



Instructions for Training Organization account administrators.

The Aspire Registry is an online system that supports early childhood professionals and recognizes the important work that you do. With an Aspire profile, you can take advantage of helpful resources to guide your career choices and plan your professional growth.

info@nyworksforchildren.org
(718) 254-7716

How to Complete Your Training Organization Account

This page should be used by directors and administrators to complete their Training Organization account. Instructions for how to set-up an Aspire Trainer profile are on the following page.

1. Activate your Organization account

- ⚙️ Go to **www.nyworksforchildren.org** and click **Join or Log into Aspire**.
- ⚙️ Select **Create an Organization Account**. Enter your contact info and select **No, this organization does not provide direct care and/or education to children**.
- ⚙️ Enter all relevant information on each page and submit.
- ⚙️ You will receive your Organization ID and password from The Aspire Registry within 3 business days.

2. Create Aspire Trainer Profiles

- ⚙️ Follow the steps listed on the following page to complete your Aspire Trainer Profile.
- ⚙️ Create a plan for how you will assist your team in completing their Aspire Trainer Profiles. Keep in mind that each person will need about 20 minutes to complete the application process.
- ⚙️ Support your staff to complete their own Aspire Trainer Profiles. Copy and distribute the following page as a resource, along with your Organization ID.

3. Provide additional information about your program

- ⚙️ After each member of your team has created an Aspire Trainer Profile, use the **Employees Tab** to verify each employee by selecting **Update** next to each name.

4. Keep your account up to date!

- ⚙️ We recommend logging into your Organization account regularly to make sure your information is still accurate.
- ⚙️ Support your staff to submit any new training or education information throughout the year.

How to Complete Your Aspire Trainer Profile

The application process takes an average of fifteen minutes to complete. You may sign out and log back in to finish your application in more than one session.

1. Create an Individual Account

- ⚙️ Go to www.nyworksforchildren.org and click **Join or Log into Aspire**.
- ⚙️ Select **Create an Account** and enter your contact information.
- ⚙️ Check both your Inbox and your Spam folder for an email with your Aspire ID and password.

2. Complete the Aspire online application

- ⚙️ Use your Aspire ID and password to login to your account.
- ⚙️ Check the box next to **Aspire Membership**, and **Register as a Trainer** and then click **Continue**.
- ⚙️ Enter all relevant information on each page.

3. Submit your documents

- ⚙️ Throughout the application you can upload your documents directly to your profile to verify the information you have entered.
- ⚙️ For documents that you are unable to upload, you will receive an email with a PDF list of the documents you need to send. The Aspire Registry accepts photocopies of all education and training documents including photocopies of official transcripts.

Use the PDF as a coversheet and send these documents within 10 days to:

The Aspire Registry
16 Court Street, 31st Floor
Brooklyn, NY 11241

That's all it takes!

After your application has been processed, you will receive a welcome letter with your membership card. In your online profile, you will have access to your certificate and Professional Development Record. We encourage you to update your profile regularly!