



Early Childhood Registry Update Form

Name: _____

Registry ID #: _____ Today's Date: _____

Please check one of the following 2 boxes:

- I have nothing to update in my Registry record at this time
- I have updates for my Registry record (please fill out updates as needed below)

New Address: _____

New Phone Number and/or E-mail Address: _____

New Legal Name: _____

I have left the following center/FCCH:

I have started working at the following center/FCCH:

<u>Name of Center:</u>	<u>Name of Center:</u>
<u>Employment End Date (date you left):</u>	<u>Employment Start Date (date you started):</u>
<u>Position Title:</u>	<u>Position Title:</u>
<u>Children's Age Group:</u>	<u>Children's Age Group</u>

I have a new position title at my current center/FCCH:

<u>Previous Position Title:</u>	<u>New Position Title:</u>
<u>Previous Position Title End Date:</u>	<u>New Position Title Start Date:</u>
<u>Children's Age Group:</u>	<u>Children's Age Group</u>

Other Updates: *(Please send copies of supporting documentation along with the update form)*

- Completion of training/conference Completion of college course DCF In-Service Hours/Certificate
- Staff Credential Director's Credential High School/GED College degree/ College Credit certificate
- New or renewal membership in a professional organization Other _____

You can send us your update via fax to (561) 868-7042
 You can send us your update via email at ecregistry@palmbeachstate.edu
 You can send us your update via mail to:
 Palm Beach County Early Childhood Registry
 812 Fern Street, West Palm Beach, FL 33401

Questions? Please Give us a call! (561) 868-3671