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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

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 at least one 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(s) **must** have an active Registry profile to access the Training Module/Calendar.

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(s) must have an active Registry profile to access the Sponsor Tools of the Training Calendar.

- To create a profile, go to www.caregistry.org and click “*Create 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(s)** 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 should use their work email address in the Registry for the Training Module.*

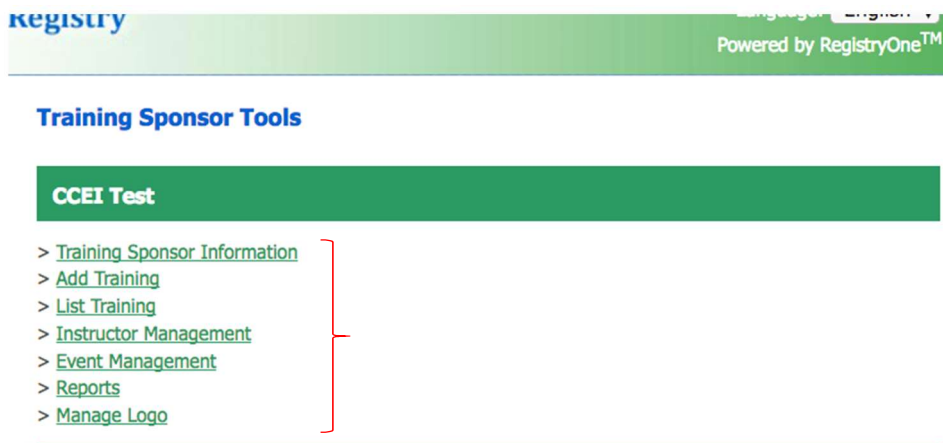


1.1.1. Training Organization/Sponsor Tools

When the contact person logs-in to his/her profile, the following Home Screen will appear (see *screen shot below*). 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

Upon clicking the **Training Sponsor Information** link, the following screen will appear (see screenshot on next page). The primary Contact Person should ensure that the data in **Training Sponsor Information** section (the first link on the 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 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 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. 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.
- **Additional Sponsor Managers:** The contact person can assign additional sponsor managers that will have the same access to the Sponsor Tools as the contact person.
 - The additional managers **MUST** have an active Registry profile.
 - The contact person will click the green link **Add additional sponsor managers**.

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

The screenshot shows the 'Training Sponsor Information' form. On the left is a green navigation sidebar with options like 'Return Home', 'Administrative Access Request', 'Training Calendar', and 'My Resources'. The main form area contains fields for Executive Director and Contact Person information, including salutations, names, and emails. There are radio buttons for 'Do You Award CEUs?' and 'May Students Withdraw Themselves?'. At the bottom, there is a table for 'Additional Sponsor Managers' with columns for 'Last Name' and 'First Name', and a 'Remove' link. A 'SAVE' button is located at the bottom left of the form. A modal window titled 'Add Additional Sponsor Managers' is open at the bottom right, showing a text input field for the Registry ID and an 'Add Manager' button circled in red.

Click this box only if the Executive Director will also be the contact person (points to the checkbox 'Check here if Executive Director is the Contact Person?')

Click here to add additional managers, then enter the Registry ID number of the additional manager. Click Add Manager (points to the 'Add Manager' button in the modal window)

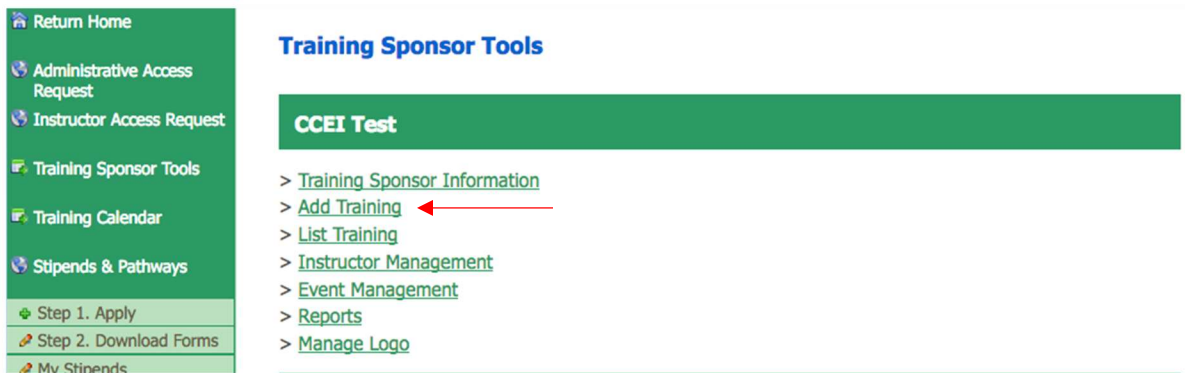
Click SAVE once all information has been entered/updated (points to the 'SAVE' button)

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

1.1.3. Add Training Inventory/Catalogue

This function allows **Primary Contact Person(s)/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 **Sponsor Tools** (see next page).

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



Below is an example of the **Add Training** page in two sections:

TIP: The Training Code is not required and is determined by the Training Organization. See the example, NUT 101. The Training Code should NOT be a date, a CDE program code, or professional development delivery type. Training Code will be on training participants' Education & Training Report.

Training Description is a free type space, max 1,000 characters

The hour value is a numeric field with 2 decimal places

Add Training

Training Sponsor: CCEI Test

Training Code: NUT 101

Training Title*: Nutrition for children

Training Description: This training will focus on healthy meals and snack ideas for children, menu planning, label reading, and fun hands-on meal preparation activities for children.....

Hour Value*: 10.00

Hour Type*: Clock hours - CEU Eligible

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

- Infant (Birth to 18 Months)
- Toddler (19 Months to 36 Months)
- Preschool (3 to 5 Years)
- Transitional Kindergarten (4-5)
- School Age/Elementary (Kindergarten - 6th grade)
- After-School/Out-of-School Time
- Adults in Field
- Parents/Families

Interaction Type*: Coaching

Competency Primary Core Knowledge Area*: Health, Safety and Nutrition

Hour Type drop down choices:

- Please Select
- Please Select
- Clock hours
- Clock hours - CEU Eligible

Interaction Type drop down choices:

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

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](#).

Competency Primary CKA choices

- Health, Safety and Nutrition
- Please Select
- 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

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	Percentage
<input type="checkbox"/> Child Development and Learning	
<input type="checkbox"/> Culture, Diversity and Equity	
<input checked="" type="checkbox"/> Relationship, Interactions and Guidance	25
<input type="checkbox"/> Family and Community Engagement	
<input type="checkbox"/> Dual Language Development	
<input type="checkbox"/> Observation, Screening, Assessment and Documentation	
<input type="checkbox"/> Special Needs and Inclusion	
<input type="checkbox"/> Learning Environments and Curriculum	
<input checked="" type="checkbox"/> Health, Safety and Nutrition	75
<input type="checkbox"/> Leadership in Early Childhood Education	
<input type="checkbox"/> Professionalism	
<input type="checkbox"/> Administration and Supervision	
Total	100

Infant/Toddler Foundations:

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

Preschool Foundations:

- English-language Development
- Health
- History/Social Science
- Language and Literacy
- Mathematics
- Physical Development
- Science
- Social-Emotional Development
- Visual and Performing Arts

Health & Safety Areas:

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

Observation and Assessment Tools:

- DRDP (Desired Results for Children and Families)
- ASQ/ASQ-SE (Ages and Stages Questionnaire - Social/Emotional)
- Other

SUBMIT

Please include the percentages by competency area.

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

Click submit when done

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

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 Sponsor Tools (see screenshot below).

The screenshot shows a sidebar menu on the left with the following items: Return Home, Administrative Access Request, Instructor Access Request, Training Sponsor Tools, Training Calendar, Stipends & Pathways, Step 1. Apply, Step 2. Download Forms, and My Stipends. The main content area is titled 'Training Sponsor Tools' and contains a sub-section 'CCEI Test' with a list of links: > Training Sponsor Information, > Add Training, > List Training (highlighted with a red arrow), > Instructor Management, > Event Management, > Reports, and > Manage Logo.

To see training details or edit/update a training, click the circle next to the training and then click **View Training Details**.

List Trainings

Training Code	Training Name	Sponsor Name	Units
MGT 560	Basic Center Management Certificate	CCEI Test	7.25
COM 152	Communication And Interpersonal Skills	CCEI Test	5.99
ADM109	Developing Leadership In Early Care And Education	CCEI Test	3.00
SAFE 700	Food Service & Food Safety Certificate	CCEI Test	2.58
NUTFIT 453	Nutrition And Fitness Certificate	CCEI Test	12.50
NUT 101	Nutrition For Children	CCEI Test	10.00

[View Training Details](#)

The Excel icon will export all trainings into an Excel spreadsheet, and includes the Registry assigned Training ID.

This is the list or “catalogue” of all trainings your organization offers.

Training Details

Training Information

Training Sponsor: CCEI Test
Training Code: NUT 101
Training Title: Nutrition for children
Training Description: This training will focus on healthy meals and snack ideas for children, menu planning, label reading, and fun hands-on meal preparation activities for children.....
Training Hours: 10.00
Hour Type: Clock hours – CEU Eligible
Ages Pertaining to: Toddler (19 Months to 36 Months), Preschool (3 to 5 Years), School Age/Elementary (Kindergarten - 6th grade), Transitional Kindergarten (4-5)
Primary CKA: Health, Safety and Nutrition
Other CKAs: Relationship, Interactions and Guidance, Health, Safety and Nutrition

[Return to List Page](#)

To edit/update the training, click **Edit**.

- When the “edit” link is clicked, the same screen as **Add Training** will appear (see *Add Training screenshot on page 5*) except it will be entitled **Edit Training**. When all changes have been completed, click **Save Changes** at the bottom of the screen.

1.1.4. Instructor Access Request(s)

To add a trainer to provide trainings with your organization, including **Contact Manager(s)**, the instructor must request access to the training calendar by doing the following:

- The instructor must first have an active Registry profile, login to his/her profile, with their work email address, and click **Instructor Access Request** on the green navigation bar (see *screenshot below*). The Instructor Access Request page will pop up.

Step 1: The instructor will click here to gain access to the **Instructor Access Request** page.

Step 2: The instructor will type in the name of your organization here, then click **Search**.

Step 3: The instructor will click the circle next to your organization, then click "submit request". A successful submission will result in the green **Request Sent Successfully** statement circled in RED above.

Instructor Access Request

✓ Request Sent Successfully

Please enter the name of the training sponsor that you wish to have instructor access for in the search box, then click 'Search'. If you do not get results, try just a few letters of the training sponsor's name. If you still do not get results, leave the search box blank and click search and all approved training sponsors will be displayed.

Select the one that you want access to by clicking the circle next to it, then click 'Request Access'. If you are associated with multiple training sponsors, each request will have to be made separately.

You currently have instructor access associated with the following training sponsors:
None

Enter Training Sponsor Name and Click 'Search'

Search

Program Name	Address	City	Zip
<input type="radio"/> Ccei "Quotes"	3059 Peachtree Ind Blvd.	Cantua Creek	93608
<input type="radio"/> Ccei Test	123 Test	Chico	95926
<input type="radio"/> Child Care Alliance Of Los Angeles	815 Colorado Blvd	Los Angeles	90041
<input type="radio"/> Nirmala Ccei Program	789 River On The Rays	Santa Barbara	93101

Submit Request

After clicking **Search** the organization will populate here.

- 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 Request**.
- Upon successful submission, the green **Request Sent Successfully** message will appear with a green checkmark (see screenshot above). At this point, the instructor must wait for your approval to proceed with the Instructor Tools.

1.1.5. Instructor Management(s)

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

Training Sponsor Tools

CCEI Test

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

Click here to see Instructor Access Requests

- The **Instructor Management** page will list the instructors pending approval or denial.

Select the instructor by clicking the circle and then click View/Edit Access Request.

First Name	Last Name	Training Sponsor Name	Email	Request Status
Kar Spanish 1	Rarer	CCEI Test		Pending
Nirmala	Test407	CCEI Test		Pending
Test	Maria	CCEI Test		Pending

Request Type: Pending

Drop down: Pending, Approved, Denied

- **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.**
 - You can contact instructors that request access by clicking on the email icon. The email will come from the email stored on your Registry account. You can also email those that are approved or declined by switching the **Request Type** status from **Pending** to **Declined** or **Approved**.
 - After sending an email, you can **Return to Home** or **Return to Inbox** to view email history of emails sent in the Registry.
 - You can also access your Registry inbox by going to My Messages on the bottom of the left navigation.

- My Tools & Settings
- My Profile
- Resume Builder
- My Education and Training Report
- My Messages
- My Membership Card
- Need Help?
- Job Board Search

My Email Interactions

7 RECEIVED (7 Unread)

Subject	From	Date Sent
RegistryOne: Your Administrative Access Request	Registry Administrator <cfmail@caregistry.org>	Friday, January 05, 2018
CA ECE Workforce Registry	Registry Administrator <cfmail@caregistry.org>	Monday, September 25, 2017
Your training enrollment	Anastasia Test <anastasiatstceci@gmail.com>	Tuesday, September 12, 2017
RegistryOne: Request for Employment Verification	Registry Administrator <cfmail@caregistry.org>	Thursday, August 17, 2017
Instructor Access Request	Registry Administrator <cfmail@caregistry.org>	Monday, August 07, 2017
RegistryOne: Your Administrative Access Request	Registry Administrator <cfmail@caregistry.org>	Wednesday, June 28, 2017
CA ECE Workforce Registry	Registry Administrator <cfmail@caregistry.org>	Wednesday, June 28, 2017

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

Drop down choices

- Pending
- Approved
- Denied

- 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 the magnifying glass icon to see all approved instructors. Click **Denied** 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** or **Denied** in the dropdown box, click the magnifying glass, click the circle next to the name of the instructor, then click **View/Edit Access Request** (see screen shot on the next page.)

Step 2: Click the circle next to the instructor, then click **View/Edit Access Request**

Step 1: To change the status, select **Approved** or **Denied** in the dropdown box, click the magnifying glass icon.

First Name	Last Name	Training Sponsor Name	Email	Request Status
Cinderella	Test	CCEI Test		Approved
Maria	Taylor	CCEI Test		Approved
Maria	Test	CCEI Test		Approved
DuLuth	Georgia	CCEI Test		Approved
Test	Maria	CCEI Test		Approved
Test1	Test Chinese	CCEI Test		Approved
Test	Again	CCEI Test		Approved
Queen Bee	Tester	CCEI Test		Approved

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 the green 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. You will be directed to the **Event Management** page (see *second screenshot on the next page*).

Contact/Sponsor Manager(s) View



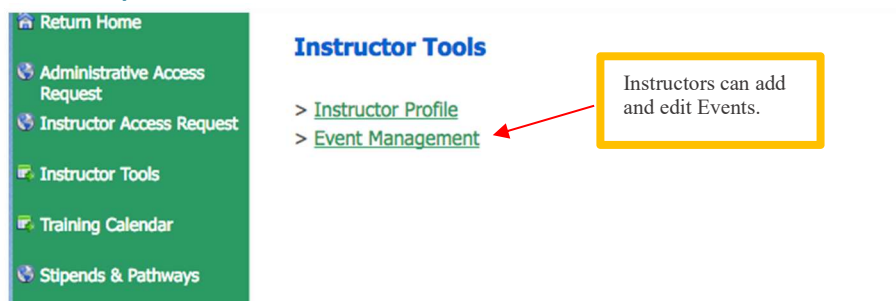
Training Sponsor Tools

CCEI Test

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

Contact and Sponsor Managers and Instructors can edit Events.

Instructor/Trainer View



Instructor Tools

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

Instructors can add and 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 green **Add Event** link to take you to the **Training Event Editor**.

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 have been input into the registry. To add a new event, click 'Add Event' (published' will show in the training calendar search.)

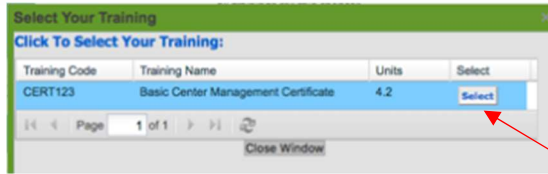
To view event details, click the icon under the 'View' column next to the event. To enter your training roster when the event is complete, click the icon under the 'Roster' column next to the event.

[Add Event](#)

Event Date	Training	Training Sponsor	Published	Delete	View	Roster
04/01/2018	CCEI 415 - Test Event****Promoting Motor Development And Physical Fitness In Early Childhood	CCEI Test	No	X		
04/30/2017	FITNUT 250 - Test Event Do Not Enroll*****	CCEI Test	No	X		
03/31/2017	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No	X		
03/12/2017	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No	X		
03/12/2017	FITNUT 250 - Test Event Do Not Enroll*****	CCEI Test	No	X		
02/28/2017	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No	X		
11/27/2016	CCEI 415 - Test Event****Promoting Motor Development And Physical Fitness In Early Childhood	CCEI Test	No	X		

- To enter the **Training Name**, type in a key word of the training in the box and click **Search**. 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. After clicking **Search**, a pop up with the list of trainings that match the key word will populate. Select the desired training in the pop up box, then click **Close Window**.

Training Event Editor



Step 1: Type the key words in this box (Basic Center) and click **Search** to find the training you want to post to the calendar. The training title is pulled from the list of trainings added to the Registry in **Add Training** illustrated above. If the training is not there, you need to go back to the Sponsor Tools to **List Training** to verify whether the training exists or you can just select **Search** to see a list of training titles. If not, see **Add Training** above and create the training.

Training Sponsor * CCEI Test

Training Name:* Basic Center Management Certificate

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

Basic Center Management Certificate **Search**

Gateways Passport:

Event Type:* Classroom/Face-to-Face

Event Start Date:* 09/12/2017

Start Time:* 9:00 AM PM

Event End Date:* 09/12/2017

End Time:* 4:00 AM PM

Event Location Name:* CCEI Test Location

Event Location Address:* 123 Test Street

Event Location Address2: Suite 202

Event Location Zip Code:* 10000

Event Location City:* Test City

Event Location County:* Test County

Event Location State:* California

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.

Event Notes: This training involves the fundamentals of center management. You will be provided with a workbook and additional training materials. Please bring samples of staff schedule and other supporting documents.

Lunch will be provided, please email the instructor with any special requests.

This is a free-type text box. Max 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?]** (see page 16 for screen shot)
- Set the **Capacity** to 0 to prevent individuals from registering for the training via the Registry.
- **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 Target Audience 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, it will not appear on the 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. 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 (above on page 14)
AND
 - When you select How would you like users to enroll in this event? and Through another method to alert trainees to the registration process.
 - Set the Capacity to 0 to prevent individuals from registering for the training via the Registry.

How would you like
users to enroll in this
event?*

Through another method

Enter enrollment
instructions:*

- **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** sponsors can set up a PayPal or other 3rd 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 3rd 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.

Instructor Name:* Please Select

Additional Instructors: (Hold CTRL to select multiple) Training Organization
Helen Woodlee

Publish Event:

Event Capacity:* 1

Price Per Person:*

Payment Code (ex. PayPal):

Payment URL Payment Link:

Funding Source: Please Select

Primary CDE/F5CA Program Code: Please Select

Copy Instructor on Enrollment Emails? Yes No

Copy Sponsor Contacts on Enrollment Emails? Yes No

Send Registry generated survey to attendees? Yes No

How would you like users to enroll in this event?* Please Select

Upload Information: Upload Event Description

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

Select File:

Choose File No file chosen

Upload File

Uploaded Documents

Add Event

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

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.

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

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 a program listed in this drop-down box, contact the Registry Office, Elise.Crane@ccala.net, and provide updated information. If your organization also receives funding for training from First 5 CA, please email Elise to add the F5CA code to the list. Please go to the **CDE-EESD/First 5 CA Vendor Reporting**, in **Section 3** of the Table of Contents to learn about how to use this field and the Hosting field.

If you 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.

If you would like to have a survey send to training attendees to evaluate the training, click **Yes**.

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.

When all of the fields are complete, click **Add Event**.

When all information has been entered in the **Training Event Editor**, 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 marked as 'published' will show in the training calendar section.

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

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

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

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

Filter Event By:

From to

Training Name
- Select -

[Click to Filter](#)

[Add Event](#)

Search Returned 64 Results.

< First Page: 1 / 4 Last >

Go To Page:
1



Event Date	Training	Event County	Number Enrolled	Number Attended	Training Sponsor	Published	Delete	View	Roster
10/18/2019	Special Rights	Sacramento	0	0	Test Organization	No	X		
07/07/2019	CCIP - What Is Universal Design For Learning?	Sacramento	0	0	Test Organization	No	X		
07/01/2019	CCIP - Ages & Stages	Sacramento	0	0	Test Organization	No	X		
06/29/2019	CCIP - What Is Universal Design For Learning?	Sacramento	0	0	Test Organization	No	X		
05/29/2019	CCIP - What Is Universal Design For Learning?	Sacramento	0	0	Test Organization	No	X		
05/23/2019	Special Needs And Inclusion	Sacramento	0	1	Test Organization	No	X		
04/04/2019	TOT Test - Spring Training	Sacramento	0	1	Test Organization	No	X		
02/05/2019	TOT Test - Spring Training	Sacramento	0	3	Test Organization	No	X		
02/04/2019	TOT Test - Spring Training	Sacramento	0	2	Test Organization	No	X		
01/12/2019	Business Taxes For Family Child Care Providers	Sacramento	0	0	Test Organization	No	X		
01/12/2019	Special Rights	Sacramento	0	0	Test Organization	No	X		
01/11/2019	Anti-Bias ECE Communities	Sacramento	0	1	Test Organization	No	X		
12/08/2018	Special Needs And Inclusion	Sacramento	0	0	Test Organization	No	X		
12/05/2018	Coaching: CLASS	Sacramento	0	1	Test Organization	No	X		
12/05/2018	Coaching: CLASS	Sacramento	1	0	Test Organization	No	X		

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


Clicking this icon will take you to the **Training Information** page. See screenshot on next page.

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 Events.
 - The top of the page includes the general training information. Edits to this section occur when the training is accessed through **List Training** from **Sponsor Tools**.

 [My Training Events](#)
 [Save Event](#)

Training Information



Training Code:	CERT123
Training Name:	Basic Center Management Certificate
Training Description:	The Basic Center Management Certificate introduces participants to the basic elements of child care center management, including developing and upholding a program philosophy and mission, hiring and retention of qualified staff, marketing, customer service, and basic legal issues.
Training Sponsor:	CCEI Test
Training Sponsor Contact:	Parrot Tester
Training Sponsor Contact Email:	parttestnj01@gmail.com
Training Sponsor Phone Number:	(770)345-2320
Training Hours:	4.20 Clock hours
Primary Knowledge Area:	Relationship, Interactions and Guidance
Other Knowledge Areas:	Family and Community Engagement, Dual Language Development
Is this a Gateways Passport Training?	No

Clicking this icon will show the enrollment status of trainings and Saved Events, if applicable.

Clicking this icon will save the event to My Enrollments, now located under the Search for Training on the left navigation, with another icon and note available when individuals search the Training Calendar.

- 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.

Event Information	
Instructor Name:	Elise Crane View Instructor Profile
Event Type:	Web-based Time Specific
Event Address:	www.caregistry.org
Language of Instruction:	English
Event Notes:	Test Training for User Guide

Enrollment Information	
Event Cost:	\$0.00
Event Capacity:	0
# Enrolled:	0
# Waitlisted:	0

[Return to Event Management](#) | [Add another event for this course](#) | [Edit Event](#)

[Enroll Now](#)

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.

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

Update Event Information

Update Event Information/Resend Confirmation Email

Click **Update Event Information** to save Event information that will not impact current enrollees.

Click **Update Event Information/Resend Confirmation Email** to inform current enrollees of changes that may impact their enrollment, such as event location or time.

- The **Training Information** 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.
- 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

Training Code: SAFE 700
Training Name: Food Service & Food Safety Certificate
Training Sponsor: CCEI Test
Event Start Date: 09/12/2015
Event Start Time: 09:00 am
Event End Time: 04:00 pm
Event Location: CCEI Test Location
Instructor: maria test

Event Details

Event Capacity: 10 [Change Capacity](#)
Enrolled: 4
Waitlisted: 0
Withdrawn: 0
No Shows: 0
Attended: 0

juage	Cell Phone	Status	Email	Payment Status	Training Hours Earned
		Attended	tornetwork@test.com	Not Reported	2.25
		Attended	ecrane11@comcast.net	Not Reported	2.25
		Attended	njtest011@cceionline.com	Not Reported	2.25

Email All Registrants

Print Roster

Mark All As Attended

Add Non-Enrolled Attendee to Roster

Training Roster

Payment Status: Molina Minnie

Payment Status: Check/Money Order

Amount Paid: 50.00

Payment Date: 08/01/2015

[Update Payment Info](#)

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.

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

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

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

Enrollment Status:

Status: Waitlisted

[Save Enrollment Status Info](#)

Enrolled

Enrolled

Waitlisted

Withdrawn

These 2 options become available the day of the training. They are not available prior to the training day.

Check/Money Order

Unpaid

Credit/Debit Card

Check/Money Order

Cash

Free

Other

1. **Enrollment Status** change of an enrolled participant, by clicking the green 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.
 - *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 one or more enrollees were absent, the sponsor/instructor can change the status to **Attended** for each individual that attended. (*See sample of Mark All As Attended below.*)
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 on page 23*).

These 2 options become available the day of the training. These buttons are not visible prior to the day of the training



Print By Status: (Optional)

- Select -

Print Sign In Sheet

If you see CDE/F5CA Attendee Coding tool, see image below, 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**.

CDE/COE/F5CA Attendee Coding

ADD NON-ENROLLED ATTENDEE TO ROSTER

Return Home
Administrative Access Request
Instructor Access Request
Instructor Tools
Training Sponsor Tools
Training Calendar
Stipends & Pathways
 Step 1. Apply
 Step 2. Download Forms
 My Stipends
 My Resources
 Resource Documents
 Regional Accreditation
My Tools & Settings
 My Profile
 Resume Builder
 My Education and Training Report
 My Messages
 My Membership Card
 My Training Enrollments
 Need Help?
 Job Board Search

✓ This user has been updated on the training roster. close

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)

Roster (Name - Registry ID)
 María, Test - 100001126
 Rarer, Kar Spanish 1 - 100001
 Test, Anastasia - 100001352
 Spanish, Nirmala - 100001484
 St John, Amie - 100001446

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

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

MARK ALL AS ATTENDED

Training Roster

Training Details

Training Code: MGT 560
 Training Name: Basic Center Management Certificate
 Training Sponsor: CCEI Test
 Event Start Date: 07/17/2015
 Event Start Time: 09:00 am
 Event End Time: 06:30 pm
 Event Location:
 Instructor: test1 test chinese

Event Details

Event Capacity: 4 [Change Capacity](#)
 # Enrolled: 0
 # Waitlisted: 0
 # Withdrawn: 0
 # No Shows: 0
 # Attended: 5

Enrollment Status:

Status: Attended ↕

[Save Enrollment Status Info](#)

Training Details

Training Code: CCEI 415
 Training Name: Test event****Promoting Motor Development and Physical Fitness in Early Childhood

Name	Cell Phone	Status	Email	Payment Status
Maria Test		Attended	test10@test.com	Unpaid
Rarer Kar Spanish 1		Attended	karspanish1@gmail.com	Unpaid
Test Anastasia	(898) 989-8898	Attended	anastasiatestccei@gmail.com	Unpaid
Spanish Nirmala	(898) 989-8989	Attended	parttestn01@gmail.com	Unpaid
St John Amie	(626) 665-0704	Attended	jamie.stjohn@ccala.net	Unpaid

Email All Registrants

Mark All As Attended

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

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

Training Roster

Enrollment Status:

Status: Attended ↕

[Save Enrollment Status Info](#)

Training Details

Training Code: CCEI 415
 Training Name: Test event****Promoting Motor Development and Physical Fitness in Early Childhood

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

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).

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

[Return to Event Management](#)

Email All Registrants

Mark All As Attended

Add Non-Enrolled Attendee to Roster

Print Roster

Print By Status: (Optional) - Select -
Enrolled
Waitlisted

- 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.

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.

Training Title:	Registry Cafe		
Training Sponsor:	Test Organization		
Event Address:	SAMPLE OF ROSTER		
Training Code:	CCIP	Instructor:	T
Training Start Date:	11/29/2018 09:00 AM	Training End Time:	11
Event Capacity:	11	# Enrolled:	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 Months)	Attending	
Test, Elsa	Korean		Test program with ...				
Testtwo, Elise	Englis						

SIGN-IN SHEET

SAMPLE OF SIGN-IN SHEET

Training Title:	Test Training **DO NOT ENROLL**		
Training Sponsor:	Nirmala Test School		
Event Address:	123 test center Beverly Hills CA 90210		
Training Code:	TEST1	Instructor:	Testten Test
Training Start Date:	03/07/2017 09:00 AM	Training End Time:	03/07/2017 06:00 PM
Event Capacity:	8	# Enrolled:	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 Partabedtest	CCEI SF licensed (Center)	
100021670	Test Wanda	CCEI Test program Nirmala	
100001217	Tester Amanda	CCEI Test program Nirmala	
100001744	Tester Mary	Nirmala Test School	

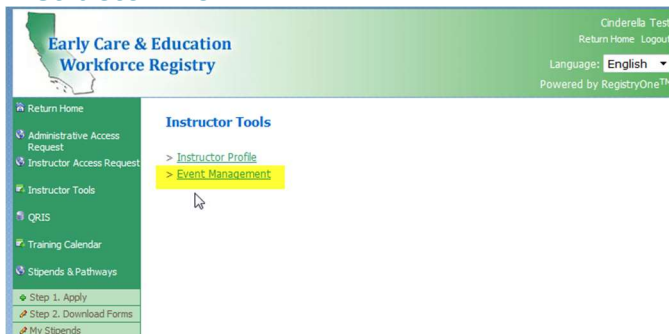
1.1.7. Invite Only/Targeted Audience (Unpublished) Events

If you want to share a training with a specific targeted group you can email potential trainees an url link based on whether the sender is an Instructor or a Training Sponsor Contact Manager/Additional Sponsor Manager.

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.

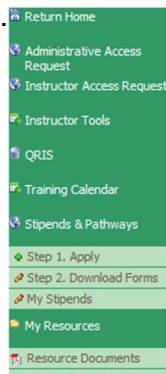
Instructor View:



Training Sponsor Contact Manager/Additional Sponsor Manager View:



- b. Find the training you wish to share and then click on the view icon (looks like a piece of paper).



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.

[Add Event](#)

Event Date	Training	Training Sponsor	Published	View	Roster
10/31/2016	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No		
10/31/2016	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No		
10/03/2016	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No		
10/03/2016	SOC 103 - Gender Bias And Stereotypes	CCEI Test	No		

- c. When the Training Information page shows (you should see an Enroll Now button on the page), you will need to copy the link in the internet url box, as highlighted below.

The screenshot shows a web browser displaying the 'Training Information' page on the ECE Workforce Registry. The address bar contains the URL: <https://www.caregistry.org/index.cfm?module=trainingEventDetails&trainingID=7247&eventID=12028&instructorTools=0>. A red arrow points to this URL. The page layout includes a green sidebar on the left with navigation links such as 'Return Home', 'Administrative Access Request', 'Instructor Access Request', 'Instructor Tools', 'Training Sponsor Tools', 'Training Calendar', 'Stipends & Pathways', 'My Resources', 'My Tools & Settings', 'Need Help?', and 'Job Board Search'. The main content area is titled 'Training Information' and contains a photo of a baby, an 'Enroll Now' button, and the following details:

Training Code:	
Training Name:	Special Rights
Training Description:	
Training Sponsor:	Test Organization
Training Sponsor Contact:	Test Testing
Training Sponsor Contact Email:	tornetwork@test.com
Training Sponsor Phone Number:	(555)555-5555
Training Hours:	4.00 Clock hours
Primary Knowledge Area:	Special Needs and Inclusion
Other Knowledge Areas:	Family and Community Engagement, Special Needs and Inclusion
Is this a Gateways Passport Training?	No

Below the 'Training Information' section is the 'Event Information' section:

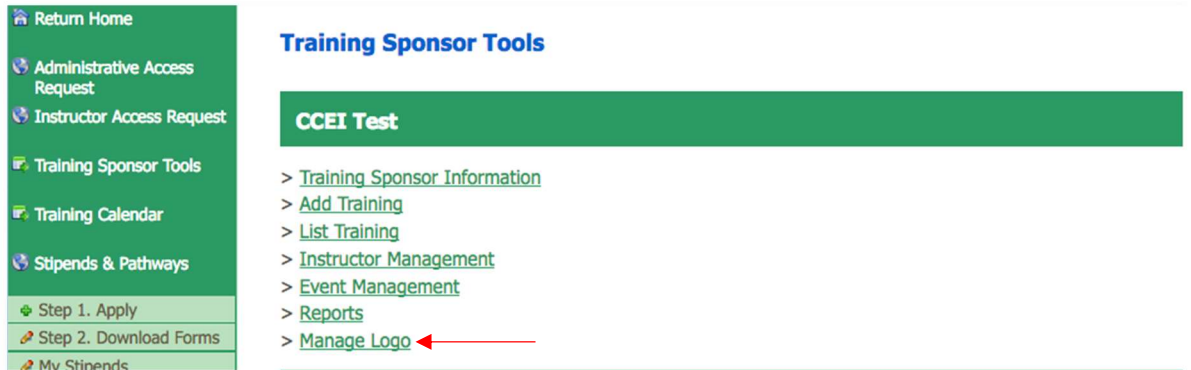
Instructor Name:	Helen Woodlee , Training Organization
Event Type:	Classroom/Face-to-Face

- d. 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, they will get a page that looks like the screen above, and will be able to enroll in the training. You will be able to see them on your roster at this point.

1.1.8. Manage Logo

To add an organization logo to all trainings click **Manage Logo**, see screen shot below.

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



 Save Event

Training Information



Training Code: SOC 103
Training Name: Gender Bias and Stereotypes
Training Description: This course explores the development of gender identity and stereotypes. Participants will learn how and why gender stereotypes are formed and the ways in which gender stereotyping can impact a child's psychological and social development. In addition, participants will learn strategies for promoting gender equity and equal opportunity in the classroom
Training Sponsor: CCEI Test
Training Sponsor Contact: Parrot Tester
Training Sponsor Contact Email: parttestnj01@gmail.com
Training Sponsor Phone Number: (770)345-2320
Training Hours: 4.50 Clock hours
Primary Knowledge Area: Administration and Supervision
Other Knowledge Areas: Culture, Diversity and Equity, Relationship, Interactions and Guidance, Family and Community Engagement, Observation, Screening, Assessment and Documentation, Special Needs and Inclusion, Administration and Supervision
Is this a Gateways Passport Training? No

The email address of the **Contact Manager** is clickable to send an email to the primary contact at the sponsor/training organization.

The instructor can upload a profile about him/herself. Details about the instructor profile is explained in the **Instructor Tools** section.

Event Information

Instructor Name: Nirmala Msa Test [View Instructor Profile](#)
[Change Instructor](#)
Event Type: Web-based Time Specific
Event Address: www.cceionline.com
Language of Instruction: English
Event Notes:

The sponsor can change the instructor by clicking here and selecting a different approved instructor if a substitution is needed.

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 Training Event Editor. The participant must log-in to his/her profile to access the survey. Once the participant submits the survey, the sponsor will have access to the results in the **Reports** section (see also 1.1.10) of the **Sponsor Tools**. The survey is anonymous.



Start Date	Training Name	Training Sponsor	Enrollment Status	
09/12/2015	Food Service & Food Safety Certificate	CCEI Test	Enrolled	Withdraw
07/17/2015	Basic Center Management Certificate	CCEI Test	Attended	Take Survey
07/21/2015	Child Care Orientation	Nirmala CCEI Program	Enrolled	Withdraw
07/01/2015	Infant/Toddler CPR and First Aid	Child Care Alliance of Los Angeles	Attended	Take Survey
07/13/2015	Infant/Toddler CPR and First Aid	Child Care Alliance of Los Angeles	Waitlisted	Withdraw

The participant will click here to take the survey.

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?

SURVEY SAMPLE

Training Evaluation

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

Training Code: MGT 560
Training Name: Basic Center Management Certificate
Training Sponsor: CCEI Test
Instructor: test1 test chinese
Date: 07/17/2015
Location: www.managementtrainingcourse.org

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
1. The training was well organized.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The training followed the syllabus/agenda provided.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>
4. The quality of the training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. The training was sensitive to the needs of participants.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The training kept me engaged and interested.	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" 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 checked="" type="radio"/>	<input type="radio"/>
10. I would recommend this training to other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>

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

Did not disagree or strongly disagree with any area.

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

I will implement a new filing system.

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

The training was very thorough and the instructor was engaging.

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

Nirmala Test School

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

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 4 reports.

Other reports - available for CDE-EESD/F5CA contractors.

Current Reports:

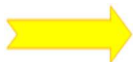
1. **Events Offered Report** details every training offered by the sponsor including the training title, instructor, start date and time, end date and time, type of training, primary core competency area, and total participants who enrolled, attended, withdrew, were no shows, and were waitlisted. This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

Current Data Fields in Events Offered 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**

New Fields ac - an



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

- 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.

Current Data Fields in Demographics Summary 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 Educator 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.

Current Data Fields in Event Feedback 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).

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, otherwise included if web-based
4. Event Type
5. CDE/F5CA Program Name
6. 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:

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

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

Current Data Fields in Training Sponsor Data Export 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.
- New Field 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**
 - aa) **Interaction Type**
 - bb) **Event County**
 - cc) **Gateway Passport**
- 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 of Event**

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 Education Support 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
How to Read Your Direct Service Profile Report



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.

Current Data Fields in Training Sponsor Hosting Activities 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 Training**
- 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.

Current Data Fields in CCIP Participant Training Hours 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 and click **Create Profile**.



- **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.

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: *

Continue with Registration

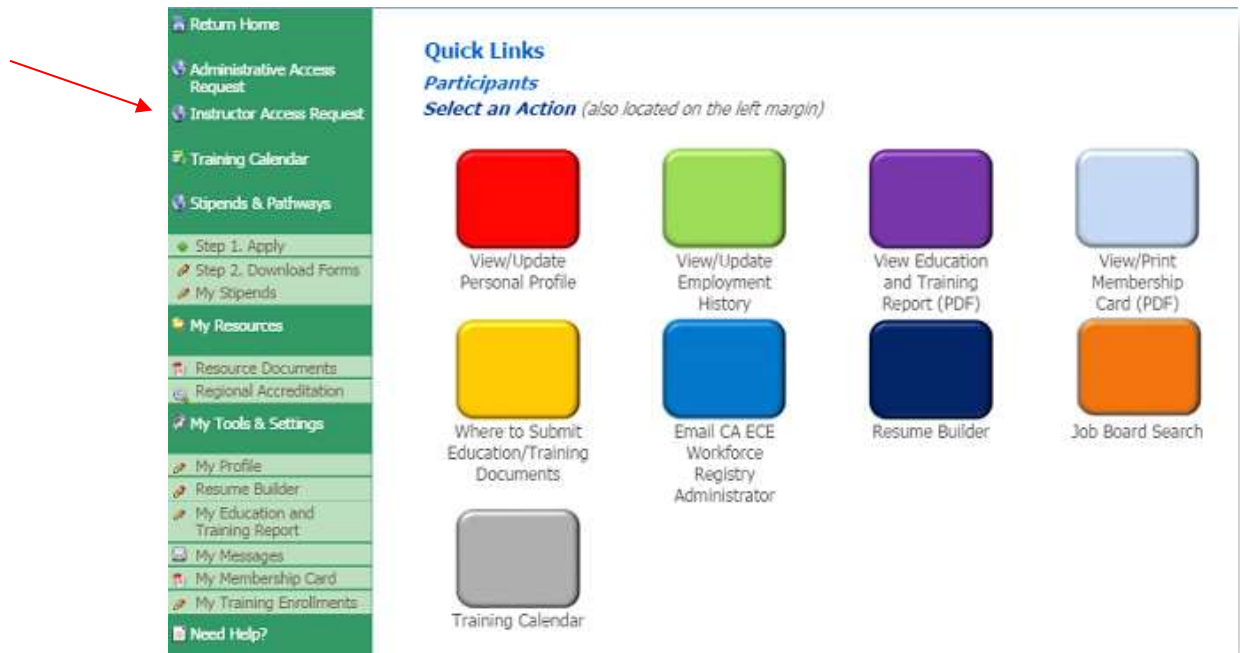
If you have more than one role, and/or employer, or also own your own center/FCC, please create two employment records. Most individuals utilizing the Training Module/Calendar will fall into the two categories below: Employed/Owner of a professional development organization or is a contracted instructor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

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.

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 green 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 Request” (see screenshot below).

Instructor Access Request

Request Sent Successfully

Please enter the name of the training sponsor that you wish to have instructor access for in the search box, then click 'Search'. If you do not get results, try just a few letters of the training sponsor's name. If you still do not get results, leave the search box blank and click search and all approved training sponsors will be displayed.

Select the one that you want access to by clicking the circle next to it, then click 'Request Access'. If you are associated with multiple training sponsors, each request will have to be made separately.

You currently have instructor access associated with the following training sponsors:

None

Enter Training Sponsor Name and Click 'Search'

Search

Program Name	Address	City	Zip
Coei "Quotes"	3059 Peachtree Ind Blvd.	Cantua Creek	93608
Coei Test	123 Test	Chico	95926
Child Care Alliance Of Los Angeles	815 Colorado Blvd	Los Angeles	90041
Nirmala Coei Program	789 River On The Rays	Santa Barbara	93101

Submit Request

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

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

- Upon successful submission, the green “Request Sent Successfully” statement will appear at the top of the screen.
- 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.

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

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 following tools:

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: Test Again

Instructor Email: testagain@test.com

Instructor Summary Information

8 years of experience providing technical assistance to providers.

Instructor Self-Reported Education

Some College

Instructional Counties

Los Angeles

Instructor Core Knowledge Areas

Culture, Diversity and Equity
Dual Language Development
Administration and Supervision

Instructional Age Level Instruction Applies To

Infant (Birth to 18 Months)
Toddler (19 Months to 36 Months)
Preschool (3 to 5 Years)

Instructional Languages of Instruction

English
Spanish

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 the lower left screen of participant login page. *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 – which is the RED quick link square.

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.

Free-type space
Max 500 characters

Each of these 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.

Free-type space
Max 500 characters

Click **Edit Profile** when all updates/edits are complete

Instructor Profile Editor

Instructor Name: Test Again

Instructor Summary Information: 8 years of experience providing technical assistance to providers.

Instructor Self-Reported Education: Some College

Instructional Counties: Alameda, Alpine, Amador, Butte

Instructor Core Knowledge Areas: Administration and Supervision, Child Development and Learning, Culture, Diversity and Equity, Dual Language Development

Instructional Age Levels: Infant (Birth to 18 Months), Toddler (19 Months to 36 Months), Preschool (3 to 5 Years), Transitional Kindergarten (4-5)

Instructional Languages: English, Spanish, Cantonese, Mandarin

Additional Information

Publish profile

[Edit Profile](#)

- When a participant searches for trainings, he/she will be able to see the instructor profile as shown below:

Training Information	
Training Code:	SAFE 700
Training Name:	Food Service & Food Safety Certificate
Training Description:	The Food Service & Food Safety Certificate provides basic guidelines and recommendations for planning and serving healthy, safe meals in the child care environment. Core content includes nutritional and serving guidelines for the USDA's Child and Adult Care Food Program (CACFP) as well as comprehensive information on sanitation, hygiene, and safe selection, storage, preparation, and handling of food and equipment.
Training Sponsor:	CCEI Test
Training Sponsor Contact:	Ms. Maria Taylor
Training Sponsor Contact Email:	test10@test.com
Training Sponsor Phone Number:	(800) 555-1212
Training Hours:	2.58 Clock hours – CEU Eligible
Primary Knowledge Area:	Relationship, Interactions and Guidance
Other Knowledge Areas:	Relationship, Interactions and Guidance

Event Information	
Instructor Name:	maria test View Instructor Profile
Event Type:	Classroom
Event Start Date:	09/12/2015 09:00 AM
Event End Date:	09/12/2015 04:00 PM
Event Location:	CCEI Test Location
Event Address:	123 Test St. Test City CA

Enrollment Information	
Event Cost:	\$50.00
Event Capacity:	10
# Enrolled:	2
# Waitlisted:	0

[Enroll Now](#)

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 a training 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 profile once they have completed the training.
- Only the Contact Manager(s)** can **edit training information** once entered into the Registry.

Return Home Administrative Access Request Instructor Access Request Instructor Tools	<h3 style="text-align: center;">Instructor Tools</h3> <ul style="list-style-type: none"> > 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 new methodology to change from a one-unit to a 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

*New Code

CDE or F5CA or Fee-for-Service	
Name	Code
CDE/COE/F5 CA	0*
Fee-for-Service	8

*New Code

Definitions of Professional Development Delivery Types¹:

- **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.
- **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.

¹ 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.

- **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 Elise.Crane@ccala.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.

OLD FORMAT	NEW FORMAT			
Agency: ORGCODE	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 first cell of that report is displayed on the left. The New ORGCODE consists of the following information:			
Vendor/ Organization code Type in the 8 digit code				
123401R1	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"> Vendor Number CDE/F5CA Program Code Professional Delivery Type Delivery Method CDE/F5CA Funded or Fee-for-Service </td> <td style="font-size: 2em; vertical-align: middle;">}</td> <td style="color: #e69a00; font-weight: bold;">Now a 3-digit code</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"> 123401R100 [This code populates ORGCODE on DSPR] </p>	Vendor Number CDE/F5CA Program Code Professional Delivery Type Delivery Method CDE/F5CA Funded or Fee-for-Service	}	Now a 3-digit code
Vendor Number CDE/F5CA Program Code Professional Delivery Type Delivery Method CDE/F5CA Funded or Fee-for-Service	}	Now a 3-digit code		

- A. **Vendor Number:** Organizations that receive funding from the California Department of Education – Early Education Support Division (CDE-EESD) 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 **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:

- **##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.

The screenshot shows a form with a dropdown menu for 'Primary CDE/F5CA Funding Code'. The dropdown is open, showing options: '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', and 'Please Select'. A red arrow points from a callout box to the '##R - R&R Program Code' option. The callout box, outlined in yellow, contains the text: 'These are program codes affiliated with a Sponsor Organization. By selecting, ##R, 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.'

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 and how to apply the code to individuals on page 54-56:

1. Go to **Training Sponsor Tools**
2. Go to **Event Management**
3. Select Event to edit and click **View**
4. Scroll down to **CDE/F5CA Coding** and select **Edit**
5. Use the drop down menu to select **Primary CDE/F5CA Program Code** and **Save**
6. If applicable, also select **Yes** and choose a **Vendor Host**
7. Go to **CDE/F5CA Attendee Coding** to apply codes to attendees, see page 49-50

CDE/F5CA Coding

Primary CDE/F5CA Program Code: ##R - R&R Program Code Edit

CDE/F5 Vendor Host: No

Host(s):

STEP 3 Select View

STEP 4 Select Edit.

STEP 5 Use drop-down menu to select Primary CDE/F5CA Program code and click Save.

STEP 6 Click Yes for Host and use drop-down menu to select Host(s) and click Save.

CDE/F5CA Program Codes

Primary CDE/F5CA Program Code: ##R - R&R Program Code

Is there a CDE/F5CA Vendor Host? Yes No

Save Cancel

LAST THREE-DIGITS OF ORGCODE

FIRST DIGIT: PROFESSIONAL DEVELOPMENT DELIVERY TYPE

1. **Applying Professional Development Type Code:** The professional development types are derived from **Trainings** and/or **Events**.

a. **Trainings -> Interaction Type:** When the training inventory is set up, an **Interaction Type** is applied.

To (r)*

Interaction Type:*

- 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** (see *additional information on page 48*).

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

- b. **Events -> 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):*

- Teaching Staff
- Transitional Kindergarten Staff
- Administration/Leadership Staff
- Family Child Care Provider
- Family, Friend, and Neighbor Care Provider
- Home Visitor/Health Provider
- Parent
- Prospective Provider or Student
- Special Educators/Early Interventionist
- Trainer
- Coach
- Mentors and Professional Growth Advisors
- Assessors
- Faculty
- R & R Staff
- Program Manager/Coordinator



- **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 **Event** data.
- a. **Event -> Event Type:** When the event is set up **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:*

Event Notes:

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

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

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. On the day of 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 **Sponsor Tools -> Reports.**

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.

[+Add Event](#)

Event Date	Training	Training Sponsor	Published	Delete	View	Roster
01/25/2018	- "Raising Human Beings: Creating A Collaborative Partnership..."	Helen W. Test Organization	No	X		

STEP 1A:

Make sure that all attendees are on the Roster.

STEP 1B:

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

See image on page 49.

tester test	Attended	pixievlamis@gmail.com
-------------	----------	-----------------------

- Email All Registrants
- Mark All As Attended
- Add Non-Enrolled Attendee to Roster
- Print Roster
- Print Sign In Sheet
- CDE/F5CA Attendee Coding

The program codes are assigned by CDE-EESD/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**.

STEP 1B:

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

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)

Roster (Name - Registry ID)

Testtwo, Elise - 100031470
Test, Cinderella - 100001402
Test, Elsa - 100011681
tester, test - 100034245

[Return to Roster](#)

[Return to Event Management](#)

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), see *definitions on page 49*.

STEP 2:

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.

CDE/F5CA Attendee Coding

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Elise Testtwo	##R - R&R Program Code	CDE/F5CA Funded
Cinderella Test	##R - R&R Program Code	CDE/F5CA Funded
Elsa Test	##R - R&R Program Code	CDE/F5CA Funded
Test Tester	##R - R&R Program Code	CDE/F5CA Funded

Save

Mark All CDE/F5CA Program Names as: [Dropdown] Submit

Mark All CDE/F5CA Funding as: [Dropdown] Submit

[Return to Roster](#)

[Return to Event Management](#)

STEP 3:

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.

CDE/F5CA Attendee Coding

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Elise Testtwo	##R - R&R Program Code	Fee for Service
Cinderella Test	##R - R&R Program Code	Fee for Service
Elsa Test	##R - R&R Program Code	Fee for Service
Test Tester	##R - R&R Program Code	Fee for Service

Save

Mark All CDE/F5CA Program Names as: [Dropdown]
 Mark All CDE/F5CA Funding as: [Dropdown]

[Return to Roster](#)

[Return to Event Management](#)

If the **Primary CDE/F5CA Program Code** that was used for the event is not the majority of attendees, the code can be changed for all attendees and the few are another source can be changed manually.

All **CDE/F5CA Funding** can also be changed and applied to attendees and manual changes can be applied to attendees that fit an different funding category.

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
Elise Testtwo	##R - R&R Program Code	CDE/F5CA Funded
Cinderella Test	##C - CCIP Program Code	CDE/F5CA Funded
Elsa Test	##R - R&R Program Code	Fee for Service
Test Tester		No Funding Specified

Save

Mark All CDE/F5CA Program Names as: Submit

Mark All CDE/F5CA Funding as: Submit

[Return to Roster](#)

[Return to Event Management](#)

4. Contact Us

To submit documents or for questions regarding the CA ECE Workforce Registry, please contact the Registry Office representatives:

There are 4 ways for professional development providers to submit education and training documents to the CA ECE Workforce Registry:

1. Upload Directly to the Registry in My Documents

2. MAIL or 3. DELIVER IN-PERSON

Child Care Alliance of Los Angeles
Registry Office
815 Colorado Blvd. Suite C, 2nd Floor
Los Angeles, CA 90041

or

4. EMAIL

caregistry@ccala.net

Subject Line: Document Submission

Registry Training Module/Calendar Support:

Pam Becwar

Professional Development Coordinator
CA ECE Workforce Registry
Child Care Alliance of Los Angeles
Pamela.Becwar@ccala.net

or

Elise Crane

Director
CA ECE Workforce Registry
Child Care Alliance of Los Angeles
Elise.Crane@ccala.net