



**State of New Jersey**

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY DEVELOPMENT  
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**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

**ELIZABETH CONNOLLY**  
*Acting Commissioner*

**NATASHA JOHNSON**  
*Director*

**June 26, 2017**

**Dear Workforce Registry Members:**

**Re: Workforce Registry Transition Update**

We know how important it is to keep you informed throughout the entire transition of our workforce registry to our new vendor and are committed to providing you with ongoing updates. As such, please note the following:

**Scholarships and Credentials**

All applications, scholarship requests or Grow NJ Kids stipends that have been submitted along with **all required documentation** prior to May 26, 2017 were processed by Kean University and will be paid between June and July 2017.

Incomplete applications or applications without all the required documents would need to be re-submitted to the new vendor, TCC Software Solutions and Public Consultant Group (PCG). Effective July 3, 2017 TCC Software Solutions and Public Consultant Group (PCG) will handle all requests for scholarships, CDA assessment fees or book stipends. Please submit all applications and supporting documentation to:

**NJ Workforce Registry  
c/o Public Consulting Group  
PO Box 9619  
Trenton, NJ 08650**

**Credentials**

All calls and inquiries related to the Infant/Toddler Credential, through Coalition of Infant/Toddler Educators (CITE) including portfolio review should continue to be directed to CITE by visiting their website at <http://www.njcite.org/contact-us>.

Members that submitted paperwork or applied for the Administrator Credential through PINJ should have been contacted by PINJ regarding the status of their credential.

All membership needs and questions should be directed to Public Consulting Group's toll free call center at 877-522-1050. Email inquiries should be directed to [njworkforceregistry@pcgus.com](mailto:njworkforceregistry@pcgus.com).

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