

1. To renew your profile in the Alaska SEED Registry, please [click here](#), login to your Alaska SEED account and click "Update My Registry Profile"

**Alaska's Professional Development Registry System**

Home | [thread Training Calendar](#) | [English User Guide](#) | [Spanish User Guide](#) | Logout

**Welcome to the Alaska SEED Registry Portal,**

Before you begin please gather the following documents:

- Official transcripts that document all college course work and degrees you have earned.
- Credentials related to ECE that you have earned.
- Certificates from ECE training you have attended.

Once you have submitted your application, you will be notified about any documentation you need to submit to the registry for verification.

Visit the SEED website: [www.seedalaska.org](http://www.seedalaska.org)

View thread [training calendar](#)

View [English User Guide](#). View [Spanish User Guide](#).

**SEED Contact Information**

**Mail:** 3350 Commercial Drive Suite 203, Anchorage, AK 99501  
**FAX:** 907.265.3195 **Toll Free FAX:** 855.265.3195 (Outside of Anchorage)  
**Electronic:** [info@seedalaska.org](mailto:info@seedalaska.org)  
**Questions:** Anchorage: 907.265.3194, **Toll Free:** 855.265.7333 (Outside of Anchorage)

Your registry application with the Alaska's Professional Development Registry System is being reviewed.

[Update My Registry Profile](#)

Copyright 2015-2017 CCAoA. All rights reserved.  
Please contact us at [ndshelpdesk@usa.childcareaware.org](mailto:ndshelpdesk@usa.childcareaware.org) if you encounter any difficulties.

2. Click on "Personal Information"

**Alaska's Professional Development Registry System**

Home | [thread Training Calendar](#) | [English User Guide](#) | [Spanish User Guide](#) | Logout

**My Profile**

- Personal Information
- Demographic Information
- Education
- Employment
- Professional Licenses
- Credentials
- Certificates
- Credit Based Courses
- Documented Training
- Technical Assistance
- Attachments
- Action Logs

**My Registry Application**

- My Application Summary
- My Application History

**My Reports**

- Training and Education Report
- Practitioner Certificates

**My Professional Development**

- My Active Classes
- My Calendar
- Trainings Taken
- Training Transcript
- Trainee Action Logs

**Welcome to the Alaska SEED Registry Portal,**

Before you begin please gather the following documents:

- Official transcripts that document all college course work and degrees you have earned.
- Credentials related to ECE that you have earned.
- Certificates from ECE training you have attended.

Once you have submitted your application, you will be notified about any documentation you need to submit to the registry for verification.

Visit the SEED website: [www.seedalaska.org](http://www.seedalaska.org)

View thread [training calendar](#)

View [English User Guide](#). View [Spanish User Guide](#).

**SEED Contact Information**

**Mail:** 3350 Commercial Drive Suite 203, Anchorage, AK 99501  
**FAX:** 907.265.3195 **Toll Free FAX:** 855.265.3195 (Outside of Anchorage)  
**Electronic:** [info@seedalaska.org](mailto:info@seedalaska.org)  
**Questions:** Anchorage: 907.265.3194, **Toll Free:** 855.265.7333 (Outside of Anchorage)

Your registry application with the Alaska's Professional Development Registry System is being reviewed.

Copyright 2015-2017 CCAoA. All rights reserved.  
Please contact us at [ndshelpdesk@usa.childcareaware.org](mailto:ndshelpdesk@usa.childcareaware.org) if you encounter any difficulties.

Alaska Training Registry Module Version:  
Date: September 10, 2017 Release 1.0

3. Click on "Update Personal Information"

Alaska's Professional Development Registry System

Home | [Thread Training Calendar](#) | [English User Guide](#) | [Spanish User Guide](#) | [Logout](#)

**My Profile**

- Personal Information
- Demographic Information
- Education
- Employment
- Professional Licenses
- Credentials
- Certificates
- Credit Based Courses
- Documented Trainings
- Technical Assistance
- Attachments
- Action Logs

**My Registry Application**

- My Application Summary
- My Application History

**My Reports**

- Training and Education Report
- Practitioner Certificates

**My Professional Development**

- My Active Classes
- My Calendar
- Trainings Taken
- Training Transcript
- Trainee Action Logs

**General Information**

**Personal Information**

First Name:  Middle Name:  Last Name:   
 Birth Date:  (mm/dd/yyyy) Social Security Number:  (last five digits) Previous Last Name:   
 User Name:  Status: Active

**Current Home Address**

Street1:  Street2:   
 City:  State:  Zip:   
 County:  Region:  Country Code:

**Contact Information**

Home Area Code:  Home Phone:  Email:   
 Alt Area Code:  Alt Phone:

Alaska Training Registry Module Version: 2.4.4  
 Date: September 16, 2017 Alaska State

4. After you update your Personal Information, please click on "Update"

Alaska's Professional Development Registry System

Home | [Thread Training Calendar](#) | [English User Guide](#) | [Spanish User Guide](#) | [Logout](#)

**Personal Information Update Form**

**Personal Information**

First Name\*:  Middle Name:  Last Name\*:   
 Birth Date\*:  (mm/dd/yyyy) Social Security Number\*:  (last five digits) Previous Last Name:   
 User Name\*: nroman Status: Active

**Current Home Address**

Street1\*:  Street2\*:   
 City\*:  State\*: AK - Alaska Zip\*:   
 County\*: Select County:  Region\*:  Country\*: United States  
[view region map](#)

**Contact Information**

Home Area Code\*:  Home Phone\*:  Email:   
 Alt Area Code:  Alt Phone:

Copyright 2015-2017 CCAA. All rights reserved. Alaska Training Registry Module Version: 2.4.4

5. You will need to go through/open each page, update your information and check the box "By checking this box I affirm that the information I have entered is true and have provided the necessary supporting documentation" at the button of each page.

On the "My Application Summary" section, you can either click on **Not Applicable**, if this section doesn't apply to you or you can visit/revisit each page to update your information.

Application Status	Pending
Please review and complete all sections of your registry profile. Once you have marked all sections as complete, system will display the "Submit Application" button for you to submit your online Credential Application. Please note that supporting documentation must be uploaded as attachments, emailed, mailed or faxed as part of this application. Once your online Credential Application has been submitted, your application will be processed by Credentialing Specialist.	
<input checked="" type="checkbox"/> Completed Personal Information Data Entry	<a href="#">Revisit</a>
<input checked="" type="checkbox"/> Completed Demographics Information Data Entry	<a href="#">Revisit</a>
<input checked="" type="checkbox"/> Completed Education Data Entry	<a href="#">Revisit</a>
<input type="checkbox"/> Completed Employment Data Entry	<a href="#">Visit</a>
<input type="checkbox"/> Completed Professional Licenses Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>
<input type="checkbox"/> Completed Credentials Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>
<input type="checkbox"/> Completed Certificates Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>
<input type="checkbox"/> Completed Credit-Based Courses Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>
<input type="checkbox"/> Completed Documented Training Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>
<input type="checkbox"/> Completed Attachments Data Entry	<a href="#">Visit</a> <a href="#">Not Applicable</a>

6. Once you have marked all sections as complete, the system will display the "Renew Application" button for you to submit your online Alaska SEED Registry Application.

7. Once you submit your online application, Alaska SEED will send an email confirming receipt of your application.

You can upload any new training certificates, higher education transcripts or degrees that will assist Alaska SEED in evaluating your renewal application and assigning the correct Alaska SEED career ladder level.

I have attached a pdf fillable application which can be filled out on a computer or printed and mailed to Alaska SEED at the address on the application.

Please call 855.265.7333, or email [info@seedalaska.org](mailto:info@seedalaska.org) for assistance.