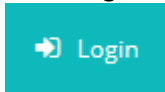


HOW TO VERIFY STAFF'S EMPLOYMENT

1. Go to www.papdregistry.org.
2. Click 'Login' in the top right corner.

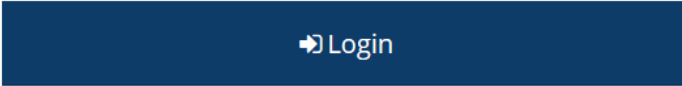


3. Enter your email address and password, then click 'Login'.

Email address

Password

Remember me

 Login

[Forgot Password?](#) [Create Account](#)

4. Click on your organization name listed under your name in the upper right context menu.



5. Click on the Employees Tab.

Organization Profile

MPI Number :

Status	Org Details	Program Info	Classrooms	Employees	Technical Assistance	Reports
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- You will see a list of your employees. Click on the 'Update' tab for each employee to verify employment.

Registered Employees

The following list of employees has been gathered by the Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Current Employees ▾

ID	Name	Title	Date	Membership	Current Status	Status	
						Self Reported	Update

- Verify the start date of the employee. If the employee is no longer employed at your organization, click the button, 'This individual is no longer employed' and add the end date. Click on the status drop down and click 'Verified by Program'. Click 'Save Changes'.

Update Employment Record
✕

Group Supervisor/Teacher

This individual is currently employed

Start Date

This individual is no longer employed

End Date

Status