Preparing for the $1,000 Hiring and Retention Bonus Grant Application

First, make sure you are associated (linked/connected) to your NJCCIS Family Child Care Program record via the Personnel button on your Program’s Quicklinks Profile. If you are not, you must associate yourself and then contact the NJ Workforce Registry (1-877-522-1050 or NJWorkforceRegistry@pcgus.com) to have them approve the association.

Next, check your User Account Profile to make sure your account profile information is correct and updated, such as email and demographics (gender, race and ethnicity.) The grant rules require collection of demographic information and this information will be displayed on the application from what you have saved in your profile.

The following pages contain step-by-step instructions with screenshots or you can visit www.njccis.com/njccis/help.

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How to Create an Account

If you are new to the NJCCIS system, then you must register an account before using the system.

1. Click on the Register button to go to the Register Account screen.

2. Fill in the mandatory fields, as well as any additional fields, with the correct information.
   a. Enter the name you would like displayed throughout the system – on professional development certificates, reports, etc.
   b. Enter the email address you would like to use for your NJCCIS login. This email will also be used for any NJCCIS alert.

   **Note:** If the email address already exists in the system, the following message is displayed when the Register button is clicked: *Email is already taken.*
   c. Enter the password you would like to use to log into the system. The password must:
      i. Be a minimum of 10 characters.
      ii. Contain both letters and numbers.
      iii. Contain both uppercase and lowercase characters.
      iv. Not match the previous 10 passwords used for this system.
   d. Enter the address where you currently reside.

3. If you would like to request access for certain roles within the system, click on the appropriate position under “Requesting access for:” to expand that section.
a. Check the boxes for each position for which you are requesting access. If you check the ECE Assistant Teacher, ECE Teacher, and/or Trainer roles under the Registry position, additional fields appear at the bottom of the screen.

b. To add a provider(s), click on the Search Providers button if it is available. This displays the Add Provider(s) section.

c. Select a field from the Select Field to Search dropdown menu.
   i. Type the term to search for within the Type Term for Search field.
d. To add additional search criteria, click on the Add Search Criteria button and repeat the process as necessary.

e. Click on the Search button to display the Provider Results in a grid.

f. Check the box next to one of the providers and click on the Select Provider button. This enters the provider name into the Child Care Employer field.

4. Click on the Register button. This sends an email with a confirmation link to your email address listed in the system.

5. Check your email for the confirmation email link. Once you get your confirmation email, click on the “Activate my Account” link and log in.

6. Follow the next few steps onscreen to complete your profile.
How to Add your Work Experience and Position Details
Employee Association Request to a Provider Record

Once you have logged into your NJCCIS account, click on the Account tab, and select “Profile”.

On the Profile screen, click on the Professional Profile section to expand it.

In the Professional Profile section, click on the Work Experience section to expand it.
In the Work Experience section, you have the ability to add a work experience record to your Profile.

To add a new work experience record, click on the + Add button. Two new sections will appear below: Work Experience Detail and Upload Work Experience Documents.

In the Work Experience Detail section, select a Provider type from the Setting dropdown list.

To search for a Provider, click on the + Search Providers button. The Add Provider(s) section appears below.
Click on the Select Field to Search pulldown menu to select a field to search within, and then fill out any fields that appear.

Click on the **Search** button to search for Providers that meet the selected criteria.

Click on the check icon in the leftmost column of the Provider Results to select that Provider. You may only select one Provider per search.

Click on the **Select Provider** button to directly add that Provider’s information to the Employer Name and Location fields in the Work Experience Detail section.
In the Upload Work Experience Documents section, you can upload documents that are relevant to your past work experience.

Click on the **+ Add Mail-In Document** button to open the File Explorer for your computer. Select a file to upload and click on the Open button to generate additional fields below. Alternatively, you can click on the **+ Add Mail-In Document** button to generate those fields without selecting a file.

The Mailing Documents check box is checked by default when you click on the **+ Add Mail-In Document** button, and unchecked by default when you click on the **+ Add Mail-In Document** button. Leave it checked if you are planning to mail in the document that you are adding, or unchecked if you are not.

If you did not already select a document to upload, click on the **Browse...** button to open the File Explorer for your computer. Select a file to upload and click on the Open button.

Add a description into the Description field if necessary.

Click on the **Save** button to save the new Work Experience into the Work Experience table. The Positions section appears at the bottom of the Work Experience section.

Click on the **Add a Position** button to generate the Position Details section.
Click on the Title dropdown menu to select a position title. If you select ‘Other’, then the Title Other field will appear where you can enter the name of your title.

In the Salary/Wages section, click on the Full Time or Part Time radio button, as well as the Salary or Hourly radio button, to select the correct payment type. Additional fields are generated below, depending on your selection of the Salary or Hourly buttons.

Use the Start Date and End Date dropdown calendars to select the beginning and ending dates for your previous position, and enter your Salary/Hourly Rate and Months Worked Per Year/Hours Per Week into the fields.

Click on the button to save the position to your profile.

As a family child care provider, you can not approve your own association. Once you have gone through the above steps, contact the NJ Workforce Registry (1-877-522-1050 or NJWorkforceRegistry@pcgus.com) to have them approve the association.