



FREQUENTLY ASKED QUESTIONS

TAPP Practitioner New Membership

The following questions comprise some of the most frequently asked questions by members who are new to the TAPP Practitioner Registry:

Q What do I do now that I have a TAPP ID number?

First of all, we commend your decision to become a TAPP Registry member and the commitment you have made to the children, youth, and families of Arkansas. Now that you are a part of the TAPP Registry, you are responsible for fulfilling the following responsibilities for continued membership.

- Use your assigned TAPP ID number when you attend any professional development that has been registered with the TAPP Registry. This helps to ensure that your attendance will be added to your TAPP training transcript. If you forget your ID number, please provide the last five digits of your Social Security number where noted on the TAPP attendance forms.
- Attend 15 clock hours of registered TAPP training per year. Your “year” is defined as 12 months from the “ID Issue” date printed on your TAPP membership card.
- Make sure your contact information is current with the Registry Office. To ensure that your information is up-to-date, you can log onto the Registry Web site, <http://professionalregistry.astate.edu> and click on “Registry Members Personal Data”. Once you login using your ID number and pre-set password, you will have access to all the personal information you have provided to the Registry office. By updating incorrect information and selecting the “Save” option, the Registry will stay updated of your changes.

Q How do I know what my password is?

Your initial password is automatically set to be your last name and is case sensitive. Because your default password is case sensitive, only the first letter is capitalized when you initially access your personal data through the Registry’s Web site. All members of the Registry are encouraged to change their passwords. This can be done by logging in to the “Registry Members Personal Data” section. Under the tabs at the top of the page, select “Change Password” and follow the prompts.

Q How do I know which trainings are registered and will count towards my 15 hour annual requirement to maintain membership in the Registry?

Look for the TAPP logo on approved training forms and/or certificates or simply ask the presenter. Making sure training is registered by the TAPP Registry ensures the trainers have met requirements for education, experience, and knowledge of adult learning and presentation skills. All training opportunities listed on the TAPP Registry Web site have been registered.

Q What does “Level” mean on my card?

A particular level was assigned to you based on your education and/or the various past trainings you have provided documentation for when you completed your membership application. Individuals that completed the basic application/attendance form are automatically assigned the level of “Basic Awareness” upon entry into the TAPP Registry.

Q What should I do if I think I should be placed at a different level?

To determine if you would qualify for placement at a higher level than you have been assigned, consult the TAPP SPECTRUM and review your past training certificates or college transcripts. The professional development opportunities listed on the SPECTRUM are arranged by level, starting with Basic Awareness. Completing only one professional development opportunity under any given level will qualify you to be assigned at that level on the SPECTRUM.

The SPECTRUM can be downloaded by clicking on “SPECTRUM” on the Registry Web site, <http://professionalregistry.astate.edu>. If you have completed a professional development opportunity listed at a level higher than the level you are currently assigned, submit the training documentation to the TAPP Registry office for re-evaluation and advancement to a higher level placement. **Prior to submitting documentation, you will need to complete the full TAPP Registry Practitioner Application.** This application can be found on the TAPP Registry Web site under “Downloads”.

Q How do I access my TAPP training transcript?

Go to the TAPP Registry Web site and login to the “Registry Member Personal Data” section. Select the “Training Transcript” tab.

Q If something is incorrect or not listed on my training transcript, what should I do?

If trainings are not listed on your transcript, submit the documentation for those trainings to the TAPP Registry. Include a cover sheet stating that you would like the enclosed training documentation to be considered for inclusion on your transcript. The cover sheet must include a list of training documentation enclosed.

Q Will documentation of my CDA or other credentials, endorsements, or degrees be noted on my training transcript?

These achievements will be listed on your transcript if you submit **official original documentation**. Photocopies **will not** be accepted. If you need your documentation returned to you, you must include a self-addressed envelope and a note asking for that documentation to be returned. The Registry office will hold official original documentation for 45 working days. At the end of that time, documentation will be shredded, unless the member has requested its return.

Q What is the difference between clock hours, continuing education units (CEUs), and credit hours?

- Clock hours refer to the actual time you spend in a training session. For example, if you attend a workshop that begins at 9:00 a.m. and ends at noon, you have attended 3 clock hours of training.
- A CEU is different from a clock hour but can be used to meet clock hour requirements or toward a CDA credential. One CEU equals 10 clock hours of training. A session that lasts 6 hours would offer 0.6 CEUs. Generally, CEUs must be requested upon completion of the training. College courses or CEUs can be used to meet CDA renewal requirement.
- Credit hours generally refer to semester hours of college credit. A 3-semester hour credit college course includes approximately 45 clock hours of classroom time. Depending on the course content, a college course may meet training requirements for licensing or for CDA.

Q What do I do if I lose my TAPP ID membership card?

Replacement cards can be ordered on the TAPP Registry web site, <http://professionalregistry.astate.edu>. Click “**Forgotten your Registry ID?**” Enter the requested information and check the box “**Please mail a copy of my Registry Membership Card**”. An e-mail message will automatically be sent to a Registry staff member and a new card will be issued. Please allow 4 weeks for delivery.

Q Why is active membership or participation in a professional organization required at some levels?

Being a part of a professional organization is a critical component of most professions. By being an active member in a professional organization, you join others in showing your commitment to improving the quality of care and education for children, youth and their families through advocacy and professional development.

Q What are some professional organizations that I might join?

<i>Arkansas Early Childhood Association (AECA)</i>	501-771-1680	www.arkansasearlychildhood.org
<i>National Afterschool Association (NAA)</i>	888-801-3622	www.naaweb.org
<i>National Association for Family Child Care (NAFCC)</i>	800-359-3817	www.nafcc.org
<i>National Association for the Education of Young Children (NAEYC)</i>	866-NAEYC-4U	www.naeyc.org
<i>National Head Start Association (NHSA)</i>	703-739-0875	www.nhsa.org
<i>Southern Early Childhood Association (SECA)</i>	800-305-7322	www.southernearlychildhood.org

Other organizations will be considered upon request.

Q How can I contact the TAPP Registry if I have any other questions?

Email: prof_registry@astate.edu

Mail: P.O. Box 808 State University, AR 72467

Telephone: (888) 429-1585

Fax: (879) 972-3556

Registry Web site: <http://professionalregistry.astate.edu>