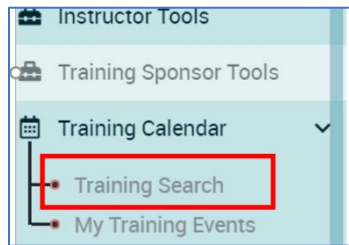


The following are step-by-step instructions for Registry users to enroll in trainings offered through the CA ECE Workforce Registry Training Calendar.

**Step 1. Login to your Registry Profile** [www.caregistry.org](http://www.caregistry.org).

Enter your username (the complete email address associated with your Registry account) and password, and then click on “Login.” If you forgot your password, click on “Forgot Password?”.

**Step 2. Click on Training Calendar and Training Search**



**Step 3. Find the Training You Wish to Enroll In**

There are several fields you can use to search for the training you need to enroll in. Searching by County generates more results and you may find a training close to you.

04/29/2020	CCIP 19.22	Spring Activities for Child C
04/29/2020		The Gift of Time Outdoors

Showing 1 to 15 of 663 entries

[View Event Details](#)

**Step 4. Find Correct Training**

Find and click on the training you wish to enroll in, then click on **View Event Details**. Make sure you have selected the correct training.

**Step 5. Review Event Details**

View the details of the event like date, location, time, duration of training, knowledge areas, cost as well as other information then click on the **Enroll Now** button on the top or bottom of the page.

**Step 6. Participant Information Review**

Review your profile information that will be sent to the training organization. If all your information is accurate, click on the **Confirm and Continue Registration** button.

**Step 7. Enrollment Confirmation**

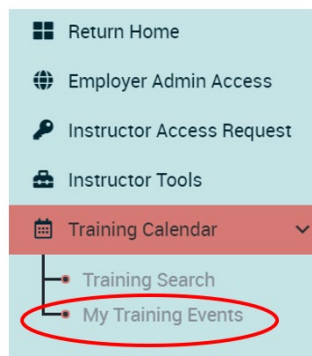
Review the training information one last time. Before completing the enrollment, you must click on the box labeled **I Agree**. Feel free to click on the [Privacy Policy](#) link for more information.

**Confirmation Page and Email**

After enrolling in the training, you will view a confirmation page and receive an email with the training information.

**View Enrolled Trainings**

View a list of trainings you have enrolled in by clicking on **My Training Events** under the **Training Calendar** dropdown menu.



My Training Enrollments	
Start Date	Training Name
<a href="#">11/27/2016</a>	Test event****Promoting M Early Childhood
<a href="#">04/30/2017</a>	test

**Need Help? Contact the Registry Help Desk**

If you have questions about how to enroll in trainings on the CA ECE Workforce Registry - Training Calendar, please contact the Registry Chat, by email [caregistry@ccala.net](mailto:caregistry@ccala.net) or call (888) 922-4453 (operated Monday to Friday from 8am to 5pm).