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.

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 withdraw from, then click on the button on the far right labeled Withdraw (see image below).

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The Enrollment Status for that training must now indicate Withdrawn.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