Practitioner Guide

Palm Beach County Registry
2300 High Ridge Road
Suite 364
Boynton Beach, FL 33426

561-374-7650, option 1 (phone)
888-485-1106 (fax)

pbcregistry@thechildrensforum.com

www.pbcregistry.org
PBC Registry NEW Account login: www.pbcregistry.org

*Instructions apply to both individual accounts and organization accounts

Click Registry Login
Click login to access the Early Childhood Registry of Palm Beach County.
Create Account

Create Your Insight Account

Please enter the required info below to begin creating your secure account.

First Name
Enter First Name

Middle Name
Enter Middle Name

Last Name
Enter Last Name

Email Address
Enter unique personal email address

Create Account

Creating an Insight Account gives you access to the full suite of tools offered within the Palm Beach County Early Childhood Registry, including:

- Professional Profile
- Program Profile
- Professional Development Tools
- And much more
Account Verification

The below confirmation prompts the User to check their email and click on the verification email.

Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

Click - Verify Account. This will direct Users to the Registry website to create a password.

Insight Account Verification

A new Insight Secure Identity Account has been requested for the following user.

Jane Lee  janelee@gmail.com

Please click the "Verify Account" button below to verify your Insight Secure Identity Account setup.

- Please allow up to 5 minutes for the e-mail to arrive.
Create Password

Passwords Requirements:

- Minimum of 7 characters
- At least 1 capital letter
- At least 1 number

*Special characters such as ‘&’ ‘!’ are encouraged, but not required.
• login using unique personal email address and newly created password.
Profile Information

An online application was not found using the information you provided. Please enter the following to begin the Registry online application process.

- **First Name**: Jane
- **Middle Name**: 
- **Last Name**: Sample
- **Email Address**: sample@gmail.com
- **Date of Birth**: 09/27/1988
- **Last 5 Digits of SSN**: 55555

**Why can't I change my information?**
Your name and email address are used to identify your identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

**Enter Previous Last Name/Maiden Name**

- Enter personal information including valid mailing address
Account Preferences

- Choose communication preferences
- Acknowledge Privacy Policy

Communication Preferences

What is This?
The Registry sends periodic communications about trainings, SEEK scholarship, ACHIEVE and other pertinent information in addition to emails about your account. If you do not want to receive informational emails, please uncheck the box below.

Please note you will continue to receive emails about your account.

Yes, I wish to receive informational emails from the PBC Registry. If you do not select this option, you will still receive emails about your account.

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Registry Privacy Policy

By signing this agreement, I agree to participate in the Palm Beach County Early Childhood Registry (the Registry) and to follow its rules and policies. I understand the Children's Forum, Inc. (the Forum) as the manager of the Registry and the Children's Services Council of Palm Beach County (CSC), as the funder of the Registry, will protect the confidentiality of personally-identifiable information provided to the extent permitted under state and federal law.

*By signing this form, I am authorizing my employer to access and enter my personal information in my place, and that the information that I have supplied to my employer is true and accurate.

By signing this form, I certify all information provided and/or attached to this form is true and correct. I certify that all information provided is true and correct. By signing this form, I understand all claims must be proven by providing the documentation to support those claims. I understand that information included in this form and that this form will not be processed if any of the required fields are left blank. I understand my failure to provide information marked as required will prevent my participation in the Registry, which may impact my eligibility for programs such as the Strong Minds, SEEK etc.

By providing the information in this form either directly or to my employer, I give my permission for that information to be used in aggregate reports which may be made public. I give the Forum permission to share all educational information I provide with my current employer on record with the Registry and to share selected information with WELS, a secure data system supporting the CSC, I consent to the use of my information in analyses for program quality improvement, evaluation and research.

I give the Registry permission to access my Florida Department of Children & Families (DCF) Child Care Training Transcript and to permit DCF to access my information in the Registry.

I do hereby indemnify the Forum, the CSC, and their employees and agents against any claims whatsoever arising out of or connected with this information.

This agreement shall be governed in all respects by the laws of the State of Florida without giving effect to its conflicts of law provisions. All parties submit to the personal jurisdiction of and venue in the state and federal courts in the State of Florida. The parties further agree that any cause of action arising under this agreement shall exclusively be brought in such courts. If any provision of this agreement is held to be invalid or unenforceable, such provision shall be stricken and the remaining provisions shall be enforced.

I acknowledge that I have reviewed and agreed to the Privacy Policy

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Palm Beach County Registry Membership

Choose Become a Member or Become a Trainer to apply for a Registry Membership