
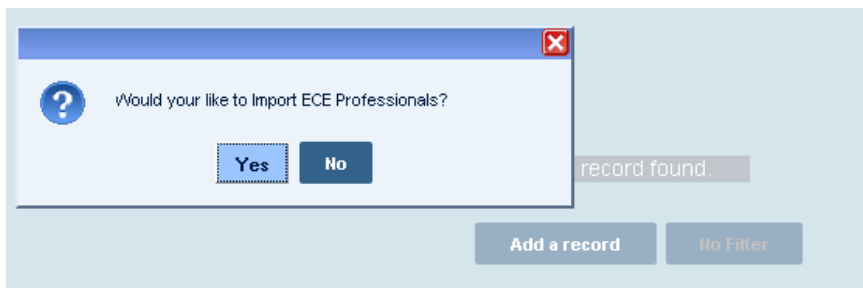


# Add Early Care and Education Professionals Built-In Child Care Database

Selecting “ECE Professionals” from the left side column brings you to an overview of the individual ECE Professionals that are benefiting from a service your program offers.

To add an ECE Professional, go to Programs/Professionals/Classroom. Click on click on the Add Providers from ECE Professionals Master List. The “Select Provider” box will appear. Select edit from the toolbar. Ensure the county field shows the name of the county your ECE Professional is located in. Click the blue bar at the bottom labeled “Click here to see a list of choices”.

Click on the  icon and you will see this screen. A screen appears asking “Would you like to import ECE professionals?” **Answer No**



All information that is highlighted in yellow is required. If the required information is not completed you will be unable to save.

