

Communication for requiring Rhode Island Workforce ID

TO: Rhode Island participants (active within the last six months)

Subject: Workforce ID Requirement

Thank you for choosing ProSolutions Training for your professional development. We work hard to make sure you receive credit in your Rhode Island Start Early System (RISES) Workforce Registry account for all your ProSolutions Training courses. As part of that effort, you are now required to enter your Workforce ID as the "State Registry ID" in the profile section of your ProSolutions Training account when you complete a course and print a course certificate. See ProSolutions Training profile screenshot below. This is a one-time only requirement.

If you have any questions regarding how to enter your Workforce ID into your ProSolutions Training profile page, please contact the ProSolutions Training Customer Success Team at support@prosolutionstraining.com or 1-800-939-9694.

The screenshot shows a form with the following fields:

- State ***: A dropdown menu with "Rhode Island" selected.
- Phone Number ***: A text input field containing "401-000-1000".
- Extension**: A text input field containing "Phone Extension".
- Home Zip Code ***: A text input field containing "02806".
- State Registry ID**: A text input field containing "A09999". A red arrow points to this field.

Below the fields is a yellow informational box: "If you are a member of your state professional development system (registry), you may enter your state identification or student number in the box below." Below that is a checkbox: "I choose to opt out of sending my completed training hours to my state registry for credit."

To find your Rhode Island Workforce ID, go to <https://ridhsrises.my.site.com> and log in to your Registry account. Your Workforce ID is located on the top right of your Dashboard screen. Your Workforce ID has 6 characters. It begins with "A" followed by 5 numbers. See screenshot below.

The screenshot shows the dashboard for the Rhode Island Start Early System (RISES). The top navigation bar includes the Department of Human Services logo, Home, Support, English, and Me. The main content area is titled "Welcome Kara Rocha!" and "Rhode Island Start Early System (RISES) Welcome to the Workforce Registry!". A red circle highlights the "Workforce ID: A00133" in the top right corner, with a red arrow pointing to it. The dashboard also includes a "Continue" button at the bottom right.

If you are unable to locate your Workforce ID or need help creating a Rhode Island Workforce Registry account, contact the DHS Child Care Licensing unit via email at DHS.Childcarelicensing@dhs.ri.gov.

If you do not wish to receive credit in the [Rhode Island Start Early System \(RISES\) Workforce Registry](#) for your training hours, you have the option to omit your ProSolutions Training course hours from the registry by checking the box on your ProSolutions Training profile page that says “I choose to opt out of sending my completed training hours to my state registry for credit.” **NOTE:** If you choose to opt out, none of your ProSolutions Training hours will be credited to your [Rhode Island Start Early System \(RISES\) Workforce Registry](#) account nor your account with the Center for Early Learning Professionals (CELP).

Thank you.