



How can I submit my H/S Assessment electronically?

- Go to [www.https://www.patchhawaii.org/programs/dhs-hawaii-early-childhood-registry/](https://www.patchhawaii.org/programs/dhs-hawaii-early-childhood-registry/)
- **Enter the legal name: last name, first name**  
Name of the individual that the certificate is being submitted for
- **Enter date of birth**  
Name of the individual that the certificate is being submitted for
- **Select your Island/County**
- **Enter the name of the child care facility of center**  
Center where the individual is employed
- **Enter staff's email address (optional)**  
If the center director is submitting the training certificate on behalf of the center's staff
- **Enter Center Director's email address**  
Director's email address required, even if individual is submitting his/her certificates directly.
- **One assessment per submittal.**
- **Once assessment have been attached, click on submit**
- **If you need any assistance with the submittal process please**
  - **give PATCH a call at (808) 839-1791**
  - **If the Initial Health & Safety Assessment is not completed with 100% accuracy and completeness, you will be notified by email or phone for review.**

Confirmation of certificates submitted will be sent to the email address entered