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Green boxes are new/revised descriptions



Yellow arrows are new/revised features

## Training Calendar User Guide

### Training Sponsor/Organization and Instructors

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The ECE Workforce Training Module is comprised of four components, the Sponsor/Organization, Trainer/Instructor, Training Calendar and Trainee/Participant components. All four components work together to create the Training Module.

The Registry's Training Module and Calendar are designed to allow sponsor organizations and their training instructors the ability to post and manage training events, the training enrollment process, and the payment process, as well as post completed trainings directly to participant's profiles, and generate reports all in one place. To access the Training Module and Calendar, or any other Registry feature, one must have an active individual Registry profile; this includes the sponsor contact person, additional sponsor managers, instructors, and participants searching for available trainings. The following step-by-step instructions are for approved sponsor organizations and their training instructors.

### 1. Training Sponsor/Organization

The ECE Workforce Registry Office is responsible for approving all sponsor organizations. To request Training Sponsor access, please contact the Registry Office *to request an online **Training Module/Calendar Application***. This component of the Registry is available to training vendors funded by First 5 California and California Department of Education (CDE) Early Education Support Division (EESD), this includes Referral (R&R) agencies, California Preschool Instructional Network (CPIN), and WestEd Program for Infant Toddler Care (PITC), among others. Locally funded training organizations may also gain access to the Training Module/Calendar, with the approval of the funding agency, please contact the Registry Office with questions.

The Training Module/Calendar Application must be submitted by the Executive Director, or equivalent and include the identification of a Contact Person, unless the Executive Director will be entering training data into the Registry. Once a training/sponsor organization has submitted their application, and has been approved, the primary Contact Person will have tools available upon login to manage the Training Module/Calendar for the approved organization. The contact person **must** have an active Registry profile to access the Training Module/Calendar.

Welcome to the  
**California Early Care and Education Workforce Registry!**

We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California! If you do not already have an account, please join by creating your profile.

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.

Search Training Calendar

How to Create a Registry Profile Video

Registry Help Desk

Registry Overview Video

Registry Resources

Frequently Asked Questions

DON'T HAVE A PROFILE YET?  
**CREATE A PROFILE >**

ALREADY HAVE A PROFILE?  
**LOG IN HERE:**

Email Address

Password

**LOGIN**

Forgot password? [Click here.](#)

## 1.1. Contact Person/Managers

Each Training/Sponsor Agency must have at least one designated primary contact person included in the Application, unless the Executive Director will be adding, editing, and /or removing trainings for the organization. The contact person must have an active Registry profile to access the Training Sponsor Tools.

- To create a profile, go to [www.caregistry.org](http://www.caregistry.org) and click “Create A Profile” and complete the registration process. An email address is required and will serve as the user name upon login.

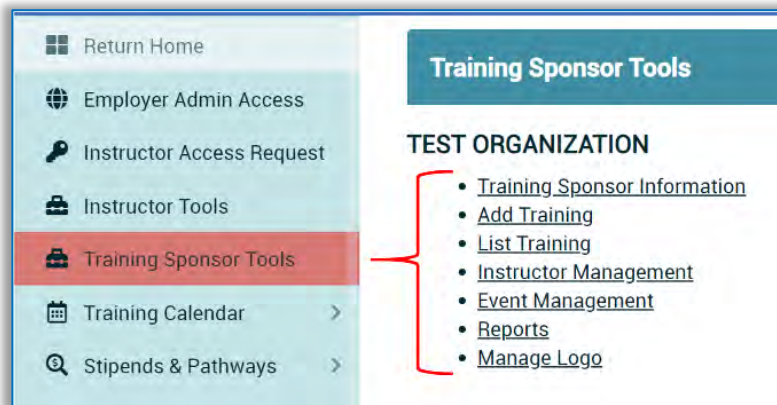
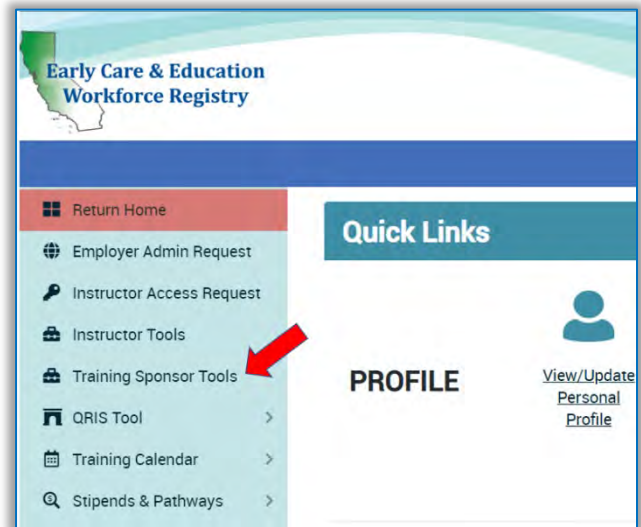
- Once the contact person has completed the registration process and has an active profile, he/she will have access to the **Training Module**.
- If the **Contact Person/Manager** is also a trainer, an **Instructor Access Request** will also need to be submitted to access the **Training Calendar Instructor Tools**. See 2.2 and 2.3.

**NOTE: The contact person and sponsor managers should use their work email address in the Registry for the Training Module.**

### 1.1.1. Training Organization/ Sponsor Tools

When the contact person logs-in to his/her profile, the Home Screen will appear. To access the **Training Sponsor Tools**, click the link in the navigation bar to the left of the screen.

Upon clicking the **Training Sponsor Tools** link, the following screen will appear, listing the tools available.



### 1.1.2. Training Sponsor/Organization Information

The primary Contact Person should ensure that the data in **Training Sponsor Information** section (the first link on the Training Sponsor Tools page) is up to date. This information can be edited at any time.

**Note: Fields that have an asterisk (\*) are required fields and cannot be left blank.**



The Executive Director information AND the contact person information will already be prepopulated by the Registry Office for the contact person to gain access to the Training Sponsor Tools. The contact person will have the ability to make changes and/or assign additional sponsor managers once access has been gained.

- The first name, last name, and email address of the Executive Director is entered in the top portion of the Training Sponsor Information section, whether or not the Executive Director is the **Contact Person**.
  - If the Executive Director will also be the contact person, click the box to indicate this status.
  - If the contact person is different from the Executive Director, do not check the box and manually type in the contact person's information.

*Note: While it is not required for the Executive Director to have a Registry profile, it is strongly recommended especially if the Executive Director is also the Contact Person and counted in a QRIS rating.*

- **Do You Award CEU's?:** If the training organization offers continuing education units (CEUs), click **Yes**. Otherwise, click default is **No**.
- **Self-Withdrawal Window in Days:**
  - If a student can self-withdraw, or unregister themselves from a training, click **Yes** and enter the number of days prior to the training the student will be able to self-withdraw (must be 1 or more). If a 3-day window is entered, the student will not be able to withdraw 2 days or less prior to the training. The student will have to contact the sponsor to withdraw.
  - If a student is not allowed to self-withdraw, click **No** and the student will have to contact the sponsor to withdraw.
- **Maximum Future Enrollments per User:** 99 is the maximum number. This will limit the number of trainings that participants can take with your organization.
- **Additional Sponsor Managers:** The contact/sponsor managers can assign additional sponsor managers that will have the same access to the Training Sponsor Tools as the contact person.
  - The additional managers **MUST** have a Registry profile.
  - The contact/sponsor managers can click the **Add Sponsor** and **Add Manager**.
- **CDE/F5CA Program Codes:** For programs reporting CDE using the Direct Service Profile Report or reporting to First 5 CA, program codes can be assigned. Contact the Registry Office to have codes added or edited.

**Return Home**  
**Employer Admin Access**  
**Instructor Access Request**  
**Instructor Tools**  
**Training Sponsor Tools**  
**Training Calendar** >  
**Stipends & Pathways** >  
**My Resources** >  
**My Tools & Settings** >  
**Need Help?**  
**Job Board Search**

Dr.  
**Executive Director First Name:**  
Test  
**Executive Director Last Name:**  
Director  
**Executive Director Email:**  
director@org.org  
**Retype Director Email:**  
director@org.org

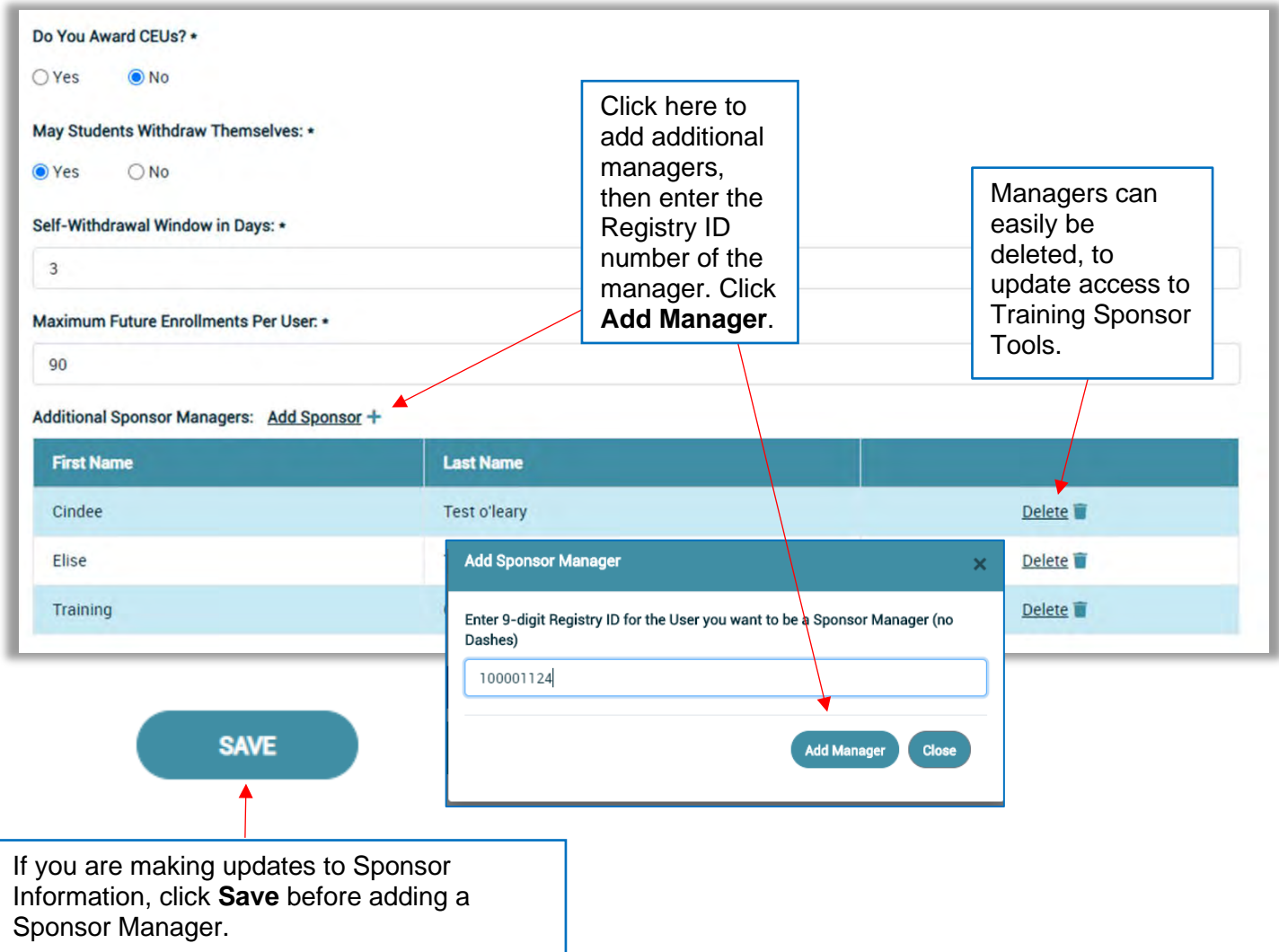
Check here if Executive Director is the Contact Person?

**Contact Salutation:**  
Please Select  
**Contact First Name:**  
Test  
**Contact Last Name:**  
Testing  
**Contact Email Address:**  
tornetwork@test.com  
**Retype Contact Email:**  
tornetwork@test.com

This portion of the information page will be prepopulated by the Registry Office in order for the contact person to gain access to the Training Sponsor Tools. After access has been approved, the contact person can edit and make changes to this section at any time.

Click this box only if the Executive Director will also be the contact person

- The Registry ID number of the additional manager must be entered, then click **Add Manager**.
- To remove a manager, click the **Delete** link next to the additional manager's name.
- When all information has been added and/or updated, click **Save**.



Do You Award CEUs? \*

Yes  No

May Students Withdraw Themselves: \*

Yes  No

Self-Withdrawal Window in Days: \*

3

Maximum Future Enrollments Per User: \*

90

Additional Sponsor Managers: [Add Sponsor +](#)

First Name	Last Name	
Cindee	Test o'leary	<a href="#">Delete</a>
Elise		<a href="#">Delete</a>
Training		<a href="#">Delete</a>

Click here to add additional managers, then enter the Registry ID number of the manager. Click **Add Manager**.

Managers can easily be deleted, to update access to Training Sponsor Tools.

**SAVE**

If you are making updates to Sponsor Information, click **Save** before adding a Sponsor Manager.

**Add Sponsor Manager** ×

Enter 9-digit Registry ID for the User you want to be a Sponsor Manager (no Dashes)

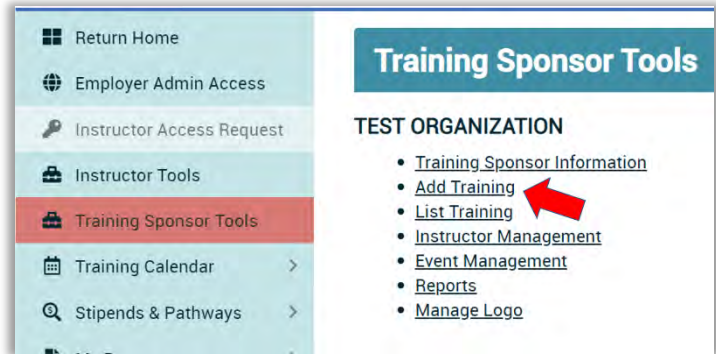
100001124

### 1.1.3. Add Training Inventory/Catalogue

This function allows **Primary Contact Person/Contact Managers** of approved **Training Organizations/Sponsors** to develop an inventory, or “catalogue,” of trainings like college course catalogues. All trainings must be added prior to posting them to the event calendar.

To add trainings, click **Add Training** in the **Training Sponsor Tools**.

**NOTE: The Contact Manager name will appear on the Training as primary contact for the organization.**





The next two pages show the **Add Training** fields:

## Add Training

**Test Organization**

**Training Code:**  
 ←

**Training Title: \***

The Training Code is not required and is determined by the Training Organization but should indicate competency and level, for example, SNI Level 3. The Training Code should NOT be a date, a CDE program code, or professional development delivery type. The Training Code appear on training participants' Education & Training Reports.

**Training Description (max. 1000 characters)**

**Hour Value: \***

**Hour Type: \***  


- Please Select -

Clock hours

Clock hours – CEU Eligible

▼ ←

**Age Group Training Applies To (select all that apply) \***

<input type="checkbox"/> Infant (Birth - 18 Months)	<input checked="" type="checkbox"/> Toddler (19 - 36 Months)	<input checked="" type="checkbox"/> Preschool (3 - 5 Years)
<input type="checkbox"/> Transitional Kindergarten (4 - 5 Years)	<input type="checkbox"/> School Age/Elementary (Kindergarten - 6th grade)	<input type="checkbox"/> After-School/Out-of-School Time
<input type="checkbox"/> Adults in Field	<input type="checkbox"/> Parents/Families	

**Interaction Type: \***  


- Please Select -

Academic Advising

Career Advisement

Coaching

Consultation

Mentoring

Peer-to-Peer/Professional Learning Community

Professional Development Advising

Technical Assistance

Training

▼ ←

**Competency Primary Core Knowledge Area: \***  


- Please Select -

Academic Advising

Career Advisement

Coaching

Consultation

Mentoring

Peer-to-Peer/Professional Learning Community

Professional Development Advising

Technical Assistance

Training

▼

**All Core Knowledge Areas:**

Please select all the CKAs and specify the percentage of each that the training contains. Total percentage must add up to 100%.

**Competency Area:**

- Child Development and Learning
- Culture, Diversity and Equity
- Relationship, Interactions and Guidance
- Family and Community Engagement
- Dual Language Development
- Observation, Screening, Assessment and Documentation
- Special Needs and Inclusion
- Learning Environments and Curriculum
- Health, Safety and Nutrition
- Leadership in Early Childhood Education
- Professionalism
- Administration and Supervision

**Percentage:**

10 %  
10 %  
10 %

Please indicate competency areas, by percentages, adding up to 100%.

70 %

**Total:**

100 %

**Infant/Toddler Foundations:**

- Cognitive Development
- Perceptual and Motor Development
- Language
- Social - Emotional Development

**Preschool Foundations:**

- English-language Development
- Family
- History/Social Science
- Mathematics
- Science
- Overview of Foundations and Frameworks
- Health
- Guidelines
- Language and Literacy
- Physical Development
- Social-Emotional Development
- Visual and Performing Arts

While the bottom portion of the **Add Training** page does not contain required fields, it is recommended that all fields be completed to provide more through information about the trainings searchable on the Training Calendar.

**Health & Safety Areas:**

- Child Abuse and Neglect
- Signs of Illness/Blood borne Pathogens
- EMSA Approved Pediatric First Aid
- EMSA Approved Preventive Health and Safety Practices
- Obesity/Nutrition/Physical Activity
- Sudden Infant Death Syndrome (SIDS)
- EMSA Approved Pediatric CPR

**Observation and Assessment Tools:**

- DRDP (Desired Results for Children and Families)
- CLASS (Classroom Assessment Scoring System)
- Other
- ASQ/ASQ-SE (Ages and Stages Questionnaire - Social/Emotional)
- ERS (Environment Rating Scales)

**Note:** Edits to training details affect events and user transcripts. The only field not affected in user transcripts is the actual hours they were transcribed for the training.

**Save Changes**



Continue adding each training your organization offers until all trainings have been added. New trainings can be added at any time.

For more information on the core knowledge areas of the California ECE Competency Mapping Tool, please go to the **Child Development Training Consortium (CDTC)** website, by [clicking here](#).

### 1.1.3.1. List of Training Inventory/Catalogue

To view the list of all trainings your organization offers, click the **List Training** link from the **Training Sponsor Tools** (see screenshot below).

The screenshot shows a sidebar menu on the left with the following items: Return Home, Employer Admin Request, Instructor Access Request, Instructor Tools, Training Sponsor Tools (highlighted in red), QRIS Tool, and Training Calendar. The main content area is titled "Training Sponsor Tools" and lists several options: Training Sponsor Information, Add Training, List Training (indicated by a red arrow), Instructor Management, Event Management, Reports, and Manage Logo. The page title is "NIRMALA TEST SCHOOL NO FUNDING IN PROGRAM".

The screenshot shows the "List Trainings" page. At the top, there is a search bar labeled "Search by Training Name:" with a "Filter" button. Below the search bar, it says "Show 10 entries". A table lists the following trainings:

	Training Code	Training Name	Training Sponsor Name	Units
<input type="radio"/>	TIC	COVID-19 and Trauma	Test Organization	1
<input checked="" type="radio"/>	Test	Add another course Test	Test Organization	1
<input type="radio"/>	test	Test Online self paced	Test Organization	1

Below the table, it says "Showing 1 to 10 of 55 entries 1 row selected". A "View Training Details" button is shown with a red arrow pointing to the radio button in the second row. A text box explains: "To see training details or edit/update a training, click the circle next to the training and then click **View Training Details**." Another text box points to an Excel icon, stating: "The Excel icon will export all trainings into an Excel spreadsheet, and includes the Registry assigned Training ID." A final text box states: "This is the list or 'catalogue' of all trainings your organization offers."

When the “**Edit**” link is clicked, the same screen as **Add Training** will appear (see *Add Training screenshot section 1.1.3*) except it will be entitled **Edit Training**. When all changes have been completed, click **Save Changes** at the bottom of the screen.

### Training Information

Training Sponsor: Test Organization [Edit](#)

Training Code:

Training Title: Special Needs and Inclusion

Training Description:

Training Hours: 1.25

Hour Type: Clock hours

Ages Pertaining: Infant (Birth - 18 Months), Toddler (19 - 36 Months), Preschool (3 - 5 Years), School Age/Elementary (Kindergarten - 6th grade), Transitional Kindergarten (4 - 5 Years)

Primary CKA: Special Needs and Inclusion

Other CKAs: Special Needs and Inclusion

[Return to List Page](#)

### 1.1.4. Instructor Access Request

To add a trainer, who will provide trainings for your organization, including **Contact/Sponsor Managers**, the instructor must request access to the training calendar by doing the following:

Early Care & Education  
Workforce Registry

COVID-19: Response & Program Updates

Instructor Access Request

Please enter the name of the training sponsor that you wish to have instructor access for in the search box. Enter the first few letters of the training sponsor's name. If you still do not get results, leave the search box blank and click search.

**Approved Requests:**

- Alameda County Early Childhood Education Program - 1401 Lakeside Drive Oakland CA 94612
- Nirmala Test School no funding in program - 100 Main St Beverly Hills CA 90210

**Pending Requests:**

- CCEI SF non licensed (test program) - 555 Test Street San Francisco CA 94110
- Child Care Alliance of Los Angeles - 815 Colorado Blvd Los Angeles CA 90041
- Test program with no codes - 123 Test2 Lawrenceville GA 30043

Enter Training Sponsor Name and Click 'Search'

Search

Show  entries



- The instructor must first have a Registry profile, login to his/her profile, with their work email address, and click **Instructor Access Request** on the navigation bar. The Instructor Access Request page will pop up.
- The instructor will type in the name your organization and click **Search**.
- The instructor will click the circle next to your organization and click **Submit**.
- A successful submission will result in “Pending Requests” and/or “Approved Requests” being listed.
- At this point, the instructor must wait for your approval to proceed with the Instructor Tools.

<input type="radio"/>	California Preschool Instructional Network (CPIN), Region 4	77 Santa Barbara Road	Pleasant Hill	94523
<input checked="" type="radio"/>	California Preschool Instructional Network (CPIN), Region 5	1290 Ridder Park Dr	San Jose	95131
<input type="radio"/>	California Preschool Instructional Network (CPIN), Region 6	2901 Arch-Airport Rd	Stockton	95206
<input type="radio"/>	California Preschool Instructional Network (CPIN), Region 7	632 West 13th ST	Merced	95341

Showing 1 to 10 of 17 entries 1 row selected

Previous **1** 2 Next

**Submit**

### 1.1.5. Instructor Management

After the instructor has successfully submitted the **Instructor Access Request**, the instructor will appear in a list in the **Instructor Management** link in the **Training Sponsor Tools**.

- Return Home
- Employer Admin Request
- Instructor Access Request
- Instructor Tools
- Training Sponsor Tools**
- QRIS Tool >
- Training Calendar >

### Training Sponsor Tools

**NIRMALA TEST SCHOOL NO FUNDING IN PROGRAM**

- [Training Sponsor Information](#)
- [Add Training](#)
- [List Training](#)
- [Instructor Management](#)
- [Event Management](#)
- [Reports](#)
- [Manage Logo](#)



- The **Instructor Management** page will list the instructors pending approval or denial.
- ➔ ○ When you select “Request Type” status: **Pending, Declined,** or **Approved,** you must click “**Filter**” to list all instructors who have made a Instructor Access Request.
- Instructor emails are provided, if you need to contact them.
- Click on the radio dial to the left of the instructor names and **View/Edit Access Request** to change status of an instructor.

### Instructor Management

Request Type:

Pending ▼ Filter ➔

Show 10 entries

	First Name	Last Name	Training Sponsor Name	Email
<input type="radio"/>	Amanda	Tester	Nirmala Test School no funding in program	amandatestcei@gmail.com
<input checked="" type="radio"/> <span style="color: red; font-size: 24px; margin-left: 5px;">➔</span>	Mary58	Test58	Nirmala Test School no funding in program	parttestnj01@gmail.com
<input type="radio"/>	Elise	Testtwo	Nirmala Test School no funding in program	ecrane11@comcast.net

Showing 1 to 3 of 3 entries 1 row selected

View / Edit Access Request ➔

### Process Instructor Access Request

Requestor: Mary58 Test58

Requestor ID: 100001744

Training Sponsor: Nirmala Test School no funding in program

Request Date: 05/24/2017

Request Status: Pending

Status:

Pending ▼

Save Status ➔

The Registry ID of the instructor is visible for Training Organizations to track their instructors for training/reporting purposes.

- **Be sure to deny access requests by individuals that you do not know, and/or do not want access to your training inventory and the ability to post trainings.**

- Click the drop-down box to either approve or deny the instructor access request, then click **Save Status**. Once the request has been processed, the instructor will no longer appear in the **Pending** list. Click the drop-down box and select **Approved**, then click “**Filter**” to see all approved instructors. Click **Denied**, “**Filter**” to view all denied instructors.
- The **Process Instructor Access Request** screen will appear.
- Click the dropdown box to change the status, and then click **Save Status**.
- To change the status of a processed request, go to the **Instructor Management** page, select **Approved**, **Pending**, or **Denied** in the dropdown box, click “**Filter**”, click the circle next to the name of the instructor, then click **View/Edit Access Request**.

*Note: Once a sponsor has either approved or denied an instructor request, an email is automatically sent to the instructor notifying him/her of their status. Upon approval, the instructor will have access to the “Instructor Tools” on navigation bar on the left.*

### 1.1.6. Event Management

Once trainings are added and instructors approved, you can begin scheduling and posting trainings to the Training Calendar. Building an event includes pulling from a drop down of instructors to assign to the training. If your organization has a guest speaker, for example, the Fire Chief, you will want to assign the instructor who will be at the training with the Fire Instructor, and note in the description, the guest speaker. You can also attach a bio, and/or other relevant info.

Begin by selecting **Event Management** in the **Training Sponsor Tools**.

**Contact/Sponsor Manager(s) View**

- Return Home
- Employer Admin Request
- Instructor Access Request
- Instructor Tools
- Training Sponsor Tools**
- QRIS Tool >
- Training Calendar >

**Training Sponsor Tools**

**TEST ORGANIZATION**

- Training Sponsor Information
- Add Training
- List Training
- Instructor Management
- Event Management**
- Reports
- Manage Logo

Contact and Sponsor Managers and Instructors can edit Events

**Instructor's View**

- Return Home
- Employer Admin Request
- Instructor Access Request
- Instructor Tools**
- Training Sponsor Tools
- QRIS Tool >
- Training Calendar >

**Instructor Tools**

- Instructor Profile
- Event Management**

Contact and Sponsor Managers and Instructors can edit Events

- The **Event Management** screen will contain a list of all trainings that have been posted to the calendar, including past and future trainings. Initially, this screen will be blank until a training has been added to the calendar. To add a training/event to the calendar, click the **Add Event** link to take you to **Event Management – Add Entry**.

**NOTE:** The training sponsor/contact managers and the sponsor's approved instructors can add events to the calendar.

**Event Management**

Here is a complete list of all training events for which you are the instructor or training sponsor that have been input into the registry. To add a new event, click 'Add Event'. (Note: Only training events marked as 'published' will show in the training calendar search.)

To view event details, click the icon under the 'View' column next to the event. To enter your training roster when the event is complete, click the icon under the 'Roster' column next to the event.

**Filter By:**

From :  To:

Training Name  
- Please Select -

Training Events created in error and that do not have current enrollees can be deleted.

Click here to add an event/training to the calendar.

Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
10/31/2019	first test - FIRST TEST	Los Angeles	1	0	Nirmala Test School no funding in program	No			
03/22/2019	first test - FIRST TEST	Los Angeles	0	0	Nirmala Test School no funding in program	No			

- To enter the **Training Name**, type in a key word of the event in the box and click **Filter**. The training name will be pulled from the list of trainings added to the Registry as instructed in **1.1.3 Add Training Inventory/Catalogue** above and it must also be an event. After clicking **Filter**, a pop up with the list of training events that match the key word will populate. **Select** the desired training event in the pop up box to view training events on the Event Management page.



**Step 1:** After clicking on **Add Event**, type in the training name. The training title is pulled from the list of trainings added to the Registry in **Add Training**. If the training is not there, you need to go back to the **Training Sponsor Tools** to **List Training** to verify whether the training exists or. If not, see **Add Training** above and create the training.

**Step 2:** After clicking **Search**, **Select** training.

Event Management - Add Entry

**Training Sponsor \***

Test Organization

---

**Training Name \***

Anti-Bias ECE Communities

Type in keyword of training name and click search. Leave blank and click search to see all trainings for this sponsor.

Gateways Passport

**Event Type \***

Web-based Time Specific

**Event Start Date \***  
07/31/2020

**Event Start Time \***  
8:30 AM

**Event End Date \***  
07/31/2020

**Event End Time \***  
9:30 AM

**Event Web Address \***

www.zoom.com  
www.example.com

**Event Notes**

Provide details about your training here including logistical information (e.g. how participants will receive a password) or for a classroom based training - where to park or what to bring.

Select Your Training

Show 10 entries

Training Code	Training Name	Units	
	Anti-Bias ECE Communities	1	<div style="border: 1px solid #00728f; border-radius: 50%; padding: 2px 10px; display: inline-block;">Select</div>

Showing 1 to 1 of 1 entries

Please Select

- Classroom/Face-to-Face
- Web-based Self-Paced/Ongoing
- Web-based Time Specific

Search

Address fields will appear if "Classroom/Face-to-Face" event type is selected. If "web-based" is selected, the address fields will not appear. Enter the appropriate information for the training location and time – asterisk (\*) are required fields. Maximum 1,000 characters.

**Step 1:** Type in training name.

**Step 2:** After clicking **Search** **Select** training here.

**Please Select**  
Classroom/Face-to-Face  
Web-based Self-Paced/Ongoing  
Web-based Time Specific

Address fields will appear if "Classroom/Face-to-Face" event type is selected. If "web-based" is selected, the address fields will not appear. Enter the appropriate information for the training location and time – asterisk (\*) are required fields. Maximum 1,000 characters.

- **Event Type** is a drop-down box with the choices of classroom, web-based self-paced/ongoing, and web-based time specific.
  - If “Classroom/Face-to-Face” is chosen, additional fields will come up for location address. If “Web-Based” is chosen, location address field will not display.
    - When “Classroom/Face-to-Face or “Web-based Time Specific” is chosen a Training Reminder box will appear near the bottom of the page enabling email reminders to be sent to trainees enrolled in the Training Event on the Registry.

**Event Notes** is a free-type text box that will be visible to enrollees and potential enrollees. This box will notify enrollees of any special instructions or other important specific information regarding the training – maximum of 1,000 characters.

- If your organization will publish trainings on the Registry for public viewing but will use a different online registration system, a link to the registration page can be included in this box to alert trainees to the registration process and below after selecting **Through another method** [How would you like users to enroll in this event?].
- **Language of Instruction** is a multi-check box that will be visible to enrollees and potential enrollees looking for language preference.
- **Intended Audiences** refers to those who the training was designed for, not everyone you think will attend the training. Multiple audiences may be chosen but if you select “Trainer” this training will be reported as a “Training the Trainer”.

**NOTE for STATE FUNDED VENDORS:**

If your organization is funded by the California Department – Early Education Support Division or First 5 California, the selection of “Intended Audiences” will impact data that populates the Direct Service Profile Report, see Section 3: **CDE-EESD/First 5 CA Vendor Reporting**, located in the Table of Contents.

- **Instructor Name** is a drop-down box will list all the names of instructors the sponsor has approved.
- **Publish Event** – by clicking this box, the training will be published on the Training Calendar for all participants to see. If this box is not checked, the event will not appear on the training calendar. A sponsor can add an event for 6 months or more into the future, but may not want to publish the event until a month before the scheduled date. Once the sponsor is ready to publish the event, go to the **Event Management** screen to publish.
- **Event Capacity** once the capacity has been reached, all other participants who want to enroll will be waitlisted. If an enrollee withdraws, the next participant on the waitlist will be enrolled.



- The sponsor/instructor can also increase the capacity on the **Roster**. If capacity is increased, the next participant on the waiting list will automatically be enrolled. An email is automatically sent to each enrollee and waitlisted participant letting him/her know of their enrollment status and price of the training.
  - If your organization will publish trainings on the Registry for public viewing but will use a different online registration system, you can reference the link in **Event Notes** box.
- **Price Per Person** is intended for trainings where fees are collected for training. If there is no fee, insert 0, otherwise include the cost to alert potential trainees. Instructions on payment can be included in the Event Notes section. If there is a range, you may want to include the range in the Event Notes section with additional information.
- **Payment Button Code** is where sponsors can set up a PayPal or other 3<sup>rd</sup> party payment option on the Registry to collect payment for trainings. Once an account has been set-up to receive payments, the Button Code can be accessed and entered into the Event. (See your 3<sup>rd</sup> party service to identify the "Button." When completing the Registration process, the individual will receive a confirmation email of enrollment in the training which will include the **Button** (i.e. link to complete payment).
- **My Organizations's URL Payment Link** is where you can enter your organization's payment link. When completing the Registration process, the individual will receive a confirmation email of enrollment in the training which will include the link to complete payment.

More than one instructor can be selected for an Event. The instructor must be an approved instructor to be visible on the dropdown list.

Instructor Name \*

- Please Select -

Additional Instructors (Hold CTRL to select multiple)

Training Organization

Clear Selected Instructors

Choose the instructor from the drop-down box. The choices will be all instructors that have been **approved by the sponsor**.

If this box is checked, the event will be added to the training calendar for all participants to see. If it is not checked, the training will not be visible on the calendar.

Publish Event

Capacity \*

1

Price Per Person \*

0

Payment Button Code (ex. PayPal)

My Organization's URL Payment Link

Funding Source

Public

Primary CDE/F5CA Program Code

F5C - First 5 (CA or Co)

If there is a range of price per person for a training, place the range in the Event Notes. You may want to set the value at zero or max amount and add range in the Event Notes, if there is more than one price.

**Primary CDE /F5CA Funding Code** is a drop down of Program Codes issued by CDE-EESD. If you do not see your program listed in this drop-down box, contact the Registry Office, [Pamela.Becwar@ccala.net](mailto:Pamela.Becwar@ccala.net), and provide updated information. If your organization also receives funding for training from First 5 CA, please email Pam to add the F5CA code to the list. Please go to the **CDE-EESD/First 5 CA Vendor Reporting**, in **Section 3** to learn about how to use this field and the Hosting field.

Is there a CDE/F5CA Vendor Host?

Yes  No

Please identify the additional program(s) and/or CDE/F5CA Vendors that are collaborating to HOST this event.

##C - CCIP Program Code  
##HST - California Health and Safety Training (CHST)  
##PHS - CA Preventive Health and Safety Training (CPHST)  
##R - R&R Program Code

Non-CDE/F5CA

COE

Text box to indicate any Non-CDE funded or Non-First 5 CA collaboration.

Training Reminder

1 Day

Dropdown to select "No Reminder" or reminders from 1 to 7 days before the training.

Copy Instructor on Enrollment Emails?

Yes  No

If Instructor would like to receive email notifications when individuals enroll or change enrollment status for an event, select Yes. If No, the instructor will not receive enrollment notifications.

Copy Sponsor Contacts on Enrollment Emails?

Yes  No

Send Registry generated survey to attendees?

Yes  No

If you would like to have a survey send to training attendees to evaluate the training, click Yes. Survey is generated when training attendance is confirmed in the Roster. For more information see Section 1.1.9

How would you like users to enroll in this event?

Through another method

You can select to have registrants "Enroll Through the Registry" or "Through another method". If you select another method, you will be required to provide enrollment instructions.

Enter enrollment instructions \*

\* Note: Uploading a new file replaces the old file. Upload documents up to 5 MB in size that are file formats: word, jpg, pdf.

Choose a file... Choose

If a complete description of the training is on a separate Word document, the document can be uploaded here and published for all Registry participants to see.

Add Event

When all information has been entered in the **Event Management - Add Entry**, click **Add Event**. The event will be added to the **Event Management** page.

## Event Management

Here is a complete list of all training events for which you are the instructor or training sponsor that have been input into the registry. To add a new event, click 'Add Event'. (Note: Only training events marked as 'published' will show in the training calendar search.)

To view event details, click the icon under the 'View' column next to the event. To enter your training roster when the event is complete, click the icon under the 'Roster' column next to the event.

Filter By:

From :  To:

Training Events can be filtered by **Training Name** and click **"Filter"** or by date range of training event From and To (MM/DD/YYYY).

Clicking **View** will take you to the **Training Event Details** page.

Export all or filtered training events by using the Excel icon below.

Training Name

- Please Select -

Filter

Add Event + 

Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
06/26/2020	CCIP - Registry Cafe		0	0	Test Organization	No			
06/05/2020	TIC - COVID-19 and Trauma		1	0	Test Organization	No			
05/23/2020	HST - Immunizations and the Law		1	1	Test Organization	No			
05/01/2020	Hot Topics	San Bernardino	0	3	Test Organization	No			

County will not be listed for Web-based trainings.

To view the status of training enrollments and number of individuals marked attended for this event see **Number Enrolled** and **Number Attended**.

To change an event from "Published" to not published or vice versa, simply click **Yes** in the published column and the **Yes** will change to **No** and will not be published on the training calendar. Clicking a **No** in the published column will change to **Yes**.


Clicking this icon will take you to the **Training Roster** which contains a list of the participants who have enrolled in the training.



- If details of the training need to be edited, only the **Contact/Sponsor Manager(s)** may access the editing tools. Instructors that are not also Contact Managers will not be able to **Edit Event** or **Edit Program Codes**.
- The top of the page includes the general training information. Edits to this section occur when the training is accessed through **List Training** from **Training Sponsor Tools**.
- The **Training Event Details** page provides important details about the training. This is also the page the participants will see when they want more information on the training. **Event Cost**, **Event Capacity**, **# Enrolled** and **# Waitlisted** are summarized on the bottom of the page.

## Training Event Details

**Training Information:**



Training Code: CCIP  
 Training Name: Registry Cafe  
 Training Description:  
 Training Sponsor: Test Organization  
 Training Sponsor Contact: Test Testing  
 Training Sponsor Contact Email: [torrnetwork@test.com](mailto:torrnetwork@test.com)  
 Training Sponsor Phone Number:  
 Training Hours: 2.25 Clock hours  
 Primary Knowledge Area: Professionalism  
 Other Knowledge Areas: Professionalism  
 Is this a Gateways Passport Training?: No

**Event Information:**

Instructor Name: [Training Organization](#)  
 Event Type: Web-based Time Specific  
 Event Start Date: 06/26/2020 10:30 AM  
 Event End Date: 06/26/2020 01:00 PM  
 Event Address: [Zoom Address](#)  
 Language of Instruction: English  
 Event Notes: Will unpublish event in Training View ; include Zoom password. Update/confirmation is s

**Enrollment Information:**

Event Cost: \$0.00  
 Capacity: 10  
 # Enrolled: 0  
 # Waitlisted: 0

[Enroll Now](#)

**CDE/F5CA Coding:**

[Edit Program Codes](#)


Primary CDE/F5CA Program Code: ##C - CCIP Program Code  
 CDE/F5 Vendor Host: Yes  
 Host(s): ##R - R&R Program Code

**Action:**

[Return to Event Management](#)  
[Add another event for this course](#)  
[Edit Event](#)  
[Back to Training Calendar](#)  
[My Training Events](#)  
[Save Event](#)  
[Share This Event](#)

To add another event with the same training but different date, click **Add another event for this course** and change the pertinent information, such as date, time, and location of training.

To copy a link for a training click **Share This Event**

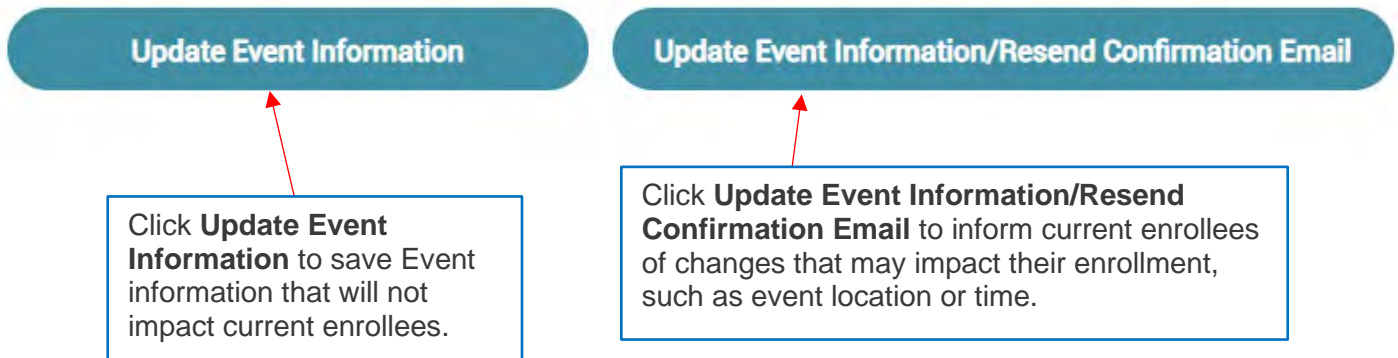


Clicking will show participant's enrollment status of trainings and Saved Events, if applicable, on the Training Calendar in **My Training Events**.



- The bottom section of the screen displays the details of the training event that indicates which fields may be edited by the **Contact Manager(s)**.
  - Only delete training events if there are no enrollees.

When **Edit Event** is clicked, the event opens up, enabling editing all elements. Events can be edited before the event takes place.



- The **Training Roster** contains the names of all participants enrolled in the training and contact information. The sponsor and approved instructor will have access to the Roster.

## Training Roster

### Training Details

<b>Training Code:</b>	
<b>Training Name:</b>	Hot Topics
<b>Training Sponsor:</b>	Test Organization
<b>Event Start Date:</b>	05/01/2020
<b>Event Start Time:</b>	08:30 AM
<b>Event End Time:</b>	03:00 PM
<b>Event Location:</b>	County Office of Education
<b>Instructor:</b>	Training Organization

The sponsor or approved instructor can click here and change the capacity. If 10 people have enrolled and the capacity is decreased to 9, the last person enrolled will automatically be waitlisted. Vice versa, if the capacity is increased to 11, a waitlisted participant will be enrolled. Emails are automatically sent informing the participant of enrollment status.

### Event Details

<b>Capacity:</b>	10	<a href="#">Change Capacity</a>
<b># Enrolled:</b>	0	
<b># Waitlisted:</b>	0	
<b># Withdrawn:</b>	0	
<b># No Show:</b>	0	
<b># Attended:</b>	3	

The screen below will pop up when the **Status** link is clicked.

The default value is **Not Reported**. The screen below will pop up above the Roster with the name of the individual when the payment status link is clicked.

Training Hours Earned can be adjusted for partial credit but can not be more than the number of hours of the Training.

Name	Primary Language	Cell Phone	Status	Email	Payment Status	Training Hours Earned
Anastasia Test	English		<a href="#">Attended</a>	<a href="mailto:anastasiatestccej@gmail.com">anastasiatestccej@gmail.com</a>	<a href="#">Not Reported</a>	6.00
Kar canton 3test Test	Spanish	(987) 456-4640	<a href="#">Attended</a>	<a href="mailto:karcanton3@gmail.com">karcanton3@gmail.com</a>	<a href="#">Not Reported</a>	6.00
Training Organization	English		<a href="#">Attended</a>	<a href="mailto:elise4218@gmail.com">elise4218@gmail.com</a>	<a href="#">Not Reported</a>	6.00

Showing 1 to 3 of 3 entries

Previous **1** Next

[Email All Registrants](#)   
[Mark All As Attended](#)  
[Add Non-Enrolled Attendee to Roster](#)  
[Print Roster](#)   
[CDE/F5CA Attendee Coding](#)

These 2 options become available the day of the Training if it is time-specific, as you cannot confirm attendance before the training date.

Print By Status: *(Optional)*

- Please Select -

[Print Sign In Sheet](#) 

The Excel icon, when clicked, exports the **Roster**, which can be formatted to include additional information by the Training Sponsor.

[Return to Event Management](#)

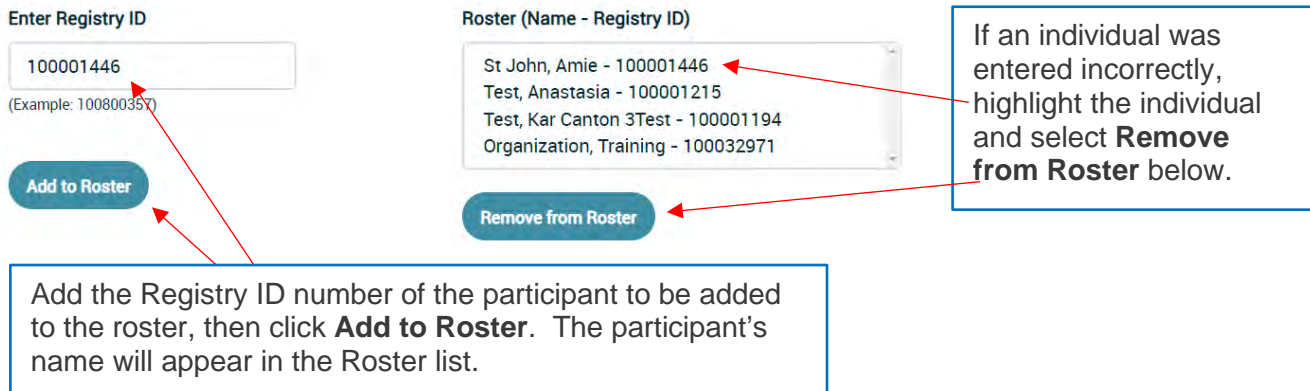
1. **Enrollment Status** change of an enrolled participant, by clicking the link in the **Status** column next to the participant's name (see screen shot for enrollment status above).
2. **Email** can be sent to the participant individually or all at once. Each participant's email address is hyperlinked to send a message individually or click the **Email All Registrants** to send an email to all enrollees at once, attachments cannot be sent to registrants from within the Registry. This email is generated as a bulk email from the instructor.

- *If you want to email recipients attachments, click the Excel icon to export a list of all registrants. You can highlight all of the email addresses and copy and paste the list into the blind carbon copy (BCC) field of your external email system, for example Microsoft Outlook. Sending the email in the BCC field, will prevent other registrants from viewing the email addresses of others.*
3. **Payment Status** If a participant pays for the training at the time of enrollment with the PayPal option, the status will say “Paid.” If the participant chooses to pay at a later time by check, cash, or credit card, the sponsor or approved instructor can manually change the payment status (*see screenshot for payment status above*).
  4. **Mark All As Attended** option is NOT available until the day of the training. If everyone on the roster attends the training, upon the conclusion of the training the sponsor/instructor can click **Mark All As Attended** and everyone’s profile will be updated with the training information. If enrollees were absent, the sponsor/instructor can change the status to **No-Show** for each individual that was absent.
  5. **Add Non-Enrolled Attendee to Roster** is NOT available until the day of the training. If a participant shows up to the training that did not register prior, the sponsor/instructor can add the participant to the roster manually by clicking this option. The participant **MUST** have an active Registry profile (*see sample of Add Non-Enrolled Attendee to Roster*).
  6. **CDE/F5CA Attendee Coding**, go to Section 3: CDE-EESD/First 5 CA Training Vendors to apply State program funding codes to attendees to generate a Direct Service Profile Report – CDTC Format.

## Add Non-Enrolled Attendees

This function is for you to add a user to the roster, who did not previously enroll in the training through the registry. The user must have a registry account and you need their CA Registry ID in order to add them. Enter the user’s registry ID and completion date where shown then click 'Add to Roster'. Their name will appear on the right hand side of the screen.

If you add someone in error, highlight their name on the roster list and click 'Remove from Roster'. You will be able to come back and add additional people at any time.



Enter Registry ID

(Example: 100800357)

**Add to Roster**

Roster (Name - Registry ID)

- St John, Amie - 100001446
- Test, Anastasia - 100001215
- Test, Kar Canton 3Test - 100001194
- Organization, Training - 100032971

**Remove from Roster**

If an individual was entered incorrectly, highlight the individual and select **Remove from Roster** below.

Add the Registry ID number of the participant to be added to the roster, then click **Add to Roster**. The participant’s name will appear in the Roster list.



### MARK ALL AS ATTENDED

Name	Primary Language	Cell Phone	Status	Email	Payment Status	Training Hours Earned
Anastasia Test	English		Attended	<a href="mailto:anastasiatestccee@gmail.com">anastasiatestccee@gmail.com</a>	Not Reported	6.00
Kar canton 3test Test	Spanish	(987) 456-4640	Attended	<a href="mailto:karcanton3@gmail.com">karcanton3@gmail.com</a>	Not Reported	6.00
Training Organization	English		Attended	<a href="mailto:elise4218@gmail.com">elise4218@gmail.com</a>	Not Reported	6.00

Showing 1 to 3 of 3 entries

Previous 1 Next

[Email All Registrants](#) 
  
[Mark All As Attended](#)

If everyone on the roster attends, click **Mark All As Attended** and everyone's profile will be updated with the training info.

An **Enrollment Status** can be changed by selecting **Attended**, **Withdrawn** or **No Show** and the training info will be updated for the individual.

**Edit Enrollment Status - Anastasia Test** ✕

Status: Attended ▼

Attended

Attended

Withdrawn

No Show


[Close](#) [Update](#)

6. **Print Roster and Print Sign-In Sheet** can be printed or exported by the sponsor/instructor if necessary (see samples of **Print Roster** and **Print Sign-In Sheet** below).

[Email All Registrants](#) 
  
[Mark All As Attended](#)
  
[Add Non-Enrolled Attendee to Roster](#)
  
[Print Roster](#) 
  
[CDE/F5CA Attendee Coding](#)

Print By Status: (Optional)

- Please Select - ▼

[Print Sign In Sheet](#) 

The **Sign in Sheet** can be printed with individuals that are **Enrolled** and **Waitlisted**, or can be filtered to only include one or the other statuses using the **Print by Status** filter. The Excel icon, when clicked, exports the **Sign in Sheet** with both **Enrolled** and **Waitlisted** enrollees. It can be formatted to include additional lines for individuals that may show up the day of the professional development event.

[Return to Event Management](#)

<b>Training Title:</b>	Registry Cafe		
<b>Training Sponsor:</b>	Test Organization		
<b>Event Address:</b>	<b>SAMPLE OF ROSTER</b>		
<b>Training Code:</b>	CCIP	<b>Instructor:</b>	Training Organization
<b>Training Start Date:</b>	11/29/2018 09:00 AM	<b>Training End Time:</b>	11/29/2018 02:00 PM
<b>Event Capacity:</b>	11	<b># Enrolled:</b>	3

Name	Primary Language	Cell Phone	Employer Name	Occupation Title	Age of Children Worked With	Enrollment Status	Payment Status
Organization, Training	English		Nirmala Test School no funding in program	Head Teacher	Toddler (19 Months to 36	ended	
Test, Elsa	Korean		Test program			ended	
Testtwo, El						ended	

**SIGN-IN SHEET**

**SAMPLE OF SIGN-IN SHEET**

<b>Training Title:</b>	Test Training **DO NOT ENROLL**		<b>Instructor:</b>	Testten Test
<b>Training Sponsor:</b>	Nirmala Test School		<b>Training End Time:</b>	03/07/2017 06:00 PM
<b>Event Address:</b>	123 test center Beverly Hills CA 90210		<b># Enrolled:</b>	8
<b>Training Code:</b>	TEST1			
<b>Training Start Date:</b>	03/07/2017 09:00 AM			
<b>Event Capacity:</b>	8			

Registry ID	Name	Employer	Signature
100015631	Test Aiyshu~A'A'	CCEI SF non licensed (test program)	
100021650	Test Anne	test ccei	
100001194	Test Kar Canton 3Test	CCEI SF licensed (Center)	
100002173	Test Nirma	CCEI "Quotes"	
100001159	Test Partabcdtest	CCEI SF licensed (Center)	
100021670	Test Wanda	CCEI Test program Nirmala	
100001217	Tester Amanda	CCEI Test program Nirmala	
100001744	Tester Mary	Nirmala Test School	



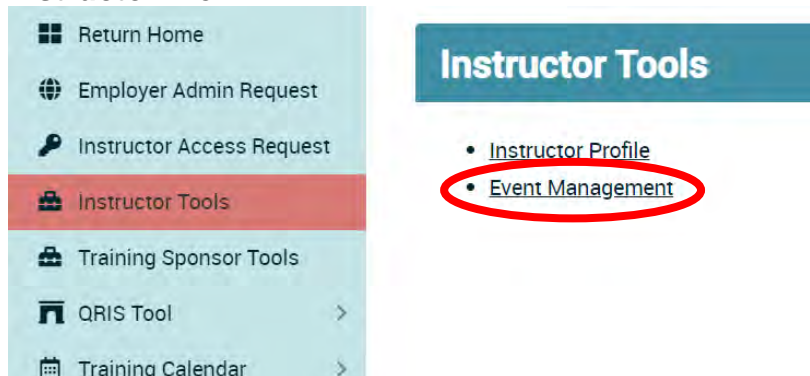
### 1.1.7. Invite Only/Targeted Audience (Unpublished) Events

If you want to share a training with a specific targeted group you can email potential trainees an url link.

Please follow the steps below:

- a. When you are logged in as an Instructor or Sponsor, go to either the **Instructor Tools** or **Training Sponsor Tools** accordingly, and then select **Event Management**.

#### Instructor View:



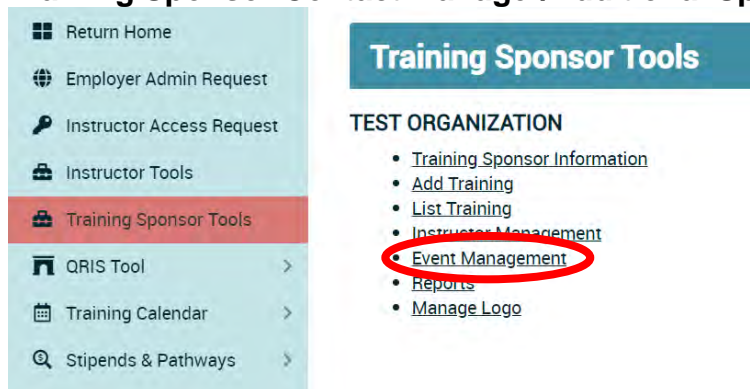
The screenshot shows the 'Instructor Tools' menu on the left, with 'Instructor Tools' highlighted in red. To the right, the 'Instructor Tools' sub-menu is displayed, with 'Event Management' circled in red.

- Return Home
- Employer Admin Request
- Instructor Access Request
- Instructor Tools**
- Training Sponsor Tools
- QRIS Tool >
- Training Calendar >

**Instructor Tools**

- Instructor Profile
- Event Management**

#### Training Sponsor Contact Manager/Additional Sponsor Manager View:



The screenshot shows the 'Training Sponsor Tools' menu on the left, with 'Training Sponsor Tools' highlighted in red. To the right, the 'Training Sponsor Tools' sub-menu is displayed, with 'Event Management' circled in red.

- Return Home
- Employer Admin Request
- Instructor Access Request
- Instructor Tools
- Training Sponsor Tools**
- QRIS Tool >
- Training Calendar >
- Stipends & Pathways >

**Training Sponsor Tools**

TEST ORGANIZATION

- Training Sponsor Information
- Add Training
- List Training
- Instructor Management
- Event Management**
- Reports
- Manage Logo

- b. Find the training you wish to share and then click on the **View**.

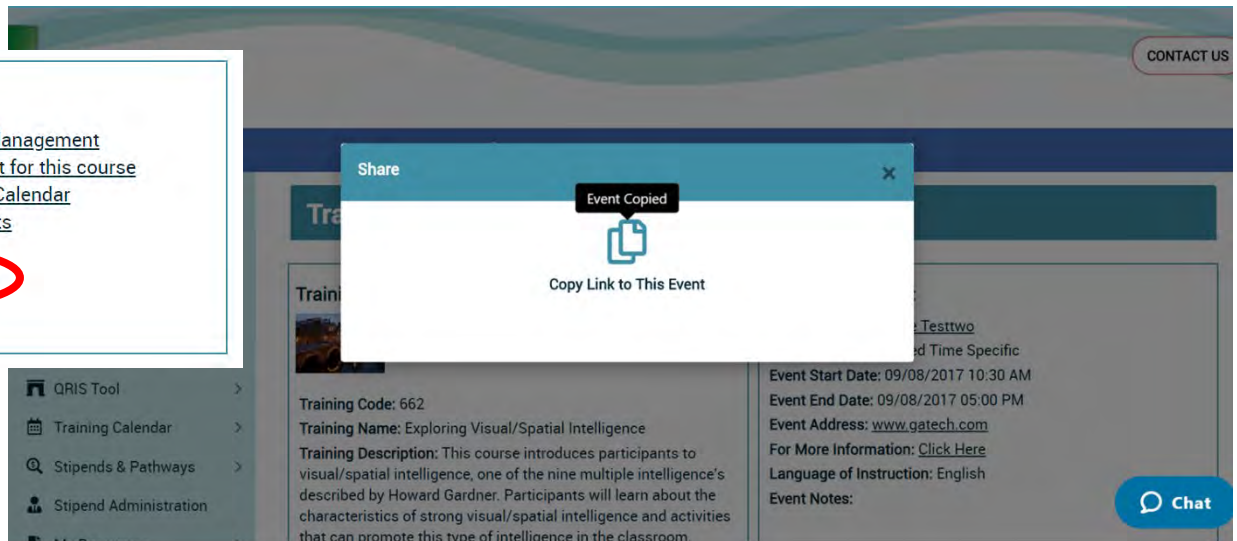
Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
10/31/2019	first test - FIRST TEST	Los Angeles	1	0	Nirmala Test School no funding in program	No			
03/22/2019	first test - FIRST TEST	Los Angeles	0	0	Nirmala Test School no funding in program	No			
05/12/2018	662 - Exploring Visual/Spatial Intelligence		1	4	Nirmala Test School no funding in program	No			



c. When the Training Event Detail page shows (you should see an **Enroll Now** button on the page), go to the bottom right “Action” and click on **Share This Event** and then click on “**Copy Link to This Event**” and the notice will indicate that the “**Event Copied**”. You can now paste the link.

**Action:**

- [Return to Event Management](#)
- [Add another event for this course](#)
- [Back to Training Calendar](#)
- [My Training Events](#)
- [Save Event](#)
- [Share This Event](#)

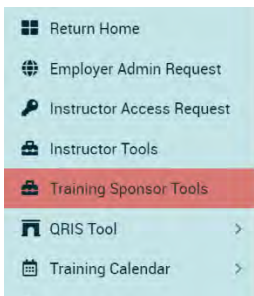


When you send an email to share your training url, **make sure you instruct the user to log into the Registry to continue the enrollment process.** If they are properly logged in, and they are on the **Training Event Detail** page, they will be able to enroll in the training. You will be able to see them on your roster once they enroll.

### 1.1.8. Manage Logo

To add an organization logo to all trainings click **Manage Logo** and then **Choose File, Upload Image**, see screen shots below.

- The logo will be displayed when potential attendee clicks to view the **Training Information** in the Training Calendar, Training Event Details.




**Training Sponsor Tools**

TEST ORGANIZATION

- [Training Sponsor Information](#)
- [Add Training](#)
- [List Training](#)
- [Instructor Management](#)
- [Event Management](#)
- [Reports](#)
- [Manage Logo](#)

**Logo Management**

Current Image: 

Choose Image:

No file chosen

Your image will be resized to:

Pixels: 180px wide  
Inches: 3" wide  
Accepted Image Types: .jpg, .jpeg, .png, .gif, .png, .bit, .bmp, .tiff

[Return to Sponsor Tools](#)

### 1.1.9. Survey

Once a participant has completed the training and the sponsor/instructor has updated his/her enrollment status to **Attended**, an email will be sent to the participant requesting that he/she take a brief survey of the training, if you selected “**Send Registry generated survey to attendees?**” in the Event Management – Add Entry. The participant must log-in to his/her profile to access the survey and surveys can be accessed on Training Calendar, “My Training Events”. Once the participant submits the survey, the sponsor will have access to the results in the **Reports** section (see 1.1.10) of the **Training Sponsor Tools**. The survey is anonymous.

My Training Enrollments				
<a href="#">06/05/2020</a>	COVID-19 and Trauma	Test Organization	Enrolled	<a href="#">Withdraw</a>
<a href="#">06/23/2020</a>	COVID-19 and Trauma	Test Organization	Attended	<a href="#">Take Survey</a>
<a href="#">07/04/2018</a>	Ages & Stages	Test Organization	Attended	
<a href="#">11/28/2017</a>	Emergent Curriculum	Test Organization	Attended	
<a href="#">12/04/2018</a>	Provider Training Community of Practice	Test Organization	Attended	
<a href="#">11/29/2018</a>	Registry Cafe	Test Organization	Attended	

**Please note: The survey is the same for each training. A sample of the survey is shown on the next page.**

#### Summary of Survey Elements

1. The training was well organized
2. The training followed the syllabus/agenda provided
3. The training provided opportunities to engage in self-reflection
4. The quality of the training met my expectations
5. The training was sensitive to the needs of participants
6. The information covered will be useful in my daily work
7. The training kept me engaged and interested
8. The training content was in line with the objectives presented
9. The training contributed to my educational, professional and/or personal development
10. I would recommend this training to other people
11. My learning objectives were met in taking this training
12. Please elaborate on any areas that you rated as strongly disagree or disagree
13. Please tell us one thing that you will implement as a result of this training
14. Is there anything else you'd like to tell us about this training?



### Training Evaluation

Please complete the training evaluation below on the training event that you attended, specified below.

**Training Code:**

TIC

**Training Name:**

COVID-19 and Trauma

**Training Sponsor:**

Test Organization

**Instructor:**

Training Organization

**Date:**

06/23/2020 08:30 AM

**Location:**

[Zoom link here](#)

**SURVEY SAMPLE**

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
1. The training was well organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The training followed the syllabus/agenda provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The training provided opportunities to engage in self-reflection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The quality of the training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The training was sensitive to the needs of participants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The information covered will be useful in my daily work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The training kept me engaged and interested.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The training content was in line with the objectives presented.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training contributed to my educational, professional and/or personal development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I would recommend this training to other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. My learning objectives were met in taking this training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



12. Please elaborate on any areas that you rated as strongly disagree or disagree.

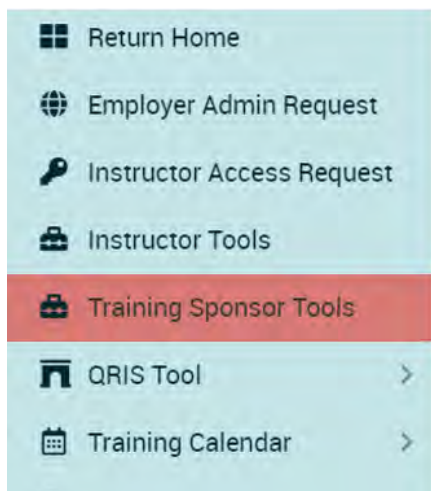
13. Please tell us one thing that you will implement as result of this training.

14. Is there anything else you'd like to tell us about this training?

Submit Survey

### 1.1.10. Reports

The Contact and Sponsor Managers have access to reports depending on whether or not they are receiving funding from the CDE-EESD. To access the reports, click **Reports** in the **Training Sponsor Tools** (see screenshot below).



### Training Sponsor Tools

#### TEST ORGANIZATION

- [Training Sponsor Information](#)
- [Add Training](#)
- [List Training](#)
- [Instructor Management](#)
- [Event Management](#)
- [Reports](#) 
- [Manage Logo](#)

## Sponsor Reports

- [Events Offered Report](#)
- [Demographics Summary Report](#)
- [Event Feedback Report](#)
- [Training Sponsor Data Export](#)
- [Direct Service Profile Report - Training Orgs - CDTC](#)
- [Training Sponsor Hosting Activities](#)
- [CCIP Participant Training Hours Report](#)
- [Program Codes](#)

All Sponsors  
have access to  
these reports

Other reports  
available for CDE-  
ELCD/F5CA  
contractors

[Return to Sponsor Tools](#)

### Report Descriptions and Fields:

1. **Events Offered Report** details every training offered by the sponsor including the training title, instructor, start date and time, end date and time, type of training, primary core competency area, and total participants who enrolled, attended, withdrew, were no shows, and were waitlisted. This report will download in excel format.

#### Data Fields in Report

- a. **Sponsor ID:** Registry issued unique ID for the Organization
- b. **Sponsor Name**
- c. **Training Sponsor County:** County of administrative address of Training Sponsor
- d. **Event ID:** Registry issued unique ID for the Event
- e. **Training ID:** Registry issued unique ID for the Training
- f. **Training Hours:** Hour value of training
- g. **Training Name:** Name of the training created by Organization/Sponsor
- h. **Interaction Type:** Type of training, for example, Training, Coaching, TOT etc.
- i. **Instructor Name:** Name of instructor/s assigned to the training
- j. **Instructor ID:** Registry ID of instructor/s assigned to the training event.

- k. **Primary Program Funding Name:** Name of CDE-EESD/F5CA funding source, only visible by CDE-EESD/F5CA Contractors **[CDE-EESD/F5CA Contractors only]**.
- l. **Non-CDE/F5CA**
- m. **Primary Core Competency Area:** Applicable primary Core Competency Area from the Competency Mapping Tool. To learn more [click here!](#)
- n. **Gateway Passport:** If training event is affiliated Gateways Passport Program **[LA County only]**
- o. **Training Event County:** County where training event is located, if applicable.
- p. **Language of Instruction**
- q. **Hosts:** CDE-EESD Contractors that are tagged as hosts of the Training Sponsor **[CDE-EESD/F5CA Contractors only]**.
- r. **Event Start Date**
- s. **Event Start Time**
- t. **Event End Date**
- u. **Event End Time**
- v. **Event Type:** Classroom, Web-based Self Paced, Web-based Time Specific
- w. **# Enrolled:** Number enrolled on the training on the Registry
- x. **# Attended:** Number of confirmed attended on the Registry
- y. **# Waitlisted:** Number waitlisted for the training on the Registry
- z. **# No Show:** Number of individuals marked as registered but not showing up for the training
- aa. **# Withdrawn:** Number of individuals withdrawn on the Registry
- ab. **Total Participants:** Total number of participants that enrolled, attended, waitlisted or did not show up for training. Numbers will include duplicate individual interactions
- ac. **Child Development and Learning**
- ad. **Culture Diversity and Equity**
- ae. **Relationship Interactions and Guidance**
- af. **Family and Community Engagement**
- ag. **Dual Language Development**
- ah. **Observation Screening Assessment and Documentation**
- ai. **Special Needs and Inclusion**
- aj. **Learning Environments and Curriculum**
- ak. **Health Safety and Nutrition**
- al. **Leadership in Early Childhood Education**
- am. **Professionalism**
- an. **Administration and Supervision**

2. **Demographics Summary Report** details the ethnicity, job title at the completion of the training, and the highest level of education of each participant who completed each training. This report will download in excel format.

#### Data Fields in Report

- a. **Sponsor ID:** Registry issued unique ID for the Organization
- b. **Event ID:** Registry issued unique ID for the Event
- c. **Training ID:** Registry issued unique ID for the Training
- d. **Training Name:** Name of the training created by Organization/Sponsor
- e. **Instructor Name:** Name of instructor/s assigned to the training
- f. **Race/Ethnicity of User**
- g. **Job Title of User at the Time of Training Completion:** Job Title of individual, if currently employed, at the time of the training
- h. **Highest Level of Self-Reported Education of User:** High level of education reported by the user
- i. **Completed Training Evaluation:** Yes/No to completion of the survey provided by the Registry

3. **Event Feedback Report** details the training title, instructor/s, numbered responses to each question, and the comments (if any) written by the participant. All participant information is anonymous. This report will download in excel format. Responses are averaged from a 4-point scale: Strongly Disagree (1) – Strongly Agree (4). See Survey section above.

#### Data Fields in Report

- a. **Sponsor ID:** Registry issued unique ID for the Organization
- b. **Event ID:** Registry issued unique ID for the Event
- c. **Training ID:** Registry issued unique ID for the Training
- d. **Training Name:** Name of the training created by Organization/Sponsor
- e. **Instructor Name:** Name of instructor/s assigned to the training
- f. **# of Completed Surveys**
- g. **Q1 – Q11 (column G - Q):** Survey answers based on average from a 4-point scale: Strongly Disagree (1) – Strongly Agree (4).
- h. **Comments:** Q12 – Q14

4. **Training Sponsor Data Export** is filtered and customized by the sponsor containing both training event and participant data.

#### **Filters:**

1. Training Event Date range
2. Instructor/s Name
3. County: Location of training event, no location if training is web-based
4. Event Type



5. CDE/F5CA Program Name
6. Funding Type

✓ - Order By -  
Event Start Date  
Instructor Name  
County  
Event Type  
CDE/F5CA Program Name  
Funding Type

This report also enables the user to select the first column in the dataset by the following sort criteria, then by A-Z or Z-A order:

The following data elements can be extracted based on the filters chosen above:

### Data Fields in Report

#### i. **Event Information**

- a) **CDE/F5CA Vendor Number:** Vendor ID assigned by the California Department of Education (CDE), including County Offices of Education.
- b) **User CDE/F5CA Program Name:** CDE/F5CA Program Code assigned to individual attendee, if applicable, such as PIN, 01R, etc.
- c) **Non-CDE/F5CA**
- d) **Funding Type:** Assigned to individual attendee, if applicable whether funding is fully funded by CDE or qualifies for “Fee-for-Service” under CDE guidelines, aka code 8.
- e) **Training ID:** The unique ID assigned to the training by the Registry
- f) **Training Name:** The name of the training as listed in the **List of Trainings** on the Sponsor Tools menu.
- g) **Primary Core Competency Area**
- h) **Child Development and Learning**
- i) **Culture Diversity and Equity**
- j) **Relationship Interactions and Guidance**
- k) **Family and Community Engagement**
- l) **Dual Language Development**
- m) **Observation Screening Assessment and Documentation**
- n) **Special Needs and Inclusion**
- o) **Learning Environments and Curriculum**
- p) **Health Safety and Nutrition**
- q) **Leadership in Early Childhood Education**
- r) **Professionalism**
- s) **Administration and Supervision**
- t) **Start Date:** Start date of the training
- u) **End Date:** End date of the training
- v) **Instructor**
- w) **Language of Instruction**
- x) **Event Type**
- y) **Hour Value**
- z) **Training Hours Earned**

Letter on the right are intended to help support identification of fields in the Excel report for each row, however, depending on which fields are selected the row labels will be different

- aa) **Interaction Type**
- bb) **Event County**
- cc) **Gateway Passport**
- dd) **Host Tagged**

ii. **Participant Information**

- a) **Registration Status:** Registration status at the time of the report
- b) **Registry ID:** Registry identification number
- c) **First Name**
- d) **Last Name**
- e) **Job Role:** Job Role
- f) **Job Title:** Current job title
- g) **Age of Population Served:** Age of the population served
- h) **Gender**
- i) **Race/Ethnicity**
- j) **Language Spoken:** Primary language spoken by attendee
- k) **Residential City**
- l) **Residential State**
- m) **Residential Zip Code**
- n) **County of Residence**
- o) **County of Current Employment**
- p) **Email**
- q) **Day Phone Number**
- r) **Evening Phone Number**
- s) **Cell Phone Number**
- t) **Payment Status**

5. **Direct Service Profile Report – CDTC [State Funded Contractors ONLY]**

This report is an export of Registry data into the format required to submit information to the Child Development Training Consortium (CDTC) for reporting to the California Department of Education – Early Learning & Care Division. The report can be filtered by Training Organization/Sponsor, as well as date range and by program code. *Contact CDTC staff regarding information on the Direct Service Profile reporting template.*

**Online Registry Help Desk articles to support this topic:**

*Data Dictionary and Instructions for Direct Service Form ([click here](#))*

*How to Read Your Direct Service Profile Report ([click here](#))*

## 6. Training Sponsor Hosting Activities [State Funded Contractors ONLY]

This report is an export of Registry data for the purposes of tracking data of CDE/F5CA hosting of CDE/F5CA Contractor training events. This is not a required report, but will support CDE/F5CA Contractors in reporting collaboration across CDE/F5CA contractors.

### Data Fields in Report

- i. **Training Sponsor Host Name:** The CDE/F5CA Contractor that was identified by a primary CDE/F5CA Contractor as collaborating to “Host” a professional development activity.
- ii. **Training Sponsor Host Vendor Number:** The CDE/F5CA Vendor number issued by CDE-EESD.
- iii. **Training Sponsor Host County Location:** Administrative address county location of identified “Host”.
- iv. **Name of Training**
- v. **Date of Event**
- vi. **Duration of Training:** Total hours of training
- vii. **Attendees per Event:** Number of verified attendees identified by primary Training Sponsor that tagged the Host
- viii. **County:** Training Event county location
- ix. **Training Sponsor Name that Tagged Host:** CDE/F5CA primary funded organization that tagged another CDE/F5CA Contractor as a “Host.”
- x. **Training Sponsor Vendor Number that Tagged Host:** The CDE/F5CA Vendor number issued by CDE-EESD of primary funded organization that tagged another CDE/F5CA Contractor as a “Host.”
- xi. **Training Primary CDE/F5CA Program Code:** The Primary CDE/F5CA Program Code issued by CDE-EESD and assigned to the professional development activity by the primary funded organization that tagged another CDE/F5CA Contractor as a “Host.”

## 7. CCIP Participant Training Hours Report [State Funded CCIP Contractors ONLY]

This report is an export of Registry data for the purposes of tracking CCIP participant training hours. This is not a required report, but will support CDE/F5CA CCIP Contractors in reporting.

### Data Fields in Report

- a.) **Attendee Coding:** Training participant must have a CCIP attendee code to be included in the report and have taken a CCIP training with in the fiscal year.
- b.) **Agency Name**
- c.) **Participant Last Name**
- d.) **Participant First Name**
- e.) **Participant Registry ID**



- f.) **Current Role Type**
- g.) **Facility Type**
- h.) **Participant's Work County**
- i.) **License Capacity**
- j.) **Number of Children Served**
- k.) **First Date of ANY CCIP Training Completion:** Only includes trainings in the Registry.
- l.) **Last date of ANY CCIP Training Completion:** Only includes trainings in the Registry.
- m.) **Training Participant:** As defined by the CCCRRN Policy and Procedures.
- n.) **Trainee:** As defined by the CCCRRN Policy and Procedures.
- o.) **Advanced Trainee:** As defined by the CCCRRN Policy and Procedures.
- p.) **Total CCIP Training Hours in Fiscal Year**
- q.) **Total ALL CCIP Training Hours ALL TIME:** This is a “live” field and will include any training to the date the report is pulled.
- r.) **Number of training hours completed in CDL**
- s.) **Number of trainings completed in CDL**
- t.) **Number of training hours completed in CDE**
- u.) **Number of trainings completed in CDE**
- v.) **Number of training hours completed in RIG**
- w.) **Number of trainings completed in RIG**
- x.) **Number of training hours completed in FCE**
- y.) **Number of trainings completed in FCE**
- z.) **Number of training hours completed in DLD**
- aa.) **Number of trainings completed in DLD**
- bb.) **Number of training hours completed in OSAD**
- cc.) **Number of trainings completed in OSAD**
- dd.) **Number of training hours completed in SNI**
- ee.) **Number of trainings completed in SNI**
- ff.) **Number of training hours completed in LEC**
- gg.) **Number of trainings completed in LEC**
- hh.) **Number of training hours completed in HSN**
- ii.) **Number of trainings completed in HSN**
- jj.) **Number of training hours completed in LECE**
- kk.) **Number of trainings completed in LECE**
- ll.) **Number of training hours completed in P**
- mm.) **Number of trainings completed in P**
- nn.) **Number of training hours completed in AS**
- oo.) **Number of trainings completed in AS**

**Training List Export** - Your Training Inventory can be accessed in your Training Sponsor Tools, List Training (see page 8 for more details).

**Training Event Export** - Your Training Events can be accessed in your Training Sponsor Tools, Event Management (see page 18 for more details).

**Note:** Since all reports download in excel format, the information in the reports can be edited, sorted, and filtered by the sponsor.

## 2. Instructors/Trainers

The first step to becoming an approved trainer/instructor with a sponsor organization is to have or create or update an existing Registry account.

### 2.1. Creating a Registry Profile

- An email address is required and will serve as the **User Name** upon login. The email address used to create your profile will be the same email address participants will use if they have questions regarding one of your trainings. *Please use your work email address.*
- To create a profile, go to [www.caregistry.org](http://www.caregistry.org) and click **Create Profile**.

The screenshot shows the homepage of the California Early Care and Education Workforce Registry. At the top, there is a group photo of diverse professionals. Below the photo, the text reads: "Welcome to the California Early Care and Education Workforce Registry!". A message follows: "We are excited to welcome you to the Early Care and Education Workforce Registry for professionals in California! If you do not already have an account, please join by creating your profile." Below this is a paragraph: "The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children." On the left side, there is a vertical menu with six items: "Search Training Calendar", "How to Create a Registry Profile Video", "Registry Help Desk", "Registry Overview Video", "Registry Resources", and "Frequently Asked Questions". On the right side, there is a login and registration section. It starts with "DONT HAVE A PROFILE YET?" and a blue button labeled "CREATE A PROFILE". Below that, it says "ALREADY HAVE A PROFILE? LOG IN HERE:" followed by "Email Address" and "Password" input fields, a red "LOGIN" button, and a link for "Forgot password? Click here." A red arrow points to the "CREATE A PROFILE" button.



- **User Registration**

This section asks for contact information including creating a password, demographic information and indicating language(s) spoken. Required fields are marked with an asterisk.

- **Employment Status**

When choosing employment option in the second screen of the Registration page or updating employment status in the Registry

- **Employees** - Trainers that are employees of the training/sponsor organization search by the name of the organization.
- **Contractors/Self-Employed** - Trainers that are contractors, self-employed, will first select search by **Employer Name** and then search and select **Contractor**. (See screen shot on next page.) Do not use this option if you are a FCC provider.

If you have more than one role, and/or employer, or also own your own center/FCC, please create two employment records. Most individuals utilizing the Training Module/Calendar will fall into the two categories below: Employed/Owner of a professional development organization or is a contracted instructor in a training organization. See screen shot on next page.

If you are also a FCC, or have another role, add another employment record when you log back in to capture your role in the field, including the number of hours you work, etc.

## User Registration: Employment

Search for your current employer. If you don't find the employer on the first search, you may want to try again using different criteria.

### Specific Search Categories

- **Licensed Center, Public School site or Family Child Care (FCC) Home:** Click **Select Employer/Business/State and Location** and **Search By** to start your search. When you select **Name**, type in the name of the licensed facility/school site where you work/own your business. You may also search by the **License Number** issued by Community Care Licensing, if applicable. When you locate your work site/status, press **Select**.  
**FCCs:** Search by Last Name, First Name of owner/operator or license number.  
**Large Multi-Site Employer:** Search and select the site where you spend most of your working hours. If you cannot find your center, school or family child care home or FCC employer, click **Please Select** then **Name** and **Select Employer/Business not Found** and type in your employer/business details. Registry staff will work to add the employer/business/ECE related business in the Registry and match you with your employer/business/FCC.
- **Professional Development Organizations:** If you are employed by a professional development provider, such as a resource and referral agency, **Select Employer/Business/State and Location** and **Search By**, select **Name**, then enter the name of that organization, then click **Search**. When you locate the organization, press **Select**.
- **Unemployed:** If you are unemployed, **Select Employer/Business/State and Location** and **Search By** and **Name**, type "unemployed" then click **Search** and then **Select**.
- **Student Not Employed in ECE Field:** If you are a student not employed in the ECE field, **Select Employer/Business/State and Location** then **Search By** then **Name**, type "student" in search field, then **Search** and then **Select**. If you are employed in ECE and also a student, please search for the facility/home/organization by following the instructions in **Licensed Center, Public School site, or Family Child Care (FCC) Home** above.
- **License-Exempt Provider (Family, Friend, Neighbor = FFN):** If you are a license-exempt provider (FFN), **Select Employer/Business/State and Location** then **Search By** then **Name** and type "license-exempt" in search field then **Search** and **Select** that option from the list. If you work in a licensed facility, or license-exempt school site, please follow Licensed Center, Public School or Family Child Care Home instructions above.
- **Contractor (self-employed in support role for the ECE field, not FCC or FFN):** This category is for individuals that may be hired by a professional development organization to conduct professional development, such as training, but is not an employee of that professional development organization. If you are a contractor, type "Contractor" in Search by Employer/Business Owned/Status and **Select** that option from the list. This is not intended for individuals that are employed and/or work directly with children and have an employment contract or for family child home operators/owners.

After making your selection close the box, complete the additional information, and **Save!**

Search By \*



## 2.2. Instructor/Trainer Access Request

The **Contact Manager(s)** designated by Executive Directors, or equivalents, of Training/Sponsor Organizations approve all their instructors. Every Registry participant can request instructor access by clicking the link on the navigation bar entitled **Instructor Access Request**.

- Regardless of whether the trainer is an employee or a self-employed contractor, they **must submit** an **Instructor Access Request** and be approved by the training/sponsor organization to gain access to **Instructor Tools**.
- **Contact Manager** that are also trainers for the Training Sponsor/Organization, **must submit** **Instructor/Trainer Access Request(s)**, and approve request, to gain access to the **Instructor Tools**.

- Click the “Instructor Access Request” link, as shown, to access the request page.
  - Type in the name of the organization you want instructor access with and click “**Search.**”
  - Click the circle next to the organization you choose and click “**Submit**”.
  - Organization name will now appear in “Pending Requests”.
  - At this point, your instructor request will be sent to the sponsor organization and will remain pending until the sponsor approves or denies your request. You will



receive an email once the sponsor processes your request informing you of the decision.

- If your request is denied, you will have the ability to request access again in the future.

**Please note: There is no limit to the number of sponsor organizations an instructor can send a request to.**

**Step 1:** Enter the name of the organization here, then click **Search**.

Enter Training Sponsor Name and Click 'Search'

Organization

Show 10  entries

	Program Name	Address
<input checked="" type="radio"/>	Kings Community Action Organization	1130 N. 11th Ave.

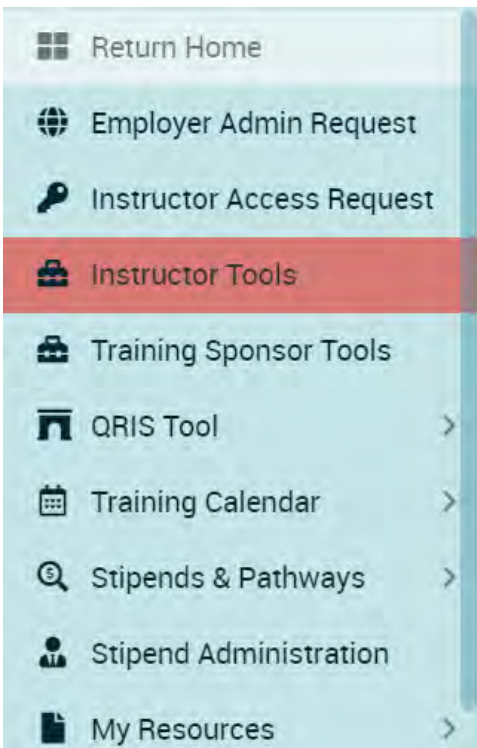
Showing 1 to 1 of 1 entries 1 row selected

**Step 2:** Click the circle next to the organization then click **Submit**.

### 2.3. Instructor/Trainer Tools

If the sponsor approves your request for instructor access, your profile will include the “**Instructor Tools**” located on the navigation bar (see screenshot below).

The instructor will have access to **Instructor Profile** and **Event Management**.



## Instructor Tools

- [Instructor Profile](#)
- [Event Management](#)

See the following sections in this User Guide for Instructor Tools:

**Instructor Profile = 2.3.1.**

**Event Management = 1.1.6.**

### 2.3.1. Instructor/Trainer Profile

The instructor must complete the profile page. Some of the information is pulled and populated from the instructor’s profile; other information is typed in. Click the Instructor Profile link (as shown in the screenshot above) to access the Instructor Profile Viewer.

- To add or change information in the Instructor Profile Viewer, click “**Edit**” at the top right corner.

Instructor Profile Viewer

Edit

**Contact Information**

Instructor Name: Elise Testtwo

Instructor Email: [ecrane11@comcast.net](mailto:ecrane11@comcast.net)

**Instructor Summary Information**

No information was provided.

**Instructor Self-Reported Education**

Associate's Degree

**Instructional Counties**

Alpine

**Instructor Core Knowledge Areas**

Child Development and Learning  
Culture, Diversity and Equity  
Administration and Supervision

**Instructional Age Level Instruction Applies To**

Infant (Birth - 18 Months)

**Instructional Languages of Instruction**

English

**Additional Information**

No information was provided.

Clicking the link will allow a participant to send an email to the instructor. The email address cannot be changed in this section of the Registry. It is the same email address entered when the profile was being created. To change the email address, go to **My Profile**, on “**My Tools & Settings**”. *Please use a work email.*



- Upon clicking **Edit**, the following **Instructor Profile Editor** screen will appear

The Instructor Name and Instructor Self-Reported Education fields are prepopulated from the personal profile page completed during registration. These fields cannot be changed from this screen. To change these 2 fields, the information must be edited from the personal **My Profile** screen.

### Instructor Profile Editor

Instructor Name: Elise Testtwo

Instructor Summary Information:

Free-type space. Max 500 characters

Instructor Self-Reported Education: Associate's Degree

Instructional Counties: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Alameda  
Alpine  
Amador  
Butte

Instructor Core Knowledge Areas: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Administration and Supervision  
Child Development and Learning  
Culture, Diversity and Equity  
Dual Language Development

Instructional Age Levels: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Infant (Birth - 18 Months)  
Toddler (19 - 36 Months)  
Preschool (3 - 5 Years)  
Transitional Kindergarten (4 - 5 Years)

Instructional Languages: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

American Sign Language  
English  
Spanish  
Cantonese

Each of the 4 drop down boxes will allow the instructor to select more than one choice by holding down the **Ctrl** button on the keyboard and clicking as many choices that apply.

Additional Information:

Free-type space. Max 500 characters

Publish profile



Save

Click **Save** when all updates/edits are complete

When the **Publish Profile** box is checked, all participants will be able to see your profile once you have posted a training to the calendar that you will instruct.

- When a participant searches for trainings, he/she will be able to see the instructor profile by clicking on the Instructor Name, if the profile is published:







**Training Event Details**

<p><b>Training Information:</b></p>  <p><b>Training Code:</b>  <b>Training Name:</b> Making Math fun for preschool children (test training)  <b>Training Description:</b> This interactive training gives preschool teachers step-by-step strategies on how to present math in a fun way to preschool children.  <b>Training Sponsor:</b> Nirmala Test School no funding in program  <b>Training Sponsor Contact:</b>  <b>Training Sponsor Contact Email:</b> <a href="mailto:parttestnj01@gmail.com">parttestnj01@gmail.com</a>  <b>Training Sponsor Phone Number:</b> (770)345-2320  <b>Training Hours:</b> 4.00 Clock hours  <b>Primary Knowledge Area:</b> Child Development and Learning</p>	<p><b>Event Information:</b></p> <p><b>Instructor Name:</b> <a href="#">Amanda Tester</a> </p> <p><b>Event Type:</b> Web-based Time Specific  <b>Event Start Date:</b> 07/10/2020 08:30 AM  <b>Event End Date:</b> 07/10/2020 12:30 PM  <b>Event Address:</b> <a href="#">zoom address</a>  <b>Language of Instruction:</b> English  <b>Event Notes:</b></p>
--	---


Any Registry participant will be able to see the instructor profile by clicking here on any training that has been posted to the calendar, if the "Publish Profile" box was checked by the instructor.

**Event Management:** The Event Management section for instructors is the same as for sponsors. Click the **Event Management** link in the Instructor Tools to access this section (1.1.6.) for step-by-step instructions on how to add an event to the calendar, email enrollees, change enrollment status for enrollees, manually add non-enrolled participants, manually enter payment information, view/print the training roster, view/print a sign-in sheet, and update enrollees attendance status once they have completed the training.

- Only the **Contact Manager(s)** can **edit training information** once entered into the Registry.

-  Return Home
-  Employer Admin Request
-  Instructor Access Request
-  Instructor Tools
-  Training Calendar >
-  Initiative Tracking

**Instructor Tools**

- [Instructor Profile](#)
- [Event Management](#) 

### 3. CDE-EESD/First 5 CA Training Vendors

The foundation for replacing the paper Direct Service Profile Form (long and short) relies on the ability of the CA ECE Workforce Registry to capture trainee and training data. The goal of automating the reporting is to reduce the burden on training providers, increase data available for State funders, and provide real time training data for trainees, their employers and county administrators of CA-QRIS and other local initiatives. The Direct Service Profile Report Template outlines the coding structure needed to ensure consistency in data and an annual analysis of the status of professional development experiences of individuals provided by training organizations funded with state funding. The data elements are identified and refined in this section, as well as how to utilize the Registry to apply State funding streams.

The tables below display a breakout of the methodology of the three-unit coding system; PD Delivery Type, Delivery Method, CDE/First 5 CA Funding or Fee-for-Service (external funding used to supplement the cost of providing the training) that will populate on the **Direct Service Profile Report – Training Orgs - CDTC** in the required coding format:

PD Delivery Type	
Name	Code
Training	1
Trainer-of-Trainer (TOT)	2
Technical Assistance	3
Coaching	5
Mentoring	6

Delivery Method	
Name	Code
Classroom/Face-to-Face	0
Online/Web-based	4

CDE or F5CA or Fee-for-Service	
Name	Code
CDE/COE/F5CA	0
Fee-for-Service	8

#### Definitions of Professional Development Delivery Types<sup>1</sup>:

- **Training:** Training refers to participant-specific career or professional development support.
- **Trainer-of-Trainer (TOT):** TOT refers to training provided to individuals who will in turn train others on the specific subject matter.
- **Technical Assistance:** Technical assistance is the provision of targeted and customized support by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients.

<sup>1</sup> Training and Technical Assistance Glossary, a joint project of National Association for the Education of Young Children (NAEYC) and National Association of Child Care Resource & Referral Agencies (NACCRA) 2011.

- **Coaching:** Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). This includes coaching done via telephone or email.
- **Mentoring:** Mentoring is a relationship-based process between colleagues in similar professional roles, with a more experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee.

Definitions of CDE/First 5CA and Fee-for-Service:

- **CDE/First 5CA:** Refers to trainings that are fully funded by CDE or First CA (or First 5 County).

*If the training is fully funded by First 5, you will need to have access to the First 5 code in your CDE/F5CA Program Name. Contact [Pamela.Becwar@ccla.net](mailto:Pamela.Becwar@ccla.net) to add CDE/F5CA Program Name codes to your organization.*

- **Fee-for-Service:** Refers to training or services provided at cost that are above and beyond the level of service funded by CDE. This category is intended to capture data on unfunded need for California residents.

Code Format

The Direct Service Profile Report consists of the data that is included on the Long and Short forms that individuals used to fill out and submit for each training. This data was then inputted into an Excel spreadsheet based on a defined coding structure.

The ORGCODE consists of the following information:

	Vendor Number (i.e. 1234)	
	CDE/F5CA Program Code (i.e. 01R)	
+	Professional Delivery Type (1 = training)	} 3-digit code
	Delivery Method (0 = classroom-based)	
	CDE/F5CA Funded or Fee-for-Service (i.e. 0)	
<u>123401R100</u>		[This code populates ORGCODE on DSPR]

- A. **Vendor Number:** Organizations that receive funding from the California Department of Education – Early Learning & Care Division (CDE-ELCD) or First 5 CA, must have a **Vendor Number** on file with the CA ECE Workforce Registry. If an application for the CA ECE Workforce Registry Training Module/Calendar was submitted and processed, and organization staff already have access to **Training Sponsor Tools** on the Registry, your organization already has a vendor number on file.



B. **CDE/F5CA Program Code:** Another critical component for state reporting utilizing the Registry is the **CDE/F5CA Program Code**, typically a 3-digit code. Below are some examples of program codes (## represents a two digit county code – DO NOT use “##” on your Registry account):

- ##R = County Number + Resource and Referral
- ##C = County Number + Child Care Initiative Project [CCIP]
- PIN = California Preschool Instructional Network (CPIN)
- PIT = Partnership Infant/Toddler Care (PITC)
- ##HST = County Code + California Health and Safety Training (CHST)

The program codes are stored in the organization program profile. The codes are visible and are applied during the set-up of a new Event by selecting **Primary CDE/F5CA Program Code**. Select which code you predict will apply to most training participants. The **CDE/F5CA Program Codes** can later be applied at the individual level, for organizations that may apply more than one code for specific types of events.

In order for the Registry to be flexible for multiple types of users the **Primary CDE/F5CA Funding Code** is not a required field. CDE/F5CA professional development contractors may also provide professional development that is not funded by State funds. If the PD activity IS funded by the State, it is important to set the **Primary CDE/F5CA Program Code** when initially setting up the Event.

**Primary CDE/F5CA Program Code**

- Please Select -

---

- Please Select -

##C - CCIP Program Code

##HST - California Health and Safety Training (CHST)

##PHS - CA Preventive Health and Safety Training (CPHST)

##R - R&R Program Code

**##SFN - Strengthen Families Network**

01B - Bridge - Trauma Informed Care (BTIC)

01B - Bridge - Trauma Informed Care (BTIC)

01B - Bridge - Trauma Informed Care (BTIC)

01C - CCIP

01C - CCIP

These are program codes affiliated with a Sponsor Organization. By selecting a **Primary CDE/F5CA Program Funding Code**, it will be applied to all individuals that register for the event, or that are added to the **Roster**.

The Primary CDE/F5CA Program Code can be added later, however, applying the code after the initial set up of the Event will require additional steps, see below:

- Step 1: Go to **Training Sponsor Tools**
- Step 2: Go to **Event Management**
- Step 3: Select Event to edit and click **View**
- Step 4: Scroll down to **CDE/F5CA Coding** and select **Edit**
- Step 5: Use the drop down menu to select **Primary CDE/F5CA Program Code** and **Save changes**.
- Step 6: If applicable, also select **Yes** and choose a **Vendor Host** and **Save changes**.  
Go to **Roster**, **CDE/F5CA Attendee Coding** to apply codes to attendees.

Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
07/10/2020	Making Math fun for preschool children (test training)		0	0	Nirmala Test School no funding in program	No			

CDE/F5CA Coding: [Edit Program Codes](#)

Primary CDE/F5CA Program Code:

CDE/F5 Vendor Host: No

Host(s):

Edit CDE/F5CA Program Code

Primary CDE/F5CA Program Code

PIN - CPIN

- Please Select -

abc - test & test

Monday - test for the monday program code

PIN - CPIN

Edit CDE/F5CA Program Code

Primary CDE/F5CA Program Code

PIN - CPIN

Is there a CDE/F5CA Vendor Host?

Yes

No

Please identify the additional program(s) and/or CDE/F5CA Vendors that are collaborating to HOST this event.

abc - test & test

Monday - test for the monday program code

PIN - CPIN

Alameda County Early Childhood Education Program

Non-CDE/F5CA

Save changes Close

- STEP 3** Select **View**
- STEP 4** Select **Edit Program Codes**.
- STEP 5** Use drop-down menu to select Primary CDE/F5CA Program code.
- STEP 6** Click **Yes** for Host and use drop-down menu to select Host(s) and click **Save changes**.

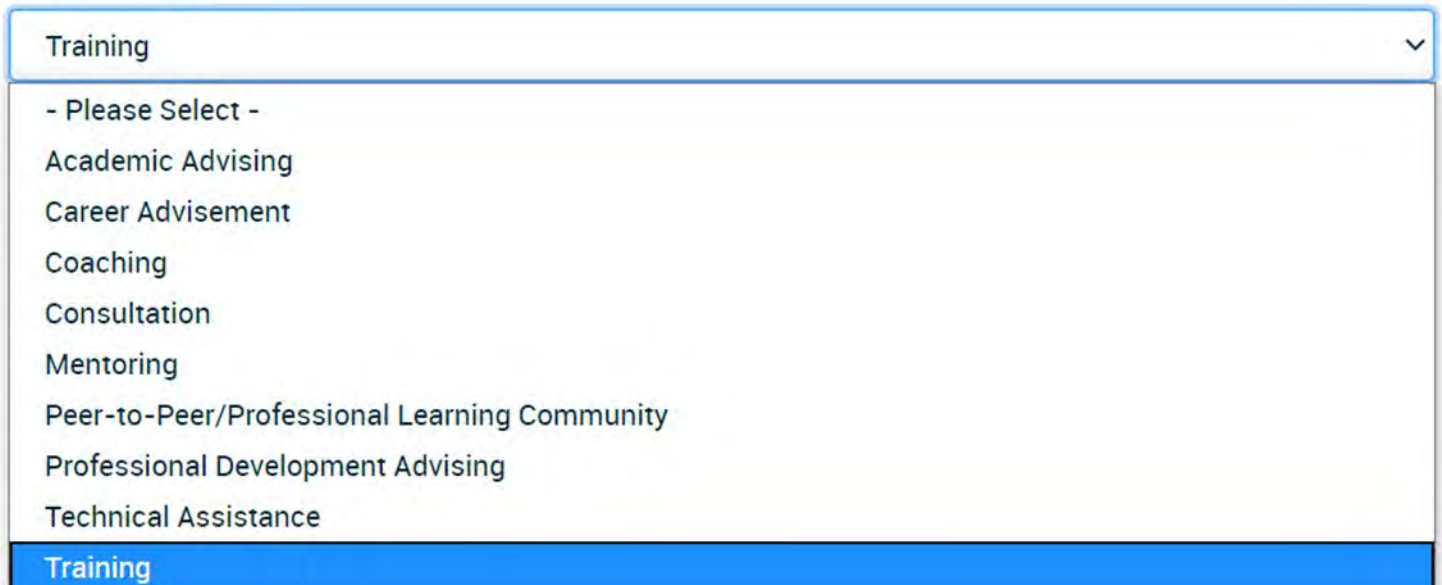
**LAST THREE-DIGITS OF ORGCODE**

**FIRST DIGIT: PROFESSIONAL DEVELOPMENT DELIVERY TYPE**

1. **Applying Professional Development Type Code:** The professional development types are derived from **Add Trainings, Interaction Type** and **Event Management, Add Event,** and **Intended Audience** .

a. **Interaction Type:** When the training is set up, an **Interaction Type** is applied.

Interaction Type: \*



Training

- Please Select -
- Academic Advising
- Career Advisement
- Coaching
- Consultation
- Mentoring
- Peer-to-Peer/Professional Learning Community
- Professional Development Advising
- Technical Assistance

Training

The selection of an **Interaction Type**, triggers a **Professional Development Delivery Type Code** for Training, Technical Assistance, Coaching and Mentoring.

PD Delivery Type	
Name	Code
Training	1
Trainer-of-Trainer (TOT)	2
Technical Assistance	3
Coaching	5
Mentoring	6

b. **Intended Audience:** When the event is set up, the **Event Type** and **Intended Audience** triggers **PD Delivery Type Code** for Trainer-of-Trainers (the first digit of new coding structure).

i. **Trainer-of-Trainers:** The PD Delivery Type is derived by selecting **Trainer** or **Faculty** in **Intended Audience**.

Intended Audiences (select all that apply, at least one must be selected) \*

- |   |  |
|---|--|
| <input type="checkbox"/> Teaching Staff                             | <input type="checkbox"/> Special Educators/Early Interventionist |
| <input type="checkbox"/> Transitional Kindergarten Staff            | <input checked="" type="checkbox"/> Trainer                      |
| <input type="checkbox"/> Administration/Leadership Staff            | <input type="checkbox"/> Coach                                   |
| <input type="checkbox"/> Family Child Care Provider                 | <input type="checkbox"/> Mentors and Professional                |
| <input type="checkbox"/> Family, Friend, and Neighbor Care Provider | <input type="checkbox"/> Assessors                               |
| <input type="checkbox"/> Home Visitor/Health Provider               | <input type="checkbox"/> Faculty                                 |
| <input type="checkbox"/> Parent                                     | <input checked="" type="checkbox"/> R & R Staff                  |
| <input type="checkbox"/> Prospective Provider or Student            | <input type="checkbox"/> Program Manager/Coordinator             |

**DO NOT select everyone you think will be at the training; only select the audience that the training and curriculum is designed for (even if an audience could benefit from the training, for example, parents, if they are not the intended audience, do not select).**

➤ **Intended Audience:** is designed to target the audience for trainee search and based on content type of the training. For example, Trainer-of-Trainer, is a different type of curriculum than a training for a child development teacher working in a classroom directly with children. Avoid clicking all the boxes.

## SECOND DIGIT: DELIVERY METHOD

2. **Applying Delivery Method:** The delivery method types are derived from **Add Event** data.

a. **Event Type:** When the **Event Type** is applied which generates a code when the **Primary CDE/F5CA Program Code** is applied at event set-up. For example, when **Web-based Self-Paced/Ongoing** or **Web-based Time Specific** is selected the Delivery Method 4 will be applied to the **Direct Service Profile Report - CDTC Format** located in **Sponsor Tools** in **Reports**.

Event Type *		Delivery Method	
Name	Code	Name	Code
- Please select -		Classroom/Face-to-Face	0*
- Please select -		Online/Web-based	4
Classroom/Face-to-Face			
Web-based Self-Paced/Ongoing			
Web-based Time Specific			







**THIRD DIGIT: CDE/F5CA or FEE-FOR-SERVICE**



3. **Applying CDE/F5CA or Fee-for-Service:** These funding codes are applied at the individual level when confirming attendance in the Roster.
  - a. **Event Management, Roster:** The Roster can be accessed by clicking the icon below the Roster header. After the event, attendees can be added and/or the attendance can be verified and CDE/F5CA program and funding codes applied. These codes will populate the Direct Service Profile Report – CDTC Format located in **Training Sponsor Tools, Reports.**

Training Name

Filter

Add Event + 

Event Date	Training Name	Event County	# Enrolled	# Attended	Training Sponsor	Published	Delete	View	Roster
06/23/2020	TIC - COVID-19 and Trauma		0	2	Test Organization	No			 

Amanda Tester	English	Attended	 ama
Elise Testtwo	English	Attended	 ec

**STEP 1:**  
Make sure that all attendees are on the **Roster**.

**STEP 2:**  
Add attendees not on the **Roster** by clicking **Add Non-Enrolled Attendee to Roster** and adding attendees by **Registry ID**.

Showing 1 to 2 of 2 entries

- [Email All Registrants](#) 
- [Mark All As Attended](#)
- [Add Non-Enrolled Attendee to Roster](#)
- [Print Roster](#) 
- [CDE/F5CA Attendee Coding](#)

The program codes are assigned by CDE-ELCD/F5CA and are affiliated with a Sponsor Organization. For example, by selecting 19R the **Primary CDE/F5CA Program Funding Code** will be applied to all individuals that register for the event, or that are added to the **Roster**. Individuals that do not fit that program funding stream can be edited in **CDE/F5CA Attendee Coding**.

## Add Non-Enrolled Attendees

This function is for you to add a user to the roster, who did not previously enroll in the training through the registry. their CA Registry ID in order to add them. Enter the user's registry ID and completion date where shown then click 'A' side of the screen.

If you add someone in error, highlight their name on the roster list and click 'Remove from Roster'. You will be able to

Enter Registry ID

(Example: 100800357)

[Add to Roster](#)

Add attendees not on the **Roster** by clicking **Add Non-Enrolled Attendee to Roster** and adding attendees by **Registry ID** and click **Add to Roster**

Roster (Name - Registry ID)

Tester, Amanda - 100001217  
Testtwo, Elise - 100031470

[Remove from Roster](#)

To remove participants from a training, highlight their name on the **Roster** and click **Remove from Roster**.

After clicking **CDE/F5CA Attendee Coding** button on the bottom of the **Roster** page, this screen appears that displays the program codes and CDE/F5CA funding options: CDE/F5CA Funding or Fee-for-Service (8).

### CDE/F5CA Attendee Coding

**STEP 3:**

If all of the attendees are from the same **CDE/F5CA Program Code**, skip to the **CDE/F5CA Funding** column.

If there are some individuals that belong in another program, such as **CCIP**, click the drop down menu to select from all available codes.

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Training Organization	##C - CCIP Program Code	CDE/F5CA Funded
Kar canton 3test Test	- Please Select - ##R - R&R Program Code ##C - CCIP Program Code ##HST - California Health and Safety Training (CHST) ##PHS - CA Preventive Health and Safety Training (CPHST) ##SFN - Strengthen Families Network F5C - First 5 (CA or Co)	CDE/F5CA Funded
Anastasia Test		- Please Select - No Funding Specified Fee for Service CDE/F5CA Funded

Save

Mark All CDE/F5CA Program Names as  
- Please Select - Save

Mark All CDE/F5CA Funding as  
- Please Select - Save

If the **Primary CDE/F5CA Program Code** that was used for the event is the majority of attendees, the code can be changed for all attendees using **Mark All CDE/F5CA Program Names as** and click **Save**, and if a few are another source, they can be changed manually.

All **CDE/F5CA Funding** can also be changed using **Mark All CDE/F5CA Funding as** and click **Save** to apply to attendees and manual changes can be applied to attendees that fit an different funding category.

**STEP 4:**

Select either **Fee-for-Service** or **CDE/F5CA Funded** to complete the state funded program coding. Default value is **CDE/F5CA Funded** which will apply zero (0) to the end of the **ORGCODE** for the Direct Service Profile Report. If you select **“No Funding Specified”** this data will not be included in the DSPR.

If there are attendees that are in a primarily CDE/F5CA training that is covered wholly by a different funding source, the CDE/F5CA Program Name and CDE/F5CA Funding codes can be removed, see image below. The purpose of applying funding codes is to report the data to the CDE/F5CA for state sponsored events and attendees.

### CDE/F5CA Attendee Coding

To remove an individual from the **Direct Service Profile Report**, select the blank option in **CDE/F5CA Program Name** and **No Funding Specified** in **CDE/F5CA Funding**.

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Training Organization	- Please Select -	No Funding Specified
Kar canton 3test Test	##C - CCIP Program Code	CDE/F5CA Funded
Anastasia Test	##C - CCIP Program Code	CDE/F5CA Funded

Save

Mark All CDE/F5CA Program Names as

- Please Select -

Save

Mark All CDE/F5CA Funding as

- Please Select -

Save

[Return to Roster](#)

[Return to Event Management](#)



## 4. Contact Us

### **Registry Training Module/Calendar Support:**

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