How to Withdraw from a Training

The following are step-by-step instructions for Registry users to withdraw from trainings after having enrolled through the CA ECE Workforce Registry - Training Calendar, and can no longer attend.
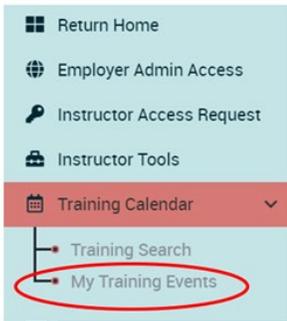
*Please note, each Training Sponsor agency has their own Self-Withdrawal Window which can vary in the amount of days people can self-withdraw before the training occurs. If you cannot withdraw from a training, contact the agency providing the training for assistance.

ALREADY HAVE A PROFILE?
LOG IN HERE:

Email Address

Email Address

Password

Password

LOGIN

Forgot password? Click here.

Step 1. Login to your Registry Profile www.caregistry.org.

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

Step 2. Click on *Training Calendar*

From the green navigation bar, click on *Training Calendar* and then click on *My Training Events* (see image to the left).

Step 3. Find the Training You Wish to Withdraw From

You will now see a list of your Training Enrollments. Find the training you wish to with withdraw from, then click on the button on the far right labeled *Withdraw (see image below)*.

My Training Enrollments

Start Date	Training Name	Training Sponsor	Enrollment Status	
09/07/2019	***Meaningful Observation for the DRDP (2015) Teacher Training	WestEd - Desired Results Training and Technical Assistance Project (DRTTAP)	No Show	
01/25/2018	Raising Human Beings: Creating a Collaborative Partnership...	Test Organization	No Show	
11/30/2017	Music and Movement	Test Organization	No Show	
11/30/2017	Emergent Curriculum	Test Organization	Attended	
11/30/2017	Music and Movement	Test Organization	No Show	
11/29/2017	Music and Movement	Test Organization	Enrolled	Withdraw

Step 4. Confirm Correct Training

Confirm that you are withdrawing from the correct training, then click *OK*.

Step 5. Confirm Enrollment Status

The Enrollment Status for that training must now indicate *Withdrawn.*

Withdrawal Confirmation

You will receive an email confirming your withdrawal from the training.

Need Help? Contact the Registry Help Desk

If you have questions about how to withdraw from trainings on the CA ECE Workforce Registry - Training Calendar, please contact the Registry Help Desk by email or phone at caregistry@ccala.net or (888) 922-4453 (operated Monday to Friday from 8am to 5pm).

Revised 5/1/20