

For Individual Profiles

Overview

1. **Create** your Aspire Account using a personal email address and chosen password.

2. Log in to your Aspire Profile and click on **Manage Profiles** on the homepage.

3. Complete each section of the Membership Application, then click **Review Application**

4. Click **Submit** to notify our team that your profile is ready for review.

Checklist

Education Documents

*verified records affect [Career Ladder Level](#)
 **verified records may affect Career Ladder Level depending on the credential

- High School Diploma*
 - [Document Requirements](#)
 - [International Document Requirements](#)
- Higher Education Official Transcript*
 - [Document Requirements](#)
 - [International Document Requirements](#)
- Teaching Certificate* (if applicable)
 - [Document Requirements](#)
- Child Development Associate* and/or Other Credentials** (if applicable)
 - [Document Requirements](#)
- Life-Saving Certification Card (if applicable)
 - [Document Requirements](#)

Employment*

- Organization Profile Aspire ID
 - You can get this information from the director or administrator of your program

Training Received

- Training Certificates (if applicable)
 - [Document Requirements](#)
 - You can skip uploading certificates for certain training organizations
 - [Training Organizations linked with Aspire](#)
 - [Training Organizations that enter Attendance](#)

Professional Memberships & Contributions

- Membership card or receipt (if applicable)
 - [Document Requirements](#)

After our team processes your profile, you and your employer will have access to your Professional Development Record and Complete Training List.

- ★ If anything is incorrect or missing from your **Professional Development Record** or **Complete Training List** make sure that you have uploaded everything correctly and followed document requirements. Review the troubleshooting section below for commonly experienced issues.
 - ★ To review each profile section and make any necessary changes, click **Manage Profiles** (or **Continue Application**) on the homepage of your Aspire Profile.
 - Records that have been reviewed and accepted by the Aspire Registry will have a **Verified** icon.
 - Records that have not been accepted by the Aspire Registry will have a **Self-Reported** icon.*

**You can update and edit any records that are marked self-reported.*
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Troubleshooting

- ★ See if it's a simple fix, such as uploading a missing document, or maybe you uploaded new documents but forgot to click **Submit*** at the very end of the application process.

Our team will not be notified that your profile is ready for review unless you click the **Submit button.*
- ★ Double-check to see if you marked any documents to be mailed in. You can see if you have any pending mail-in documents by clicking on the **Documentation Coversheet** under **My Aspire Resources**. You can always update these entries in the corresponding profile section and select to upload your document instead.
- ★ If an entry is not verified or marked “not accepted”, make sure that you followed our documentation requirements.