



Early Learning Quality Improvement System

Dear Program Directors,

The Children's Forum looks forward to partnering with you on participation in the Miami-Dade Professional Development Registry (Registry). As part of your Thrive by 5 Early Learning Quality Improvement System (QIS) contract, you must submit required Registry data for your program and staff via the Children's Forum Portal (CF Portal) at <https://login.thechildrensforum.com>.

Click [here](#) to access the CF Portal and tutorial videos.

Step 1 Director/Owner Complete or Update Roster:

1. Gather the following information for employees receiving CTAC services:
 - First and last name
 - Email address (Personal email recommended)
 - Birthday
 - Date hired
 - Hourly rate of pay
 - Paystub (scanned PDF)
 - Numbers of Hours worked per week
 - Position title
 - Age groups taught (if relevant)
2. Log-in to your Business Account in the portal at <https://login.thechildrensforum.com/login>.
3. Click the Roster tab on the menu on the left of the screen to add, remove or update employment information.
4. Add employment information and paystubs for all require employees* by clicking the "add new person" button on the roster.
 - If the person already appears on the roster, they are already in the Professional Development Registry.
 - A current paystub must be uploaded for all employees, even if they are already listed on the roster.
 - To remove an individual from the roster, click on the minus symbol next to their name.
 - If there is a red circle around the edit icon (pencil) and a red flag next to the person's name, the individual needs to be re-added to the roster by clicking on the "add new person" button.
5. Those added to the Roster will receive an email from RegistryPortal@thechildrensforum.com instructing them to confirm their employment and create a Personal Account.

Step 2 Create Personal Account (only individuals who do not have an existing account): The following information will be requested.

- Account Agreement (scanned PDF)
- Employment Information (confirming employment and benefits received)
- First and Last Name
- Contact information
- Birthdate

- Gender
 - Race and ethnicity
 - Languages spoken
 - Birth country
1. Retrieve the email sent from registryportal@thechildrensforum.com.
 - This email will go to the email address provided for the employee on the Roster
 - Print and complete the Account Agreement attached to the email
 - Scan and save the Account Agreement as a PDF document
 2. Follow the link sent via email from registryportal@thechildrensforum.com.
 - Confirm employment by clicking the blue “I am currently an employee at this facility” button
 - **Note:** Clicking the red “I do not work at this facility” button will delete your information.
 - Complete the 5-page form at the bottom of the screen.
 - The first item on the form is to upload the Account Agreement.

Step 3 Submit Education Documents

1. Login to Personal Account and submit the following documents under the My Education tab:
 - Upload all new education to be verified
 - Education includes:
 - Current DCF Transcript
 - High School Diploma
 - Formal Degrees & Credit Classes (Unofficial transcripts accepted)
 - Credentials

Helpful Tips:

1. Be sure to gather all necessary documents **before** you begin the submission process.
2. If you did not receive the password creation email sent to the Director email address used to create CF Portal Business account, you may also go to the **Create/Reset password** page and enter your DCF license number to initiate a new password creation email.
3. If you did not receive the password creation email sent to the email address used to create CF Portal Personal Account, you may also go to the **Create/Reset password** page and enter your personal email address to initiate a new password creation email.
4. If your program’s DCF license number changes or if the email used to create the Business Account changes, you will need to create an entirely new Business Account and notify the Registry Team at registry@thechildrensforum.com. You will not need to resubmit data already submitted into your former Business Account as long as you notify the Registry Team who will ensure that the data transfers to the new account.
5. All documents submitted via the CF Portal must be in PDF format. Click [here](#) for information on how to create PDF documents.

*Required employees include those working directly with children or providing educational supports or supervision to those working directly with children, including but not limited to: Owners, Directors/Center Administrators, teaching staff, paraprofessionals, curriculum specialists, and other non-teaching support staff. Secretarial, transportation and food preparation staff are NOT required to submit data.