THE *NJ REGISTRY* YOU <u>MUST</u> HAVE AN ACTIVE E-MAIL ACCOUNT.

	A **If you have NEVER applied to the NJ Registry**	**B** **If you have a NJ Registry account but do not have an e-mail address on-file**	**C** **To renew your NJ Registry membership**
Step 1	Go to www.pinjregistry.org	Go to www.pinjregistry.org	Go to www.pinjregistry.org
	Click on **Register Now** and enter the requested information. Your full e-mail address will serve as your **User Name** and you must create a password. ***Note:** If you get a "This e-mail already exists in the NJ Registry…" message, this means you already have a profile. Click the **Forgot Password?** link and your username and password will be e-mailed to you.*	In the upper right-hand corner, where it says **User Name,** enter your LAST NAME and the FIRST INITIAL of your first name with no space in between (i.e. Maria Taylor would enter "taylorm"). **It is not case sensitive.**	Log-in to your account **using your full e-mail address for your User Name** and the password you created. If you forgot your password, click **Forgot Your Password?** and it will be e-mailed to you.
Step 2	Search for the name of your place of employment by entering the name of your program next to **Employer Name**, then click **Search.** Select the correct employer and proceed with the application. If you can't find your employer, scroll to the bottom and hit **Enter My Employer** and enter your employer's information.	Where it says **Password**, enter the LAST FIVE DIGITS OF YOUR SOCIAL SECURITY NUMBER <u>**OR**</u> the LAST FOUR DIGITS OF THE TELEPHONE NUMBER you provided with your last *NJ Registry* application. Click **Log In.**	Click **Renew Now** on the bottom of the left-hand side of the screen.
Step 3	Once you have entered your personal and employment information and you have clicked on **Request Enrollment Now**, an e-mail (Subject: "Log-In Support") will be sent to you.	Enter your full e-mail address, and create a password. Moving forward, your full e-mail address will be your User Name, and this password will be the password you use to log-in to your account.	Send proof that you have completed 20 hours of professional development via fax or mail within 60 days of your online renewal .*
Step 4	Log-in to your e-mail, open the e-mail from the *NJ Registry* and click the **Validation** link provided in the e-mail.	An e-mail will be sent to you. Log-in to your e-mail, open the e-mail (Subject: "Log-In Support") and click the **Validation** link provided in the e-mail.	Your *NJ Registry* profile status will be updated within 30 business days of receiving your renewal documentation.
Step 5	Log back into your *NJ Registry* account using **your full e-mail address as the User Name** and the password you created.	Log back into your *NJ Registry* account using **your full e-mail address as the User Name** and the password you created	
Step 6	Mail or fax your documents to the *NJ Registry* within 60 days of your initial application.*	If your account is expired, follow steps 2-4 in Column C.	

Mailing Address: Kean University PINJ/ NJ Registry, 1000 Morris Ave., Willis Hall Room 300, Union, NJ 07083
Phone: 908-737-4293   Fax: 908-737-4225   Email: questions@pinj.org
* All documents <u>EXCEPT</u> "Official Transcripts" may be faxed.

NJ Registry Account Status and Explanations

Once you have applied to the *NJ Registry*, your account will be assigned one of the statuses below.
Please allow **30 business days** to process your application.
Please be sure to check your e-mail frequently.

Status	Explanation
On Hold	Application has been received, but has not yet been reviewed. Your application will remain on hold up to 60 days, until the *NJ Registry* receives your documentation. **After 60 days, your application will be denied**.
Processing	Application is in the process of being reviewed. If there is something missing you will be notified via e-mail.
Pending	Application has been reviewed, but additional documentation is needed. An e-mail has been sent to you indicating what is needed.
Active-Pending Renewal	Your request to renew your application has been submitted prior to expiration date, but proof of completing 20 hours of professional development since your last renewal is needed.
Active	Application is complete (documentation has been received and profile has been updated by a *NJ Registry* staff member). **You may now print your Certificate of Recognition, membership card and Education and Training Report located under the "My Tools and Setting" Tab.** *You may now apply for Scholarships/Funding, NJ Office of Licensing Approval, Administrator or MSA(Multi-Site Administrator) Access, or to become an approved Sponsor Agent, PINJ Instructor of Adults, or Consultant—SEE TABS ON LEFT-HAND SIDE OF YOUR PROFILE.*
Denied	Application was rejected (Ex: you worked out-of-state or *NJ Registry* did not receive your documentation within 6o days).

NJ REGISTRY REQUIRED DOCUMENTATION

NEW MEMBERS

Proof of Education (required)

- Proof of completing high school: diploma, transcript or GED certificate (you do not need to submit if you are submitting college transcripts).
  NOTE: If you are submitting any of the documentation below you <u>DO NOT</u> need to submit a copy of your high school diploma.
- Copy of CDA Credential
- Copy of Family Worker Credential
- **OFFICIAL** college transcript for the HIGHEST degree/coursework completed <u>AND</u> UNOFFICIAL transcripts for any other degrees.
  NOTE: Transcripts must be from a regionally accredited institution of higher learning (see www.chea.org for more information). COPIES of college diplomas are NOT accepted.
- **FOREIGN DEGREES** are recognized if evaluated **course-by-course** by an evaluation service approved by the National Association of Credential Evaluation Services (find a list of evaluation services at www.naces.org).
  - The evaluation must specify that the credits and/or degree are the equivalent of credits and/or degrees from a regionally accredited U.S. institution of higher learning.
  - If the evaluation service is not a member of NACES, or if the equivalency is not to a regionally accredited U.S. institution of higher learning, the credits and/or degree will NOT be counted toward your level on the NJ Registry.
- **A COPY** of your teacher certification issued by the State Department of Education.

Proof of Professional Development (optional)

- Documentation from any professional development workshops that you have attended in the **PAST YEAR.**

Other Documentation You May Submit

- Copy of NJ Infant Toddler Credential
- Copy of Family Child Care Registration Certificate
- Copy of Directors' Academy Certificate
- Copy of Administrators' Credential
- Montessori Credential

RENEWING MEMBERS

Documentation proving you have completed 20 hours of professional development since the last time you renewed your membership. If you are unsure of when you last renewed your membership, call us at 908-737-4293. **NOTE:** You **DO NOT** have to resubmit proof of education.