



professional
IMPACT NJ
advocating growth for
early childhood educators

STEPS TO ENROLL IN GROW NJ KIDS USING THE NJ REGISTRY

1. Director or program administrator joins NJ Registry at www.pinjregistry.org, by clicking on "Register Now."
2. Director or program administrator answers "Yes" to the question asking if he/she is registering in order to enroll in Grow NJ Kids."
3. If "Yes" is checked, the director's or program administrator's NJ Registry account is made active.
4. Director or program administrator reviews program details and enrollment form and clicks, "Submit Application."
5. All teaching staff join NJ Registry.
6. All send in their educational documentation.
7. Director/program administrator applies for Administrator (if director oversees one site) or Multi-Site Administrator (MSA) access (if director oversees 2 or more sites) by clicking on "Request Admin Access" or "Request MSA Access" on left-hand side bar.
8. Director/administrator submits documentation that she/he is the director/administrator of the site(s), such as a letter from Board of Directors, business card, official letterhead, or newsletter listing him/her as the director/administrator.
9. Once Admin or MSA Access is approved, the director should update the center(s) profile(s) and will have access to the "Program Administration" tab in the left-hand side bar, and should confirm staff employment details under "Staff Confirmation," assign staff to classrooms under "Build/Manage Rooms," and access the Staff Detail and Summary Reports and Staff Education and Training Reports.

Contact our office for assistance, (908) 737-4293.

Submit your proof that you are the director/administrator and your educational documentation to:

The NJ Registry
Professional Impact NJ
Kean University
1000 Morris Avenue
Will Hall, Room 300
Union, NJ 07083
(908) 7373-4225 (Fax)
questions@pinj.org