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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 <u>at least one</u> 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.

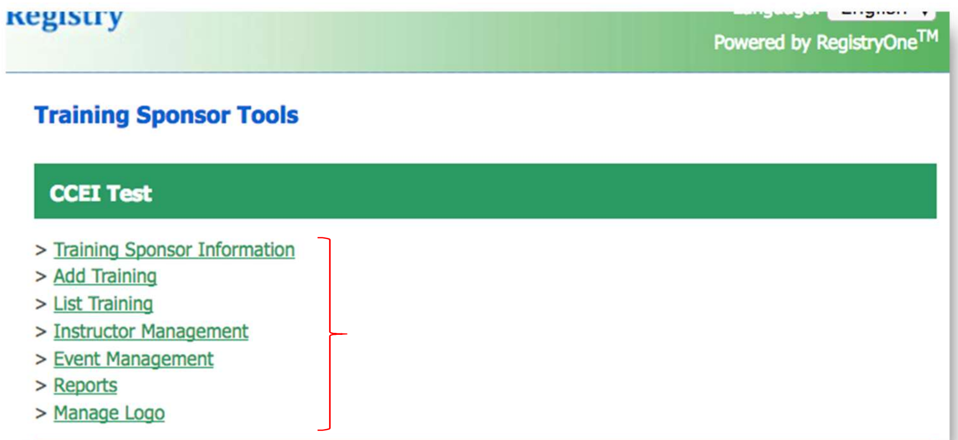
- To create a profile, go to www.caregistry.org and click *"Create Profile"* and complete the registration process. An email address is required and will serve as the user name upon login.
- Once the contact person has completed the registration process and has an active profile, he/she will have access 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.

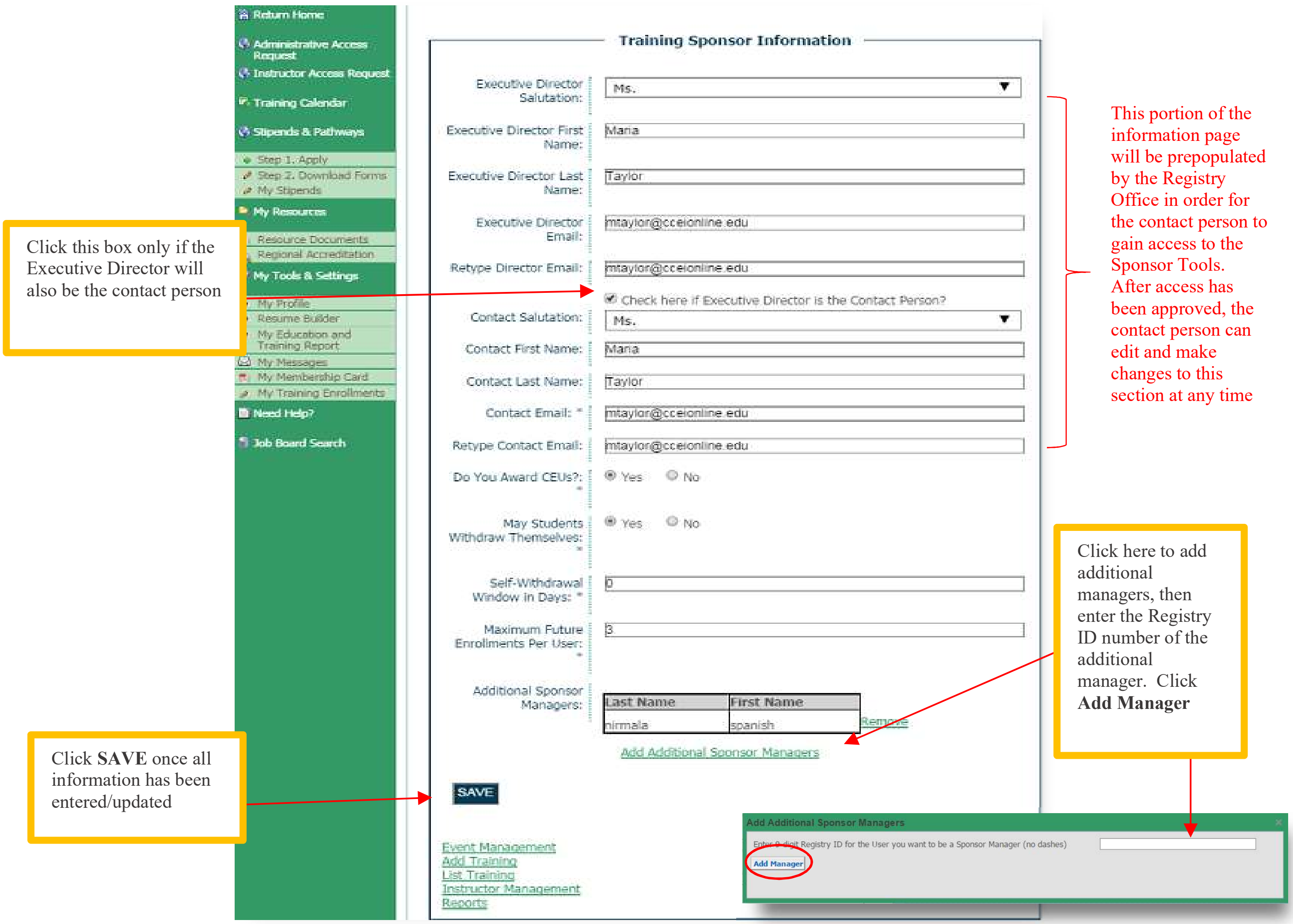
The Executive Director information AND the contact person information will already be prepopulated by the Registry Office for the contact person to gain access to the Sponsor Tools. The contact person will have the ability to make changes and/or assign additional sponsor managers once access has been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

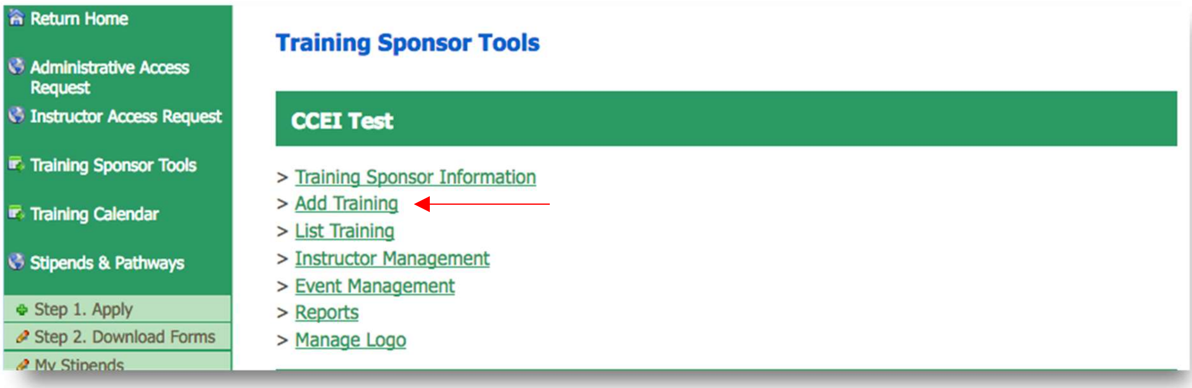
- The Registry ID number of the additional manager must be entered, then click **Add Manager**.
- To remove a manager, click the green **Remove** link next to the additional manager's name.
- When all information has been added and/or updated, click **Save**.



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.

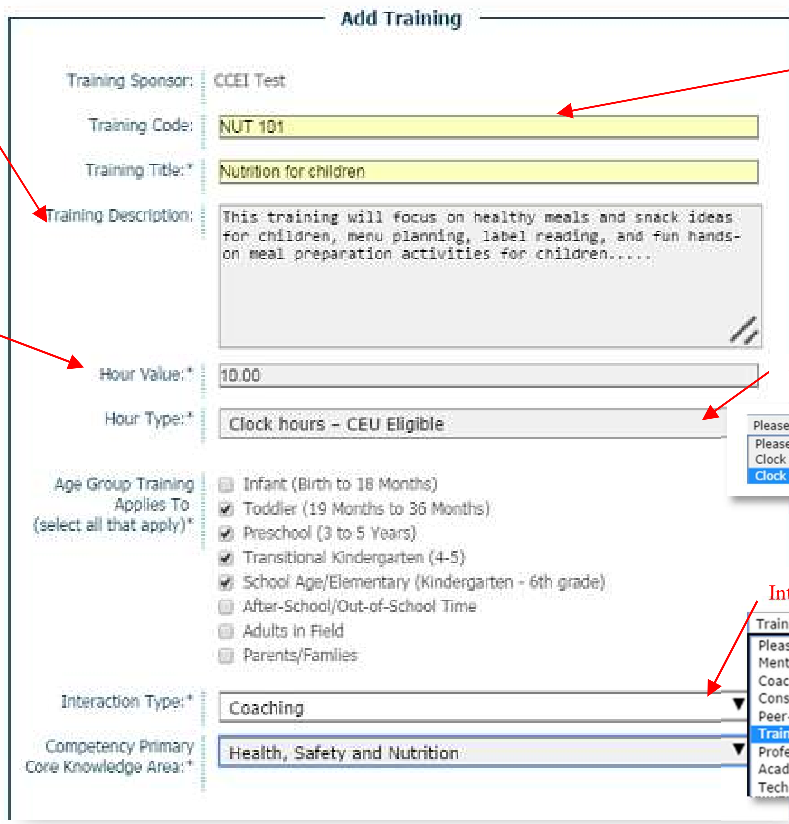


Below is an example of the **Add Training** page in two sections:

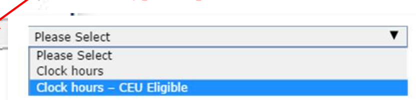
TIP: The Training Code is not required and is determined by the Training Organization. See the example, NUT 101. The Training Code should NOT be a date, a CDE program code, or professional development delivery type. Training Code will be on training particpants' Education & Training Report.

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

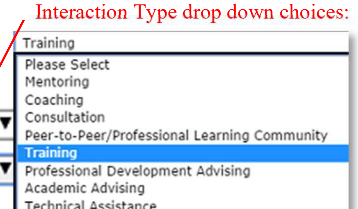
The hour value is a numeric field with 2 decimal places



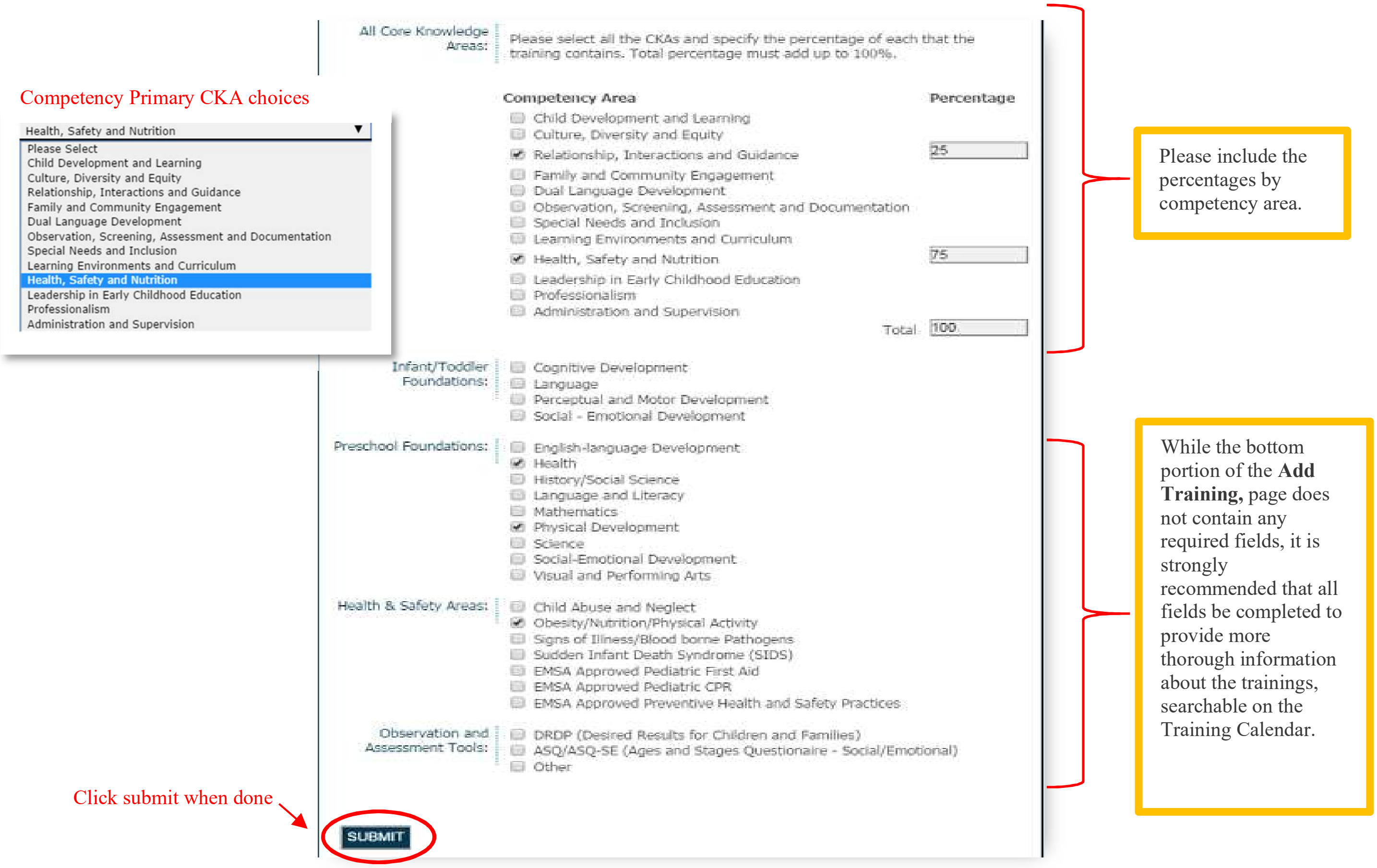
Hour Type drop down choices:



Interaction Type drop down choices:



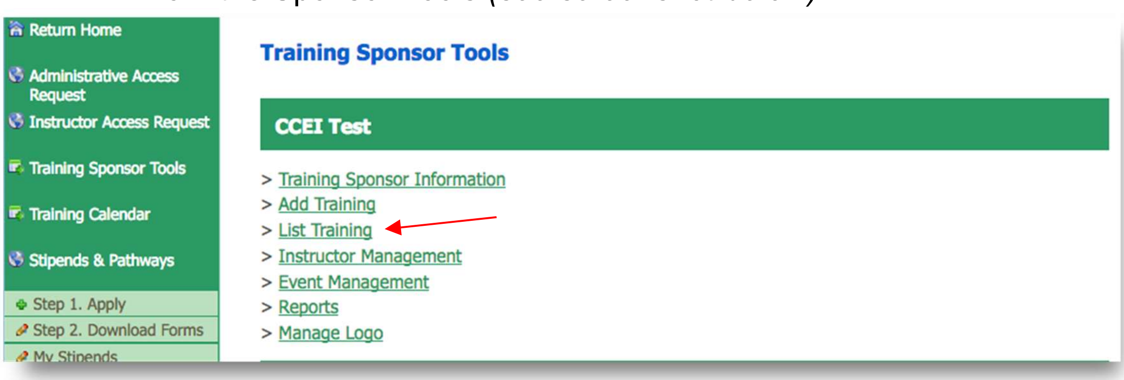
For more information on the core knowledge areas of the California ECE Competency Mapping Tool, please go to the **Child Development Training Consortium (CDTC)** website, by [clicking here](#).



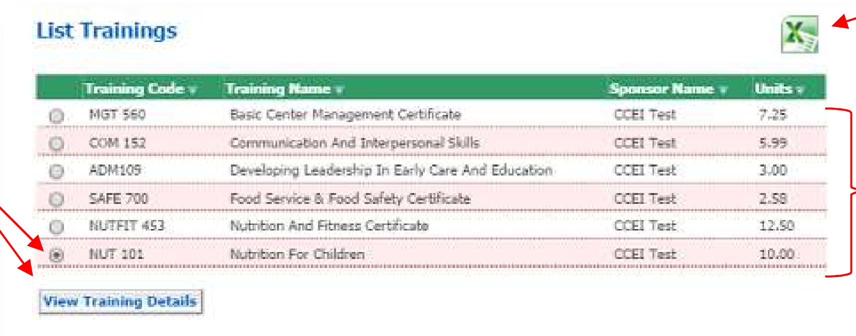
- Continue adding each training your organization offers until all trainings have been added. New trainings can be added at any time.

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).*



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

Edit

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)

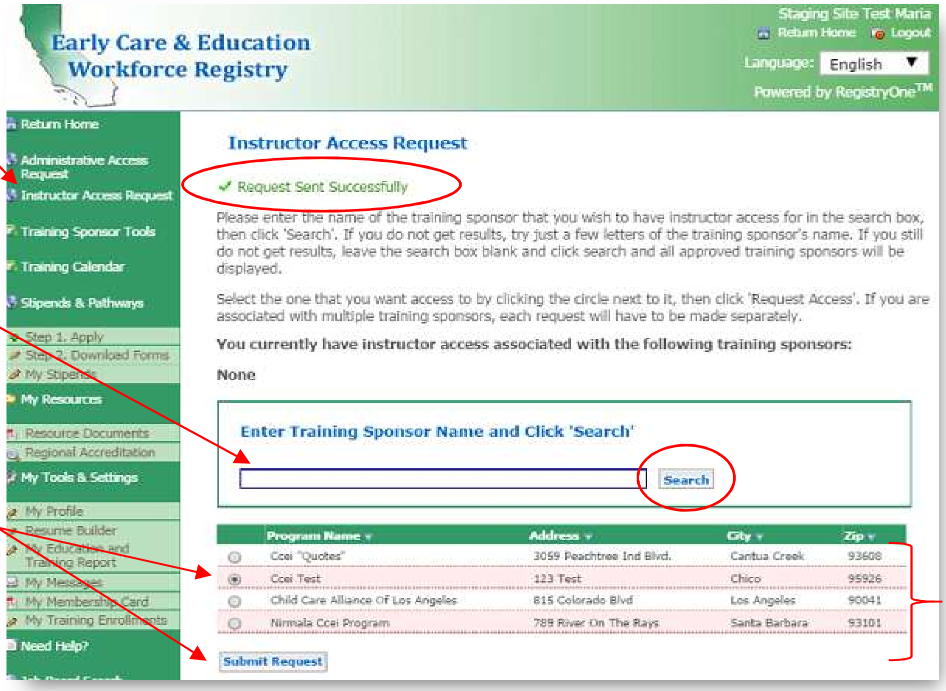
To add a trainer to provide trainings with your organization, including **Contact Manager(s)**, the instructor must request access to the training calendar by doing the following:

- 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.



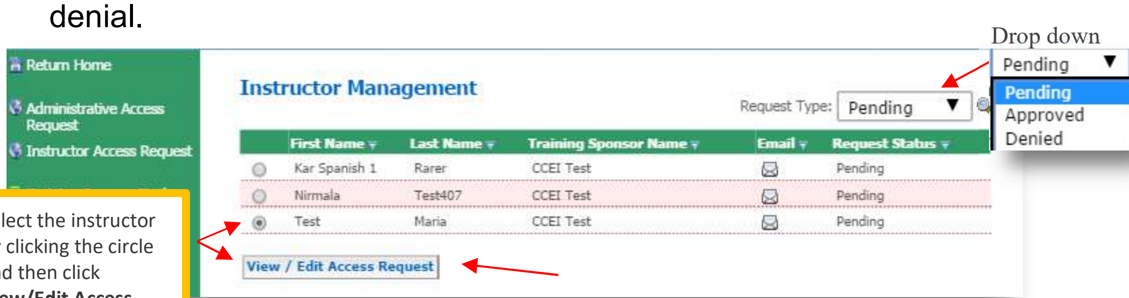
After clicking **Search** the organization will populate here.

- 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)

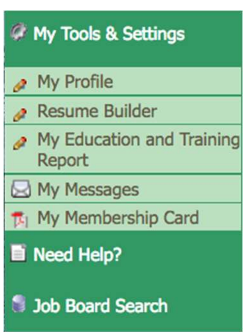
After the instructor has successfully submitted the **Instructor Access Request**, the instructor will appear in a list in the **Instructor Management** link in the Sponsor Tools.

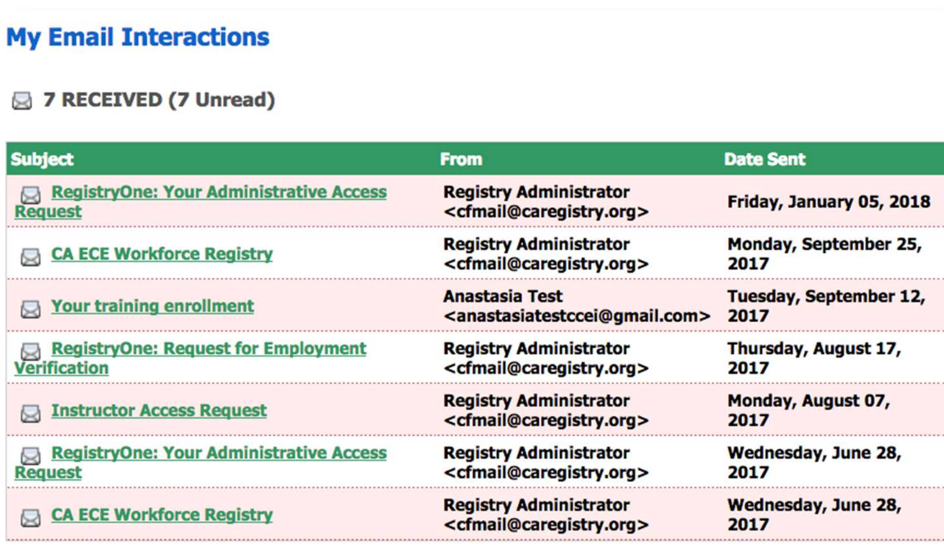
- The **Instructor Management** page will list the instructors pending approval or denial.

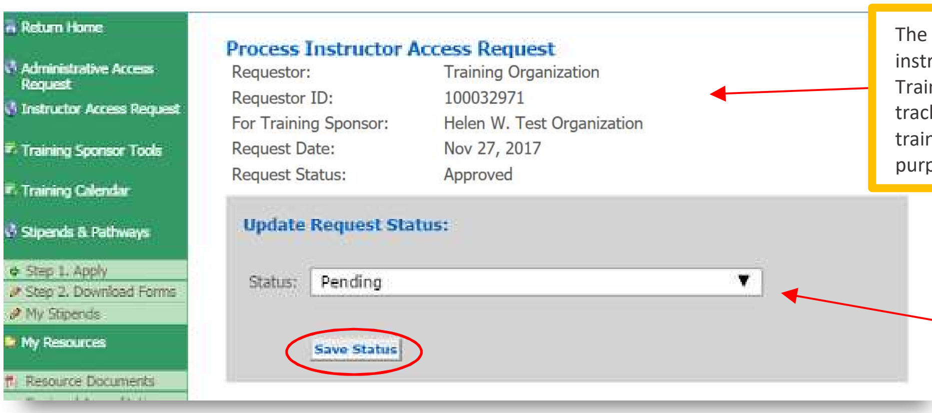


Select the instructor by clicking the circle and then click **View/Edit Access Request.**

- **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.

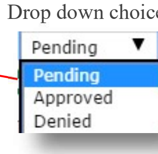






The Registry ID of the instructor is visible for Training Organizations to track their instructors for training/reporting purposes.

Drop down choices



- 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.

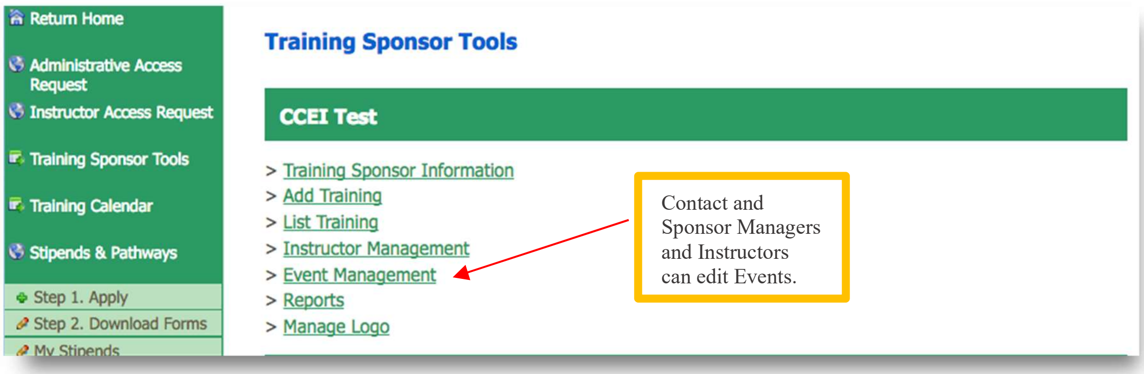
Note: Once a sponsor has either approved or denied an instructor request, an email is automatically sent to the instructor notifying him/her of their status. Upon approval, the instructor will have access to the "Instructor Tools" on the green navitation bar on the left.

1.1.6. Event Management

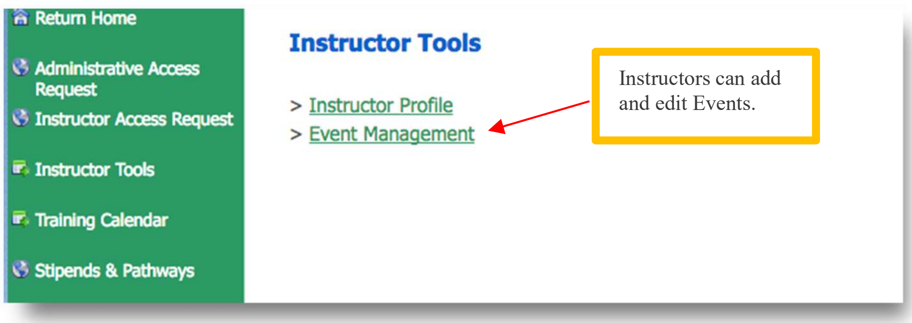
Once trainings are added and instructors approved, you can begin scheduling and posting trainings to the Training Calendar. Building an event includes pulling from a drop down of instructors to assign to the training. If your organization has a guest speaker, for example, the Fire Chief, you will want 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

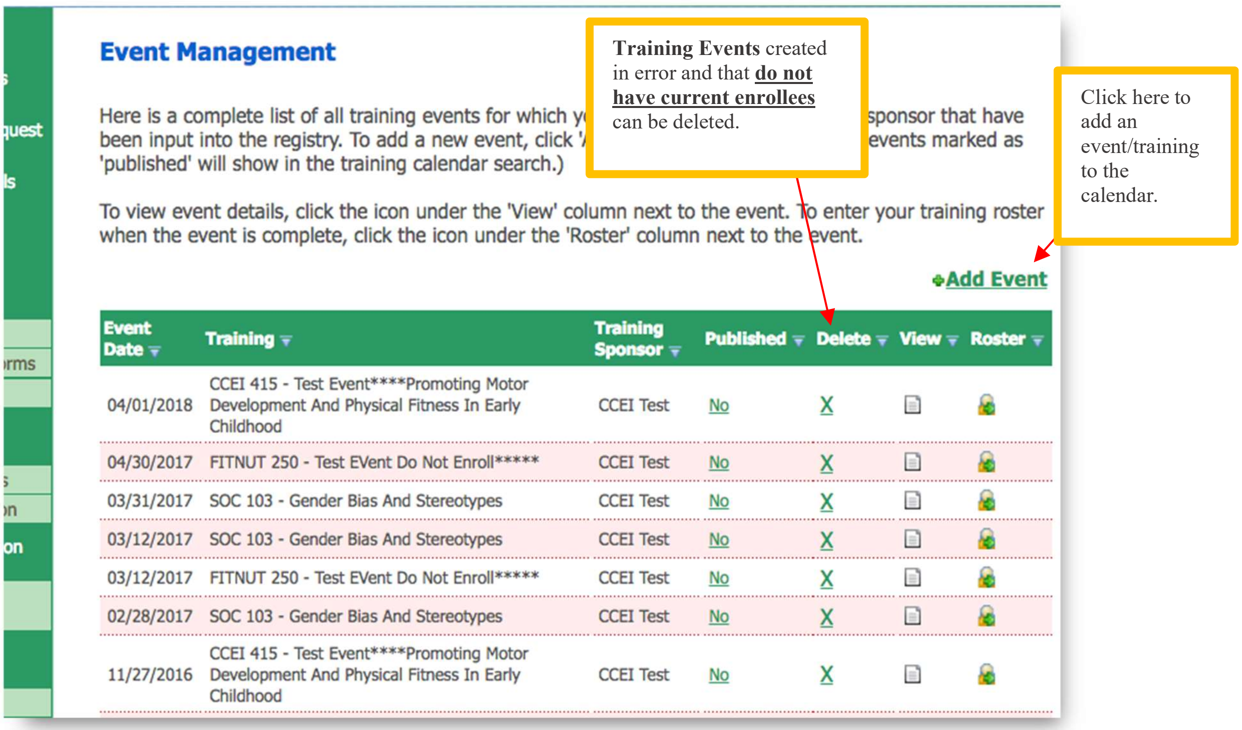


Instructor/Trainer View



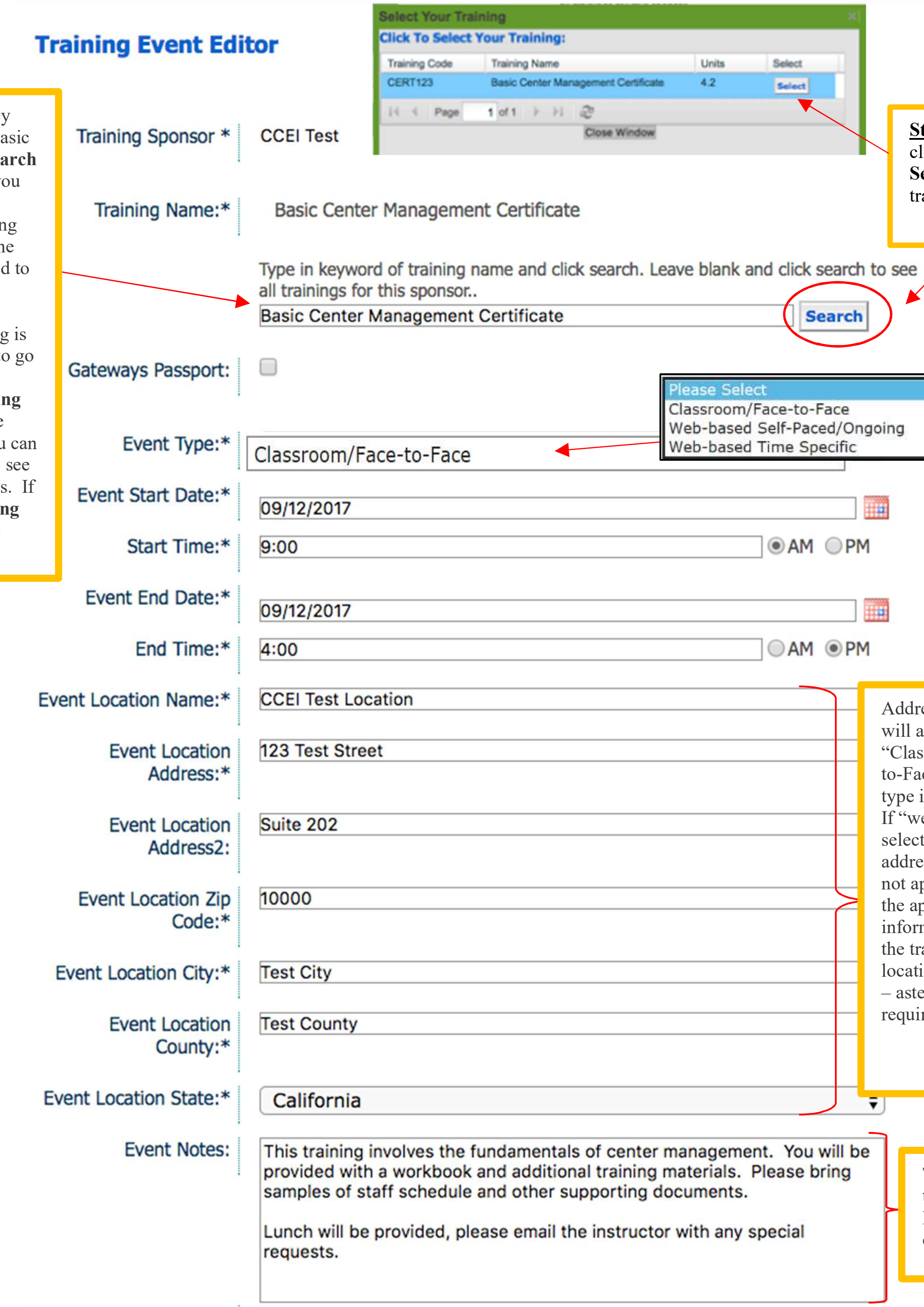
- The **Event Management** screen will contain a list of all trainings that have been posted to the calendar, including past and future trainings. Initially, this screen will be blank until a training has been added to the calendar. To add a training/event to the calendar, click the green **Add Event**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



- 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**.

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 Event Editor

Select Your Training
Click To Select Your Training:

Training Code	Training Name	Units	Select
CERT123	Basic Center Management Certificate	4.2	Select

Page 1 of 1
Close Window

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

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

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

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.

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

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.

This is a free-type text box. Max 1,000 characters.

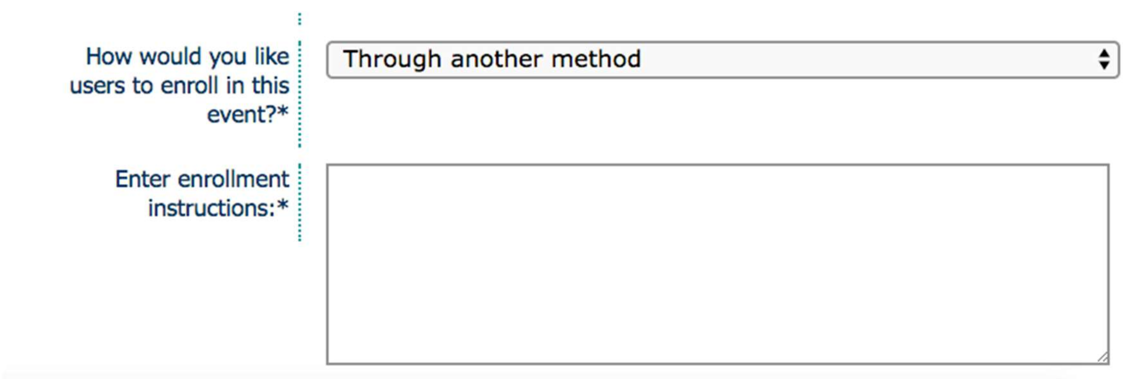
- **Event Type** is a drop-down box with the choices of classroom, web-based self-paced/ongoing, and web-based time specific.
  - If “Classroom/Face-to-Face” is chosen, additional fields will come up for location address. If “Web-Based” is chosen, location address field will not display.
    - When “Classroom/Face-to-Face 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”.

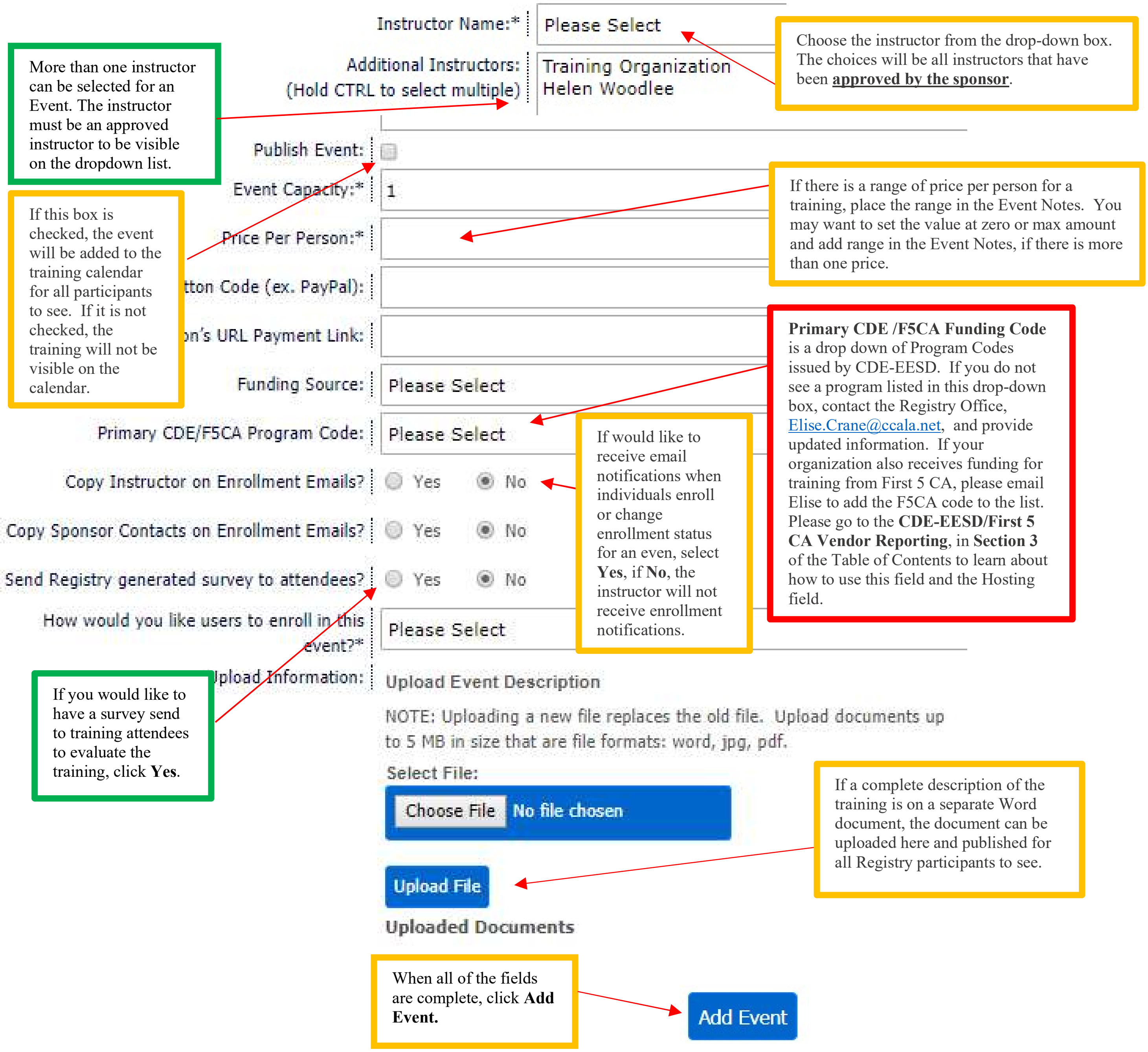
  NOTE for STATE FUNDED VENDORS:

  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.



- **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.



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

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

Here is a complete list of all training events for which you a... een inpu... 'Add Event'. (Note: Only training events marked as 'published' will show in the training calendar se...

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

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**.

Add Event

Filter Event By:

From [ ] to [ ]

Training Name

- Select -

Click to Filter

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

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		

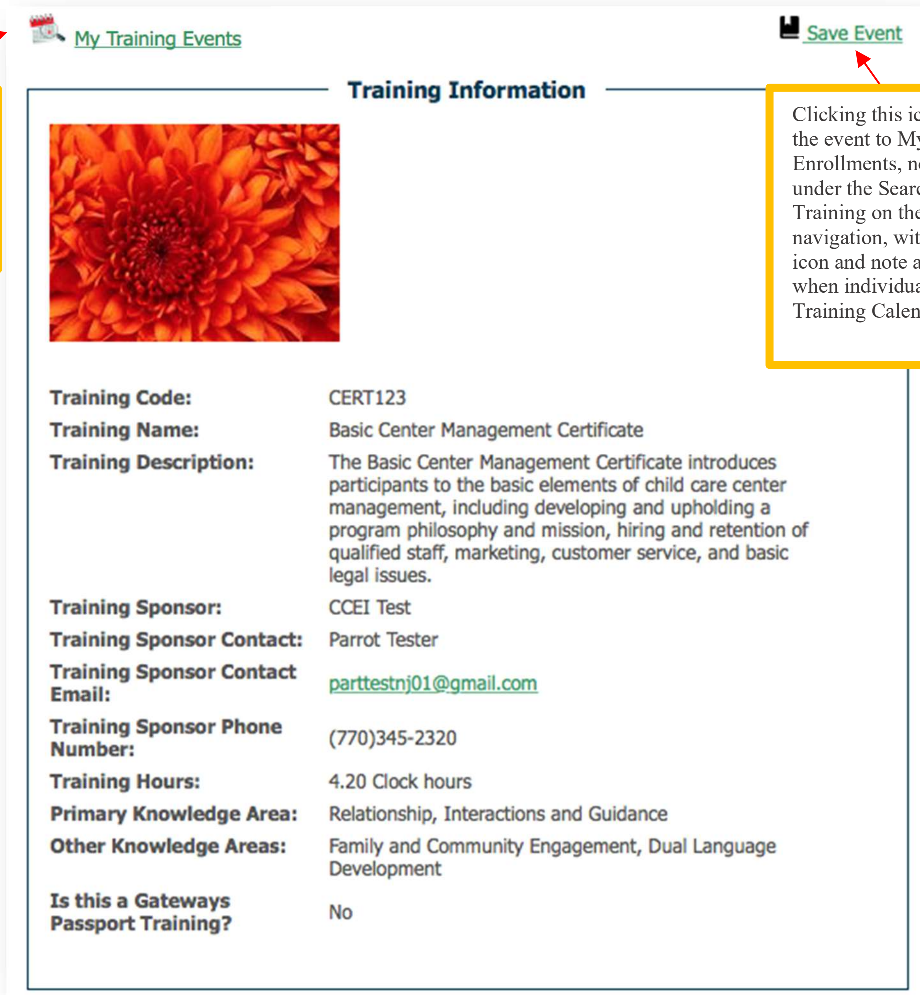
To view the status of training enrollments and number of individuals marked attended for this event view **Number Enrolled** and **Number Attended**.

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, <u>only the **Contact/Sponsor Manager(s)** may access the editing tools</u>. 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**.

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.

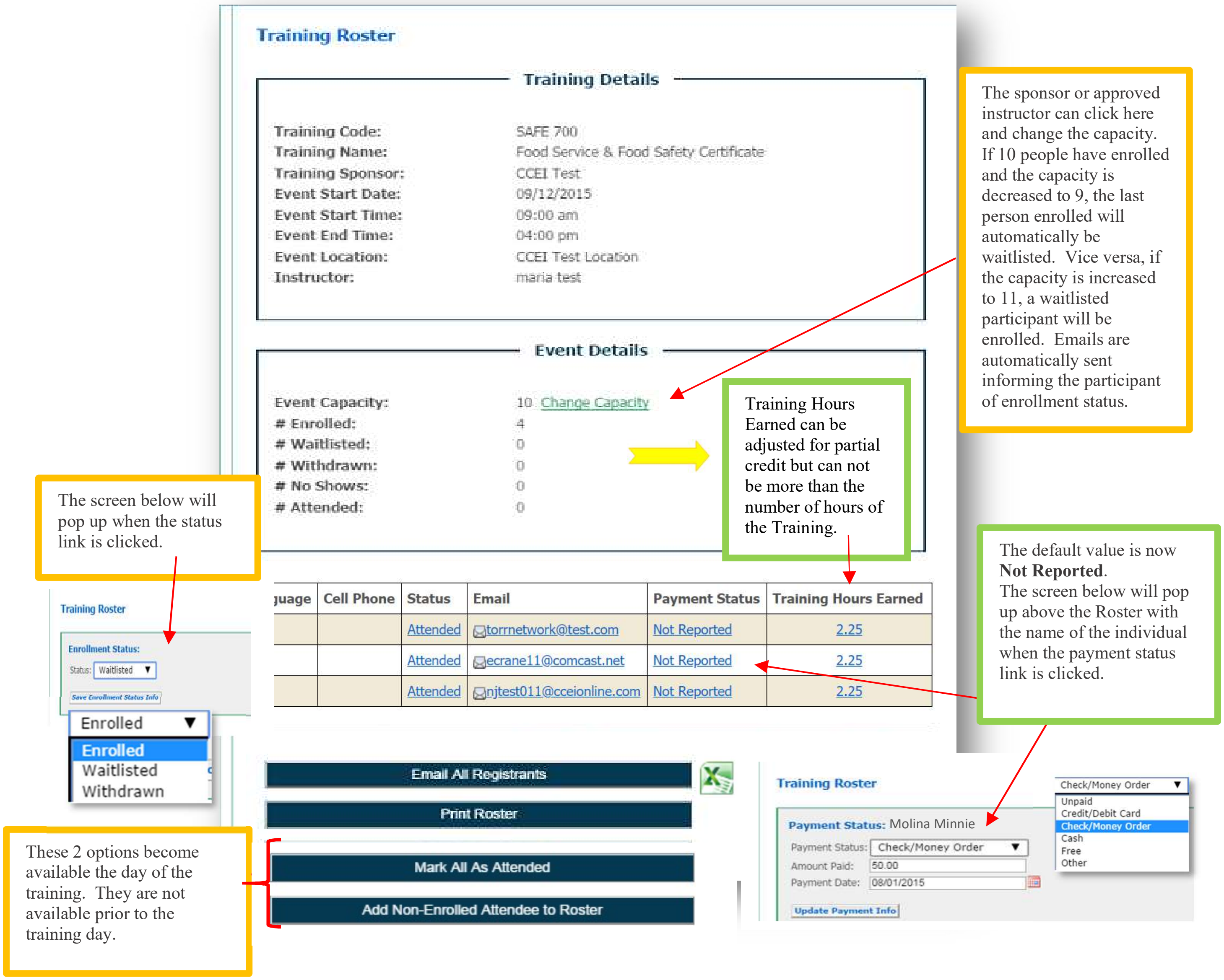
Update Event Information   Update Event Information/Resend Confirmation Email

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.

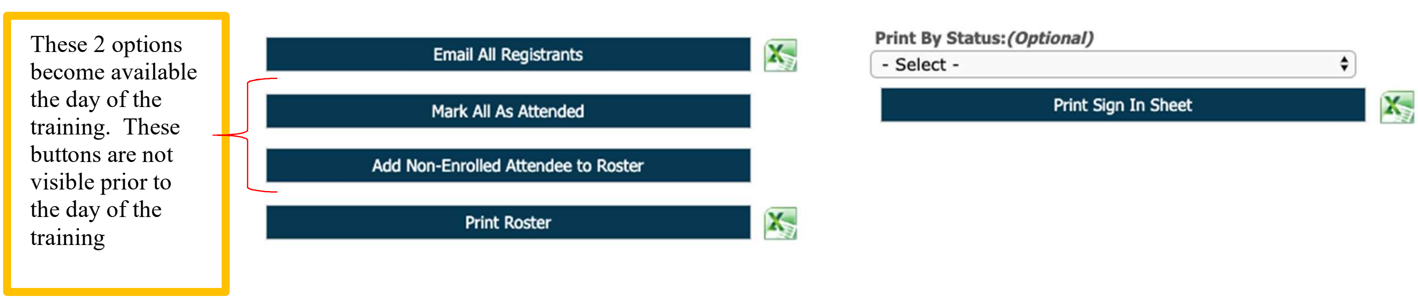


1. ***Enrollment Status*** change of an enrolled participant, by clicking the green link in the **Status** column next to the participant's name *(see screen shot for enrollment status above)*.

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.

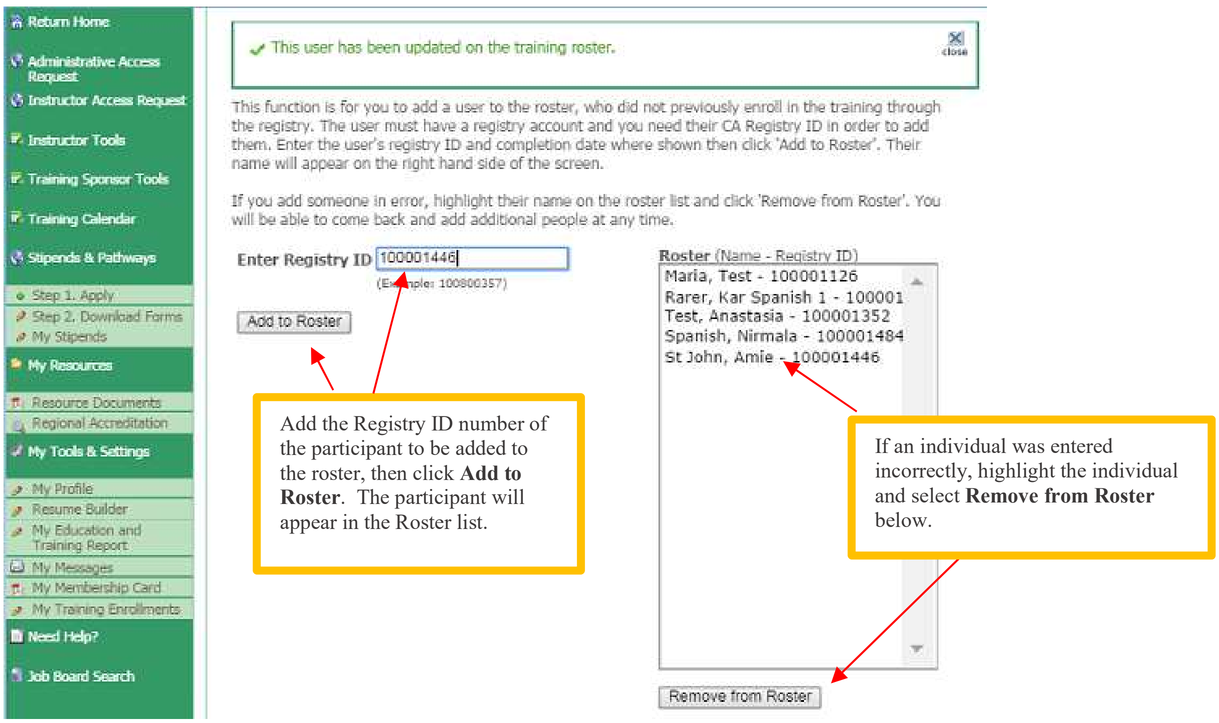
    - *If you want to **email recipients attachments**, click the Excel icon to export a list of all registrants. You can highlight all of the email addresses and copy and paste the list into the blind carbon copy (BCC) field of your external email system, for example Microsoft Outlook. Sending the email 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 <u>NOT</u> 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 <u>NOT available until the day of the training</u>. 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).*

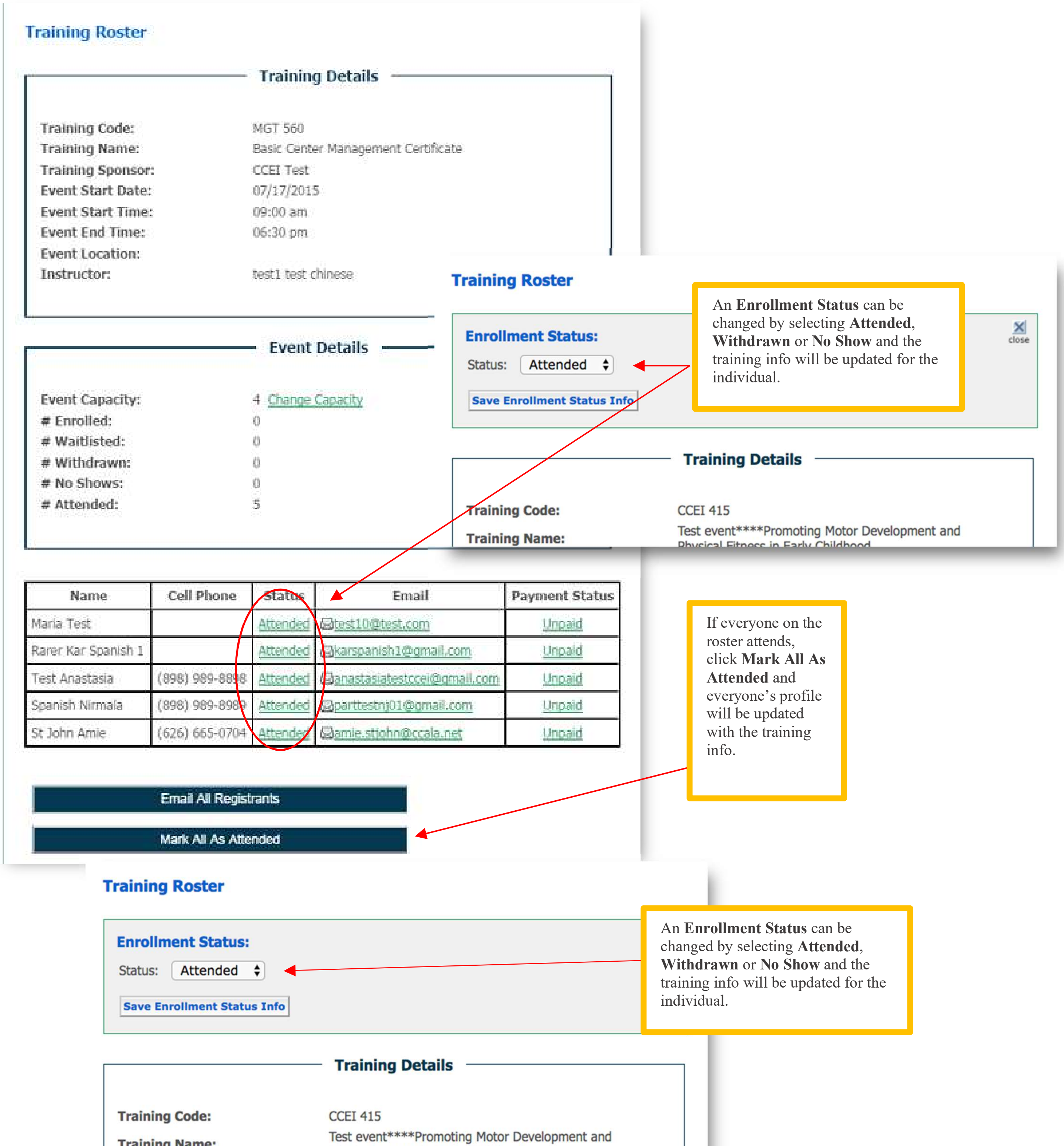


If you see CDE/F5CA Attendee Coding tool, see image below, go to **Section 3: CDE-EESD/First 5 CA Training Vendors** to apply State program funding codes to attendees to generate a **Direct Service Profile Report – CDTC Format**.

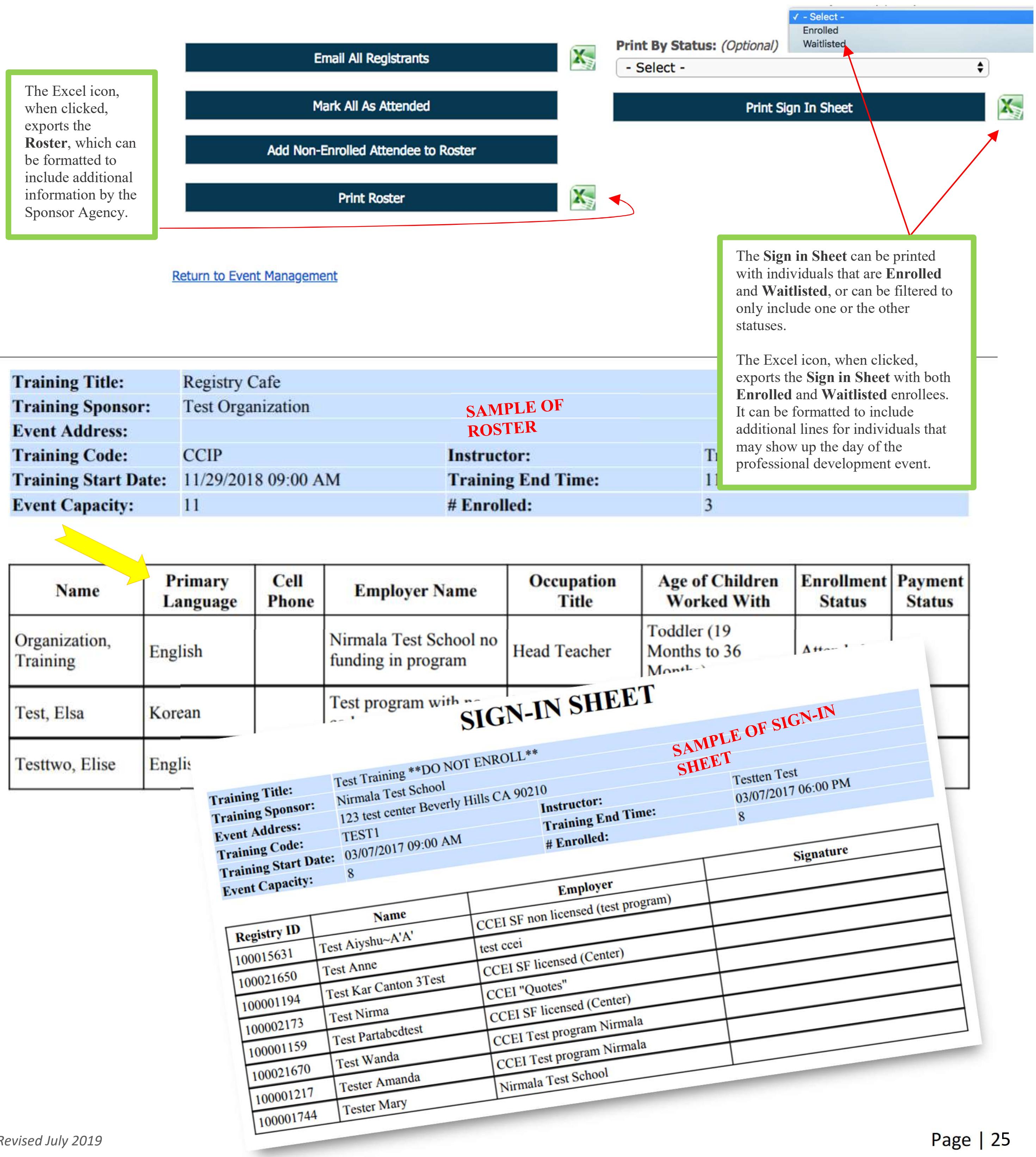
ADD NON-ENROLLED ATTENDEE TO ROSTER



MARK ALL AS ATTENDED



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).*



Training Title:	Registry Cafe		
Training Sponsor:	Test Organization		
Event Address:			
Training Code:	CCIP	**Instructor:**	Tr
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 Month	Att	
Test, Elsa	Korean		Test program with				
Testtwo, Elise	Englis						

SIGN-IN SHEET

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

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

1.1.7. Invite Only/Targeted Audience (Unpublished) Events

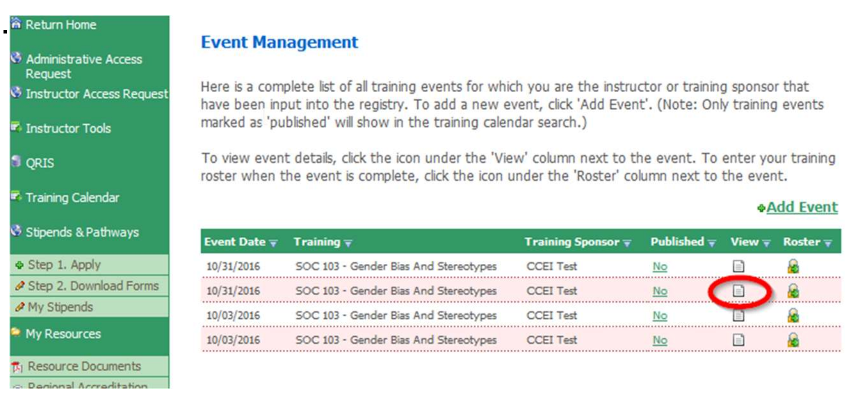
If you want to share a training with a specific targeted group you can email potential trainees an url link based on whether the sender is an Instructor or a Training Sponsor Contact Manager/Additional Sponsor Manager.
Please follow the steps below:

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.

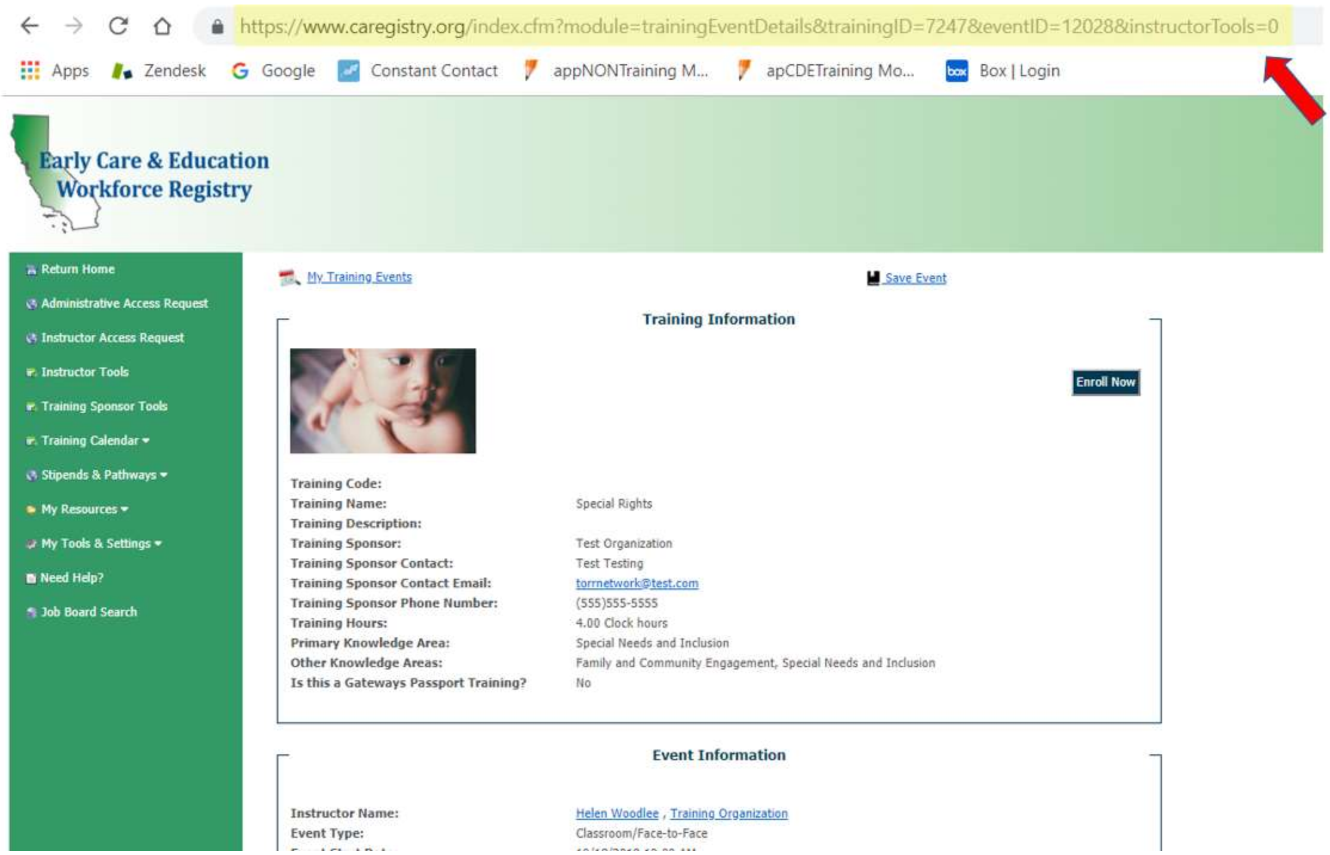
Instructor View:

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).



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.

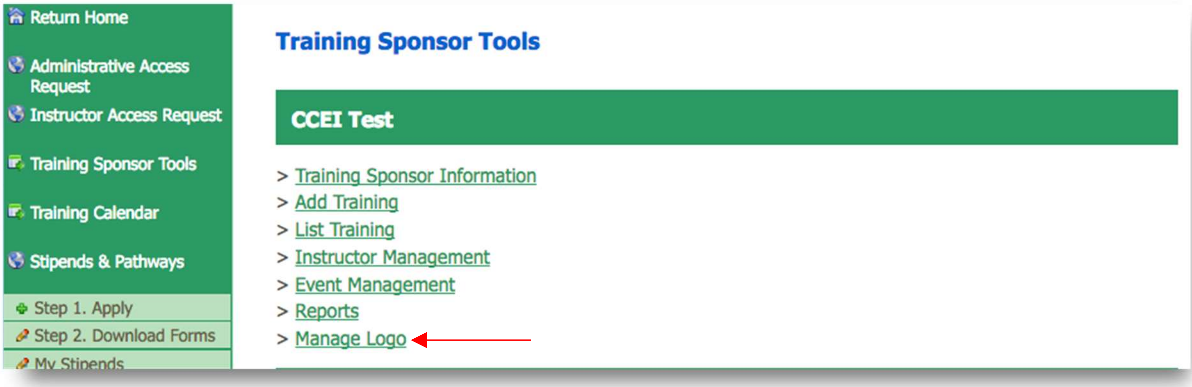


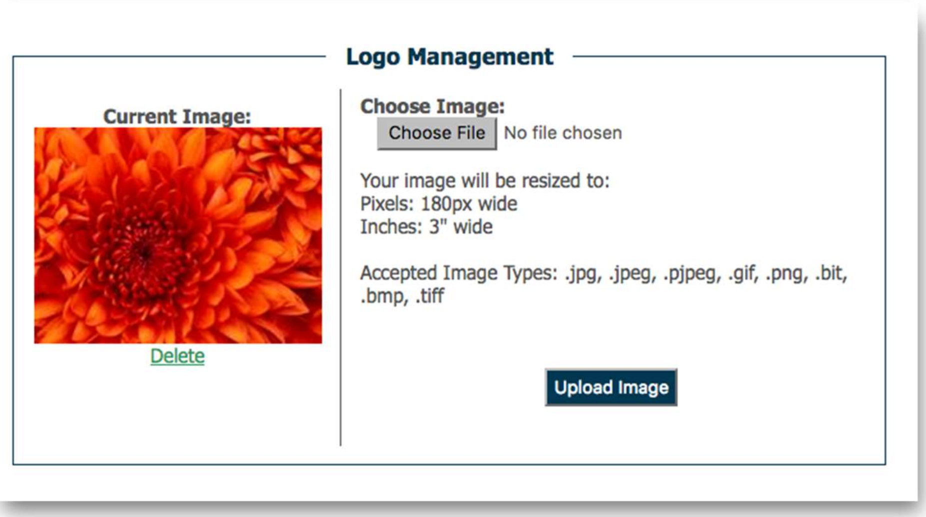
d. When you send an email to share your training url, **<u>make sure you instruct the user to log into the Registry to continue the enrollment process</u>**. If they are properly logged in, they will get a page that looks like the screen above, and will be able to enroll in the training. You will be 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:	his 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.

My Training Enrollments

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.	○	○	●	○	○
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.

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).*

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

New Fields ac - an

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**

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.

   <u>**Current Data Fields in Demographics Summary Report**</u>

   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.

   <u>**Current Data Fields in Event Feedback Report**</u>

   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:

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

   <u>**Current Data Fields in Training Sponsor Data Export Report**</u>

   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.

<u>Current Data Fields in CCIP Participant Training Hours Report</u>

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.) **Particpant 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: * | Please Select ▼

Continue with Registration

If you have more then one role, and/or employer, or also owner 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.

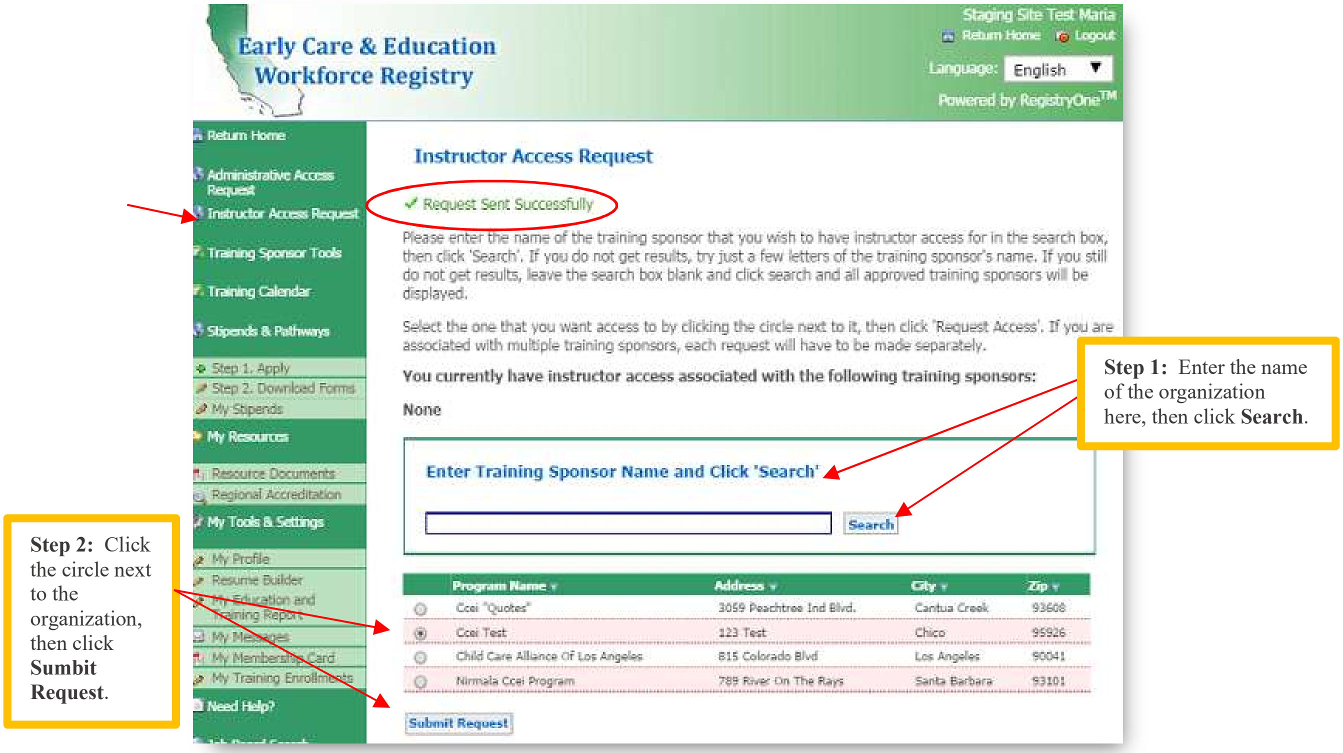
If you are also a FCC, or have another role, add another employment record when you log back in to capture your role in the field, including the number of hours you work, etc.

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).*



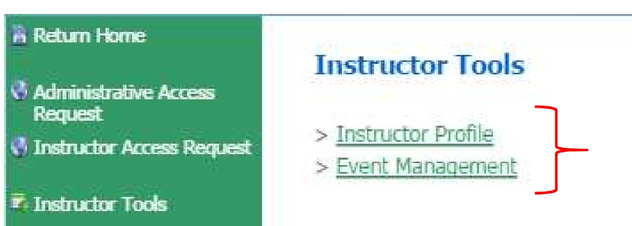
- Upon successful submission, the green "Request Sent Successfully" statement will appear at the top of the screen.
- At this point, your instructor request will be sent to the sponsor organization and will remain pending until the sponsor approves or denies your request. You will receive an email once 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:



See the following sections for Instructor Tools:

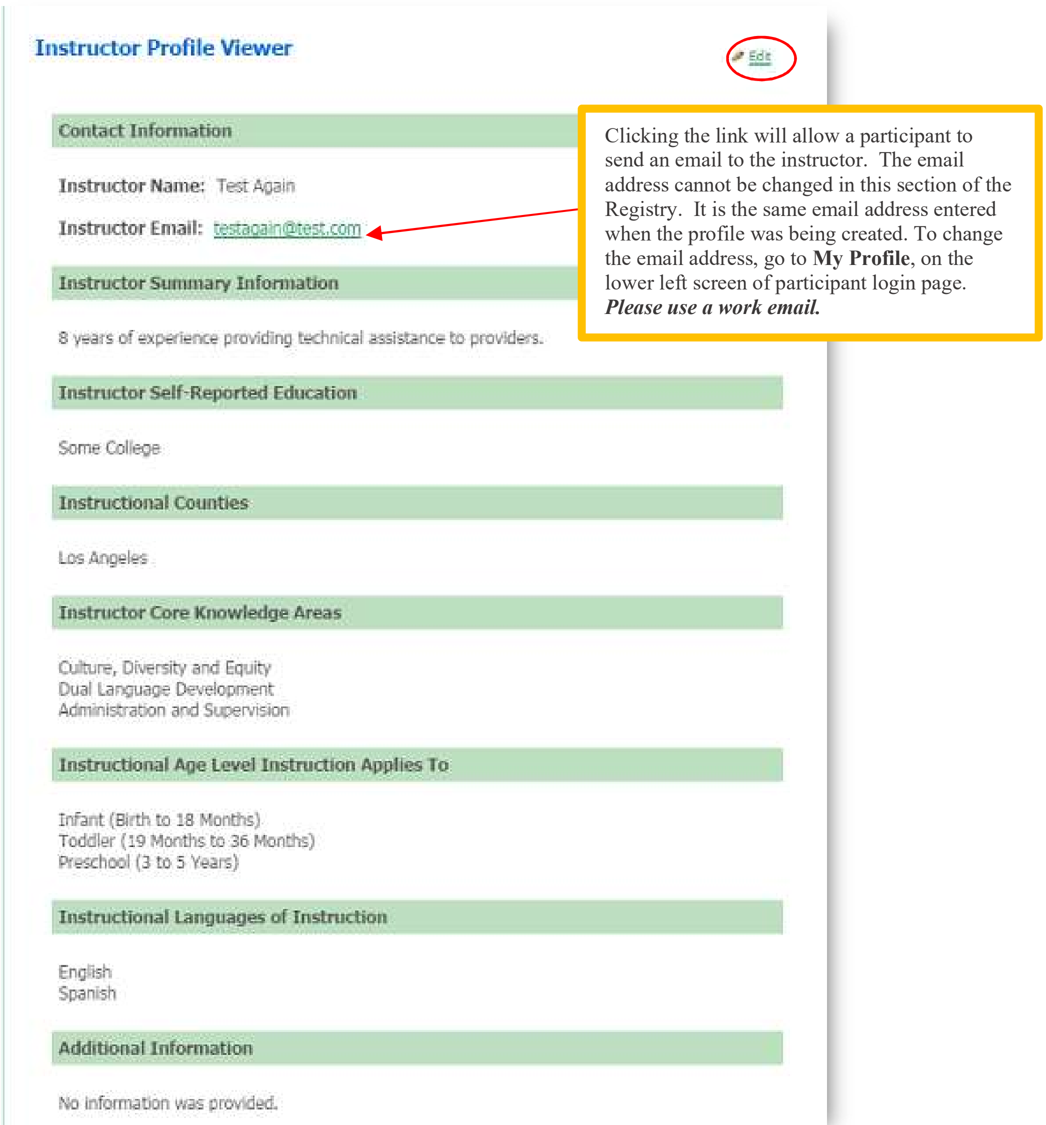
Instructor Profile = 2.3.1.

Event Management = 1.1.6.

2.3.1. Instructor/Trainer Profile

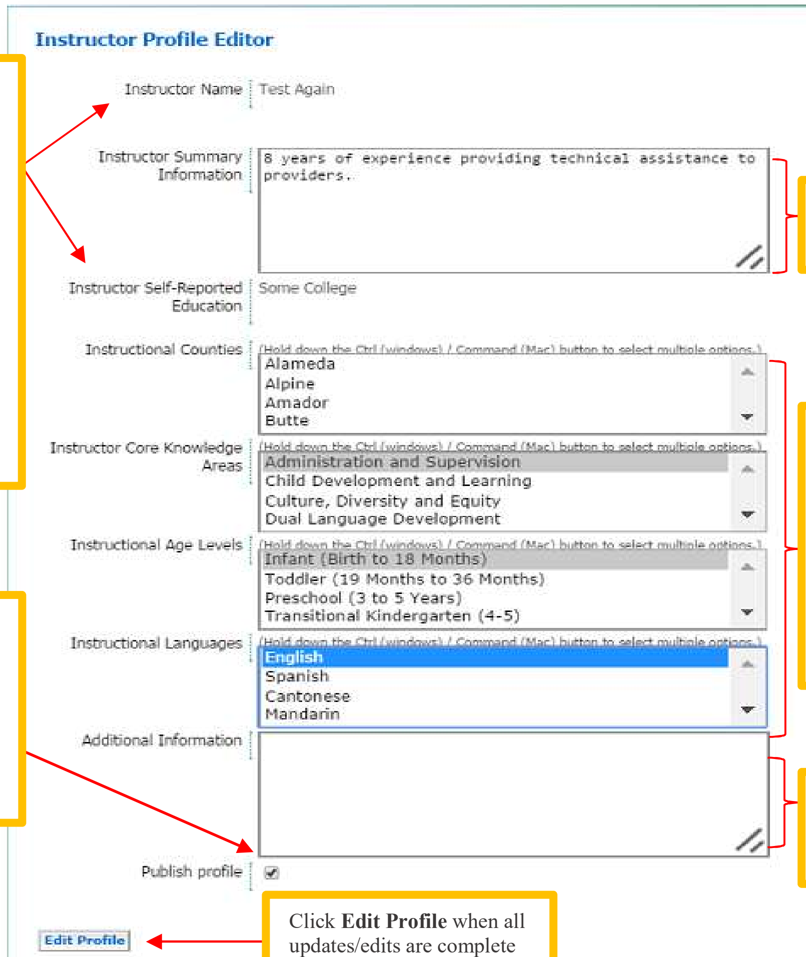
The instructor must complete the profile page. Some of the information is pulled and populated from the instructor's profile; other information is typed in. Click the Instructor Profile link *(as shown in the screenshot above)* to access the Instructor Profile Viewer.

- To add or change information in the Instructor Profile Viewer, click "edit" at the top right corner.



- 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.



Free-type space
Max 500 characters

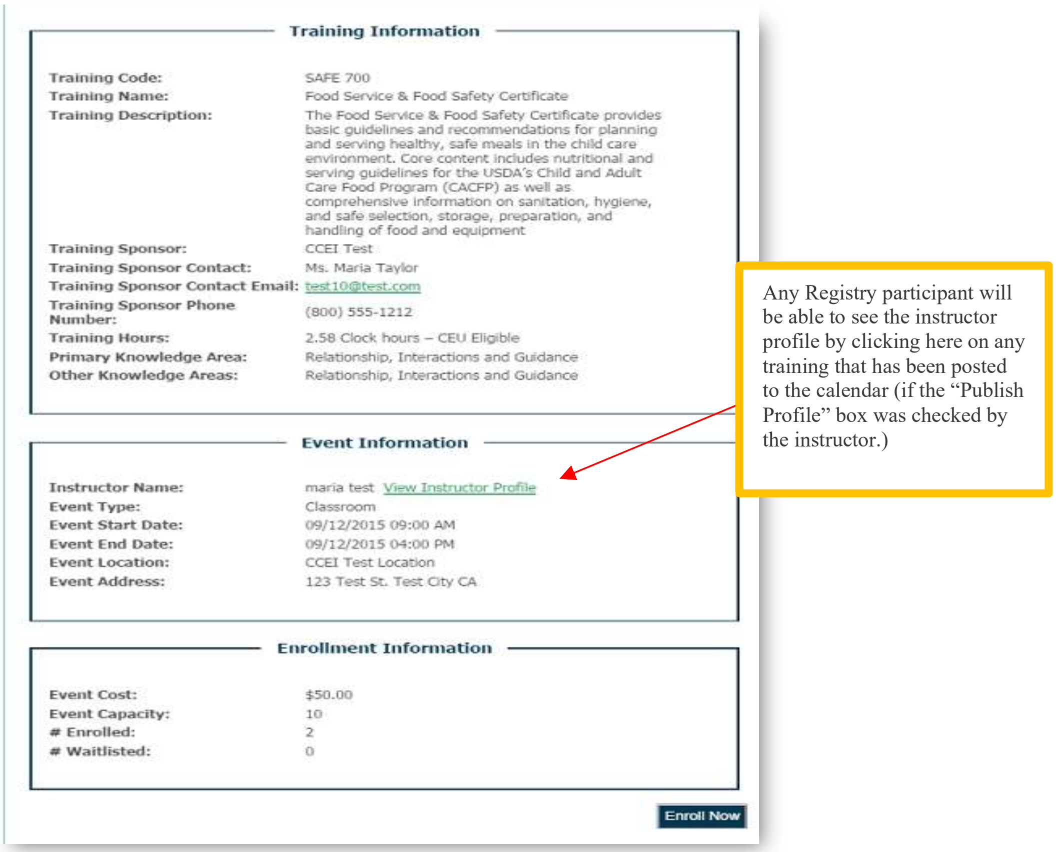
Each of these 4 drop down boxes will allow the instructor to select more than one choice by holding down the **Ctrl** button on the keyboard and clicking as many choices that apply.

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

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

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



- ***<u>Event Management:</u>*** 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.
- <u>Only the **Contact Manager(s)**</u> can **edit training information** once entered into the Registry.

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 Types[1]:

- **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 thatn 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 if 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

Agency:
ORGCODE

Vendor/ Organization code
Type in the 8 digit code

123401R1

NEW FORMAT

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

Vendor Number
CDE/F5CA Program Code
\+ Professional Delivery Type
Delivery Method
CDE/F5CA Funded or Fee-for-Service

Now a 3-digit code

123401R100 [This code populates ORGCODE on DSPR]

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.

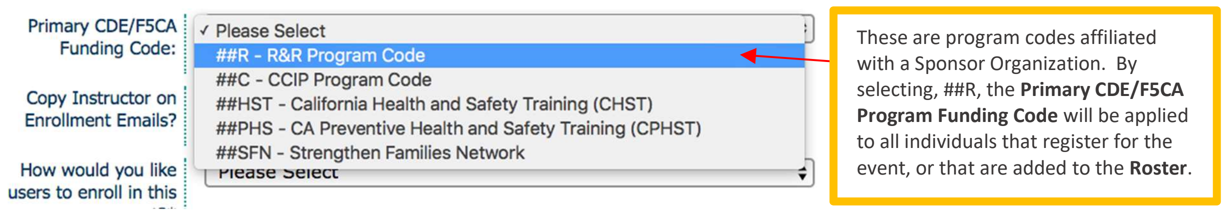
B. **CDE/F5CA Program Code**: Another critical component for state reporting utilizing the Registry is the **CDE/F5CA Program Code**, typically a 3-digit code. Below are some examples of program codes:

- ##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

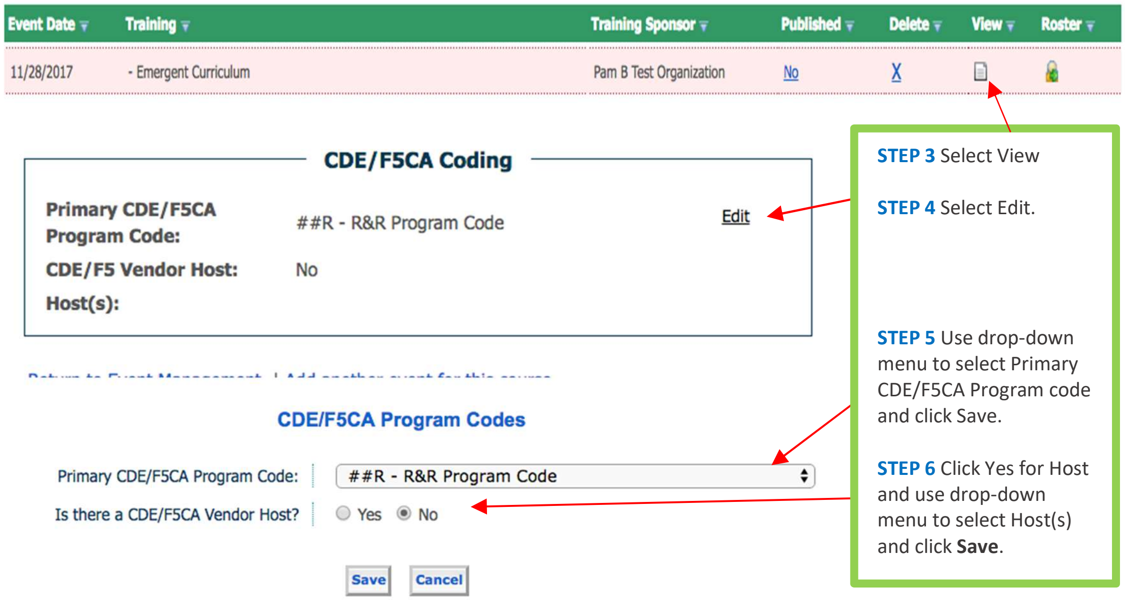
which code you predict will apply to most training participants. The **CDE/F5CA Program Codes** can later be applied at the individual level, for organizations that may apply more than one code for specific types of events.

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 activitiy IS funded by the State, it is important to set the **Primary CDE/F5CA Program Code** when initially setting up the Event.



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

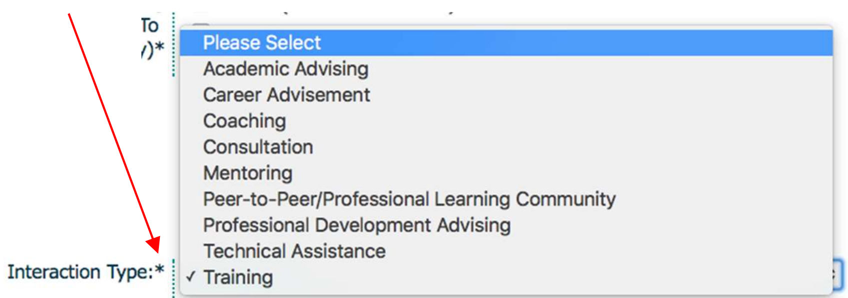


LAST THREE-DIGITS OF ORGCODE

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.

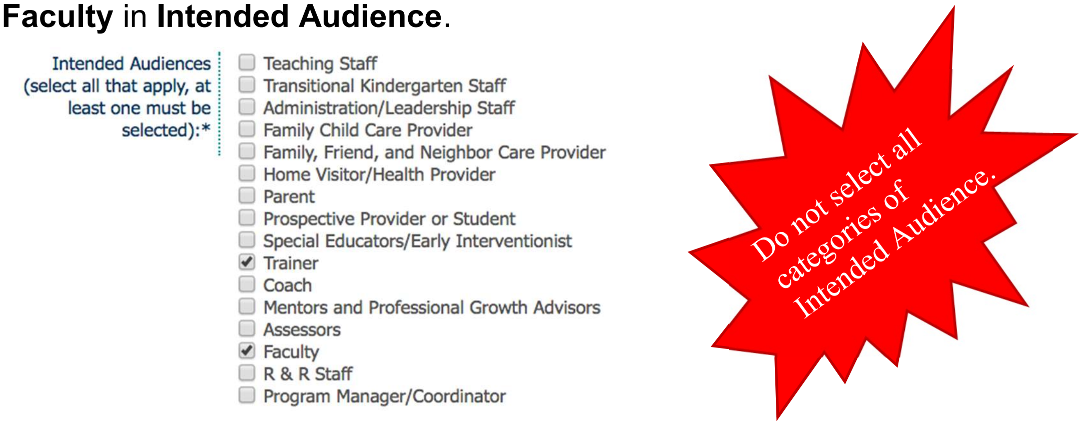


The selection of an **Interaction Type**, triggers a **Professional Development Delivery Type Code** for **Training**, **Technical Assistance**, **Coaching** and **Mentoring** (*see additional information on page 48).*

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**.

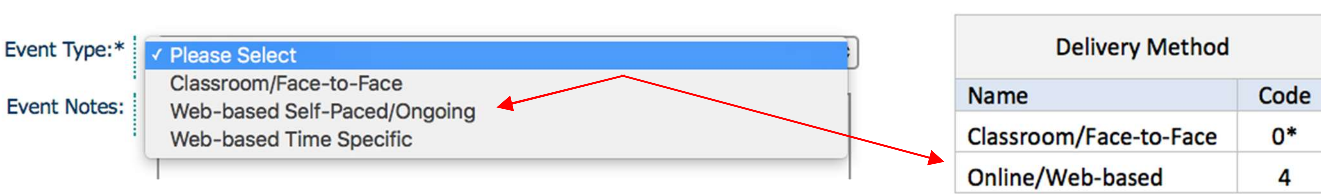


- **Intended Audience**: is designed to target the audience for trainee search and based on content type of the training. For example, Trainer-of-Trainer, is a different type of curriculum than a training for a child development teacher working in a classroom directly with children. Avoid clicking all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

SECOND DIGIT: DELIVERY METHOD

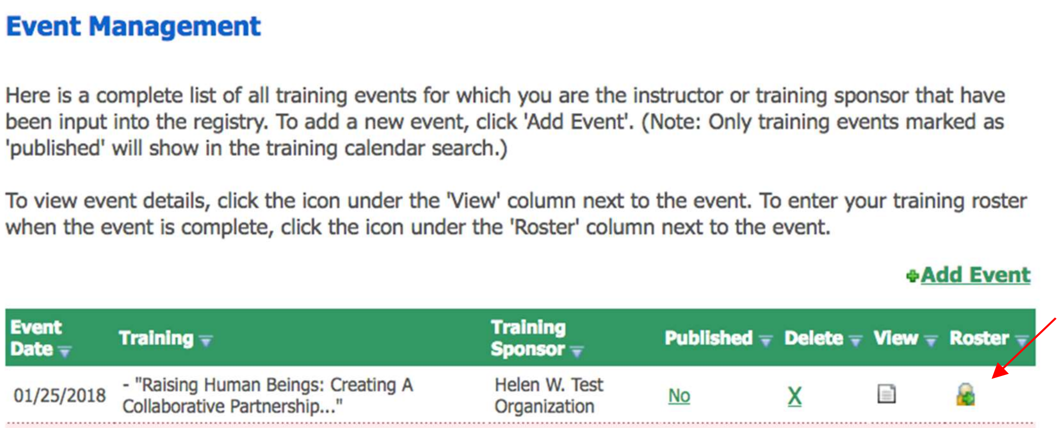
2. **Applying Delivery Method**: The delivery method types are derived from **Event** data.

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**.



<u>THIRD DIGIT: CDE/F5CA or FEE-FOR-SERVICE</u>

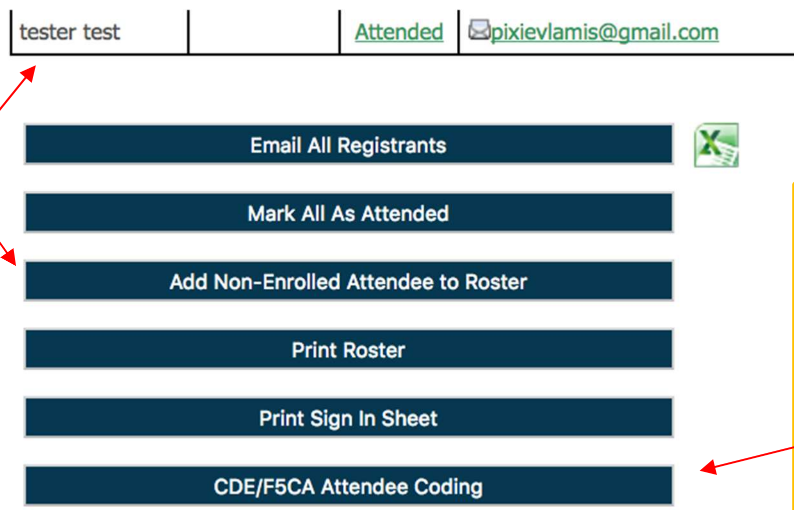
3. **Applying CDE/F5CA** or **Fee-for-Service**: These funding codes are applied at the individual level when confirming attendance in the Roster.
    a. **Event Management -> Roster**: The Roster can be accessed by clicking the icon below the roster header. On the day of the event attendees can be added 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.**



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

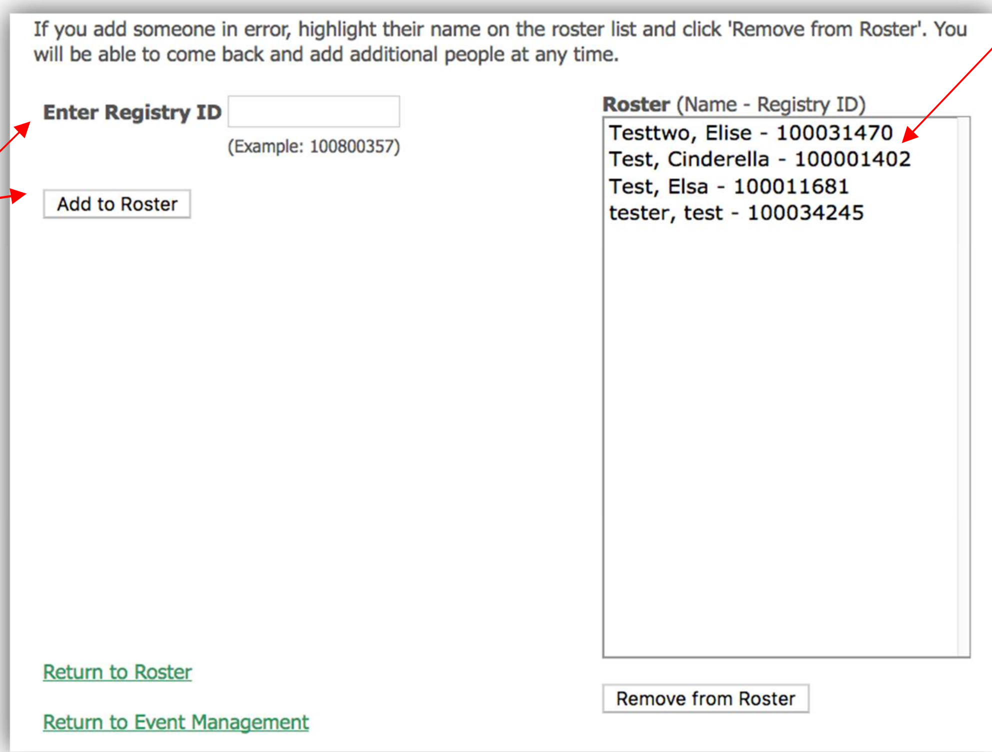
STEP 1B:
Add attendees not on the **Roster** by clicking **Add Non-Enrolled Attendee to Roster** and adding attendees by **Registry ID**.

See image on page 49.



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**.

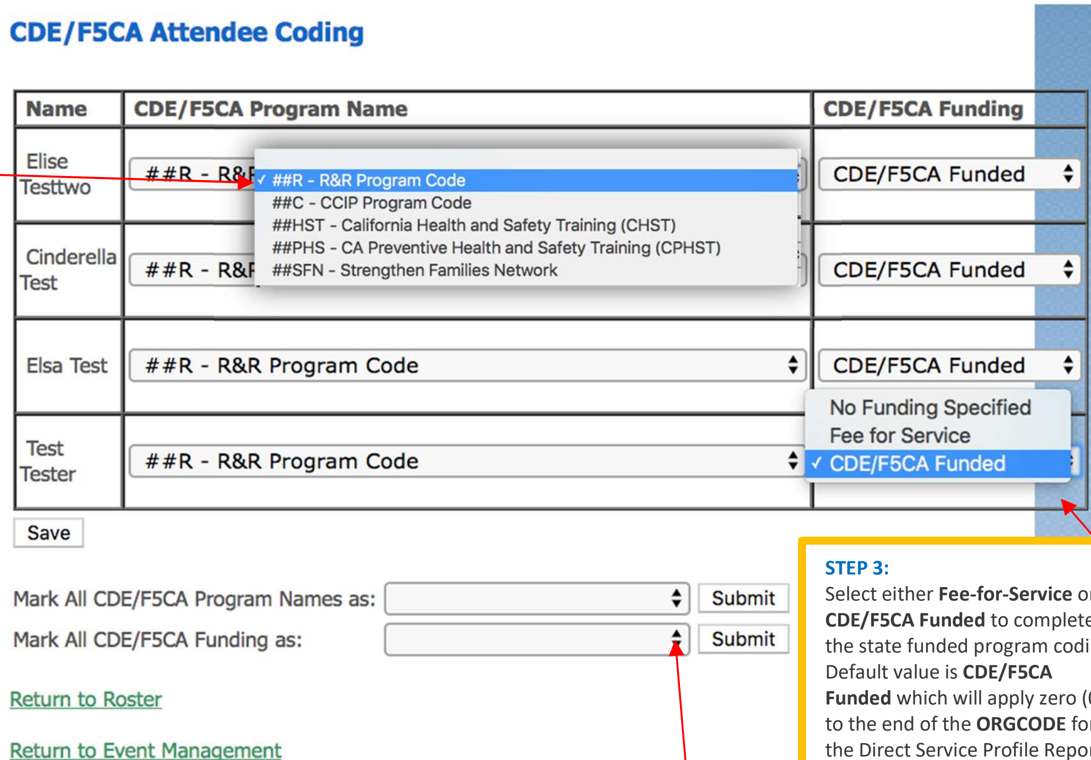
STEP 1B:
Add attendees not on the **Roster** by clicking **Add Non-Enrolled Attendee to Roster** and adding attendees by **Registry ID**.



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.

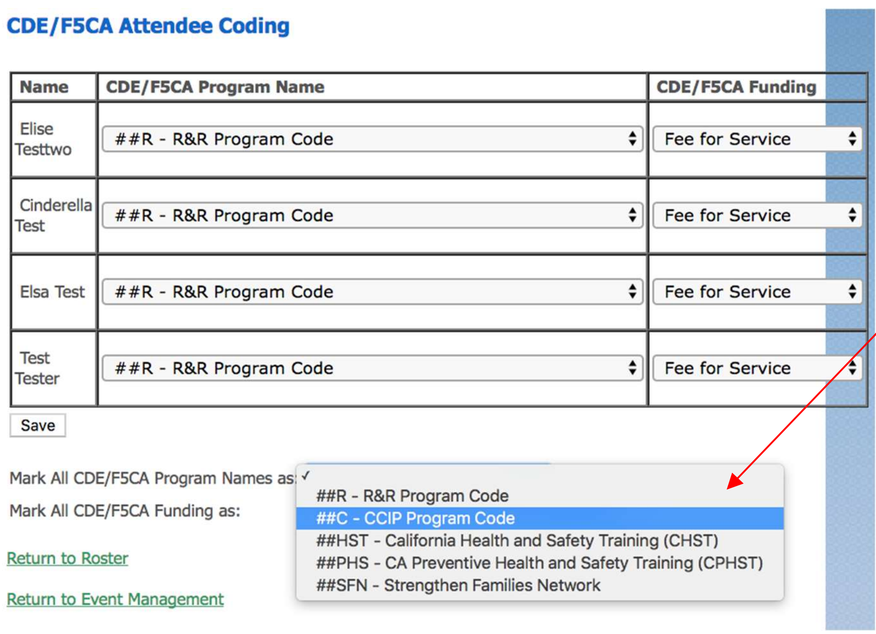
If there are some individuals that belong in another program, such as **CCIP,** click the drop down menu to select from all available codes.



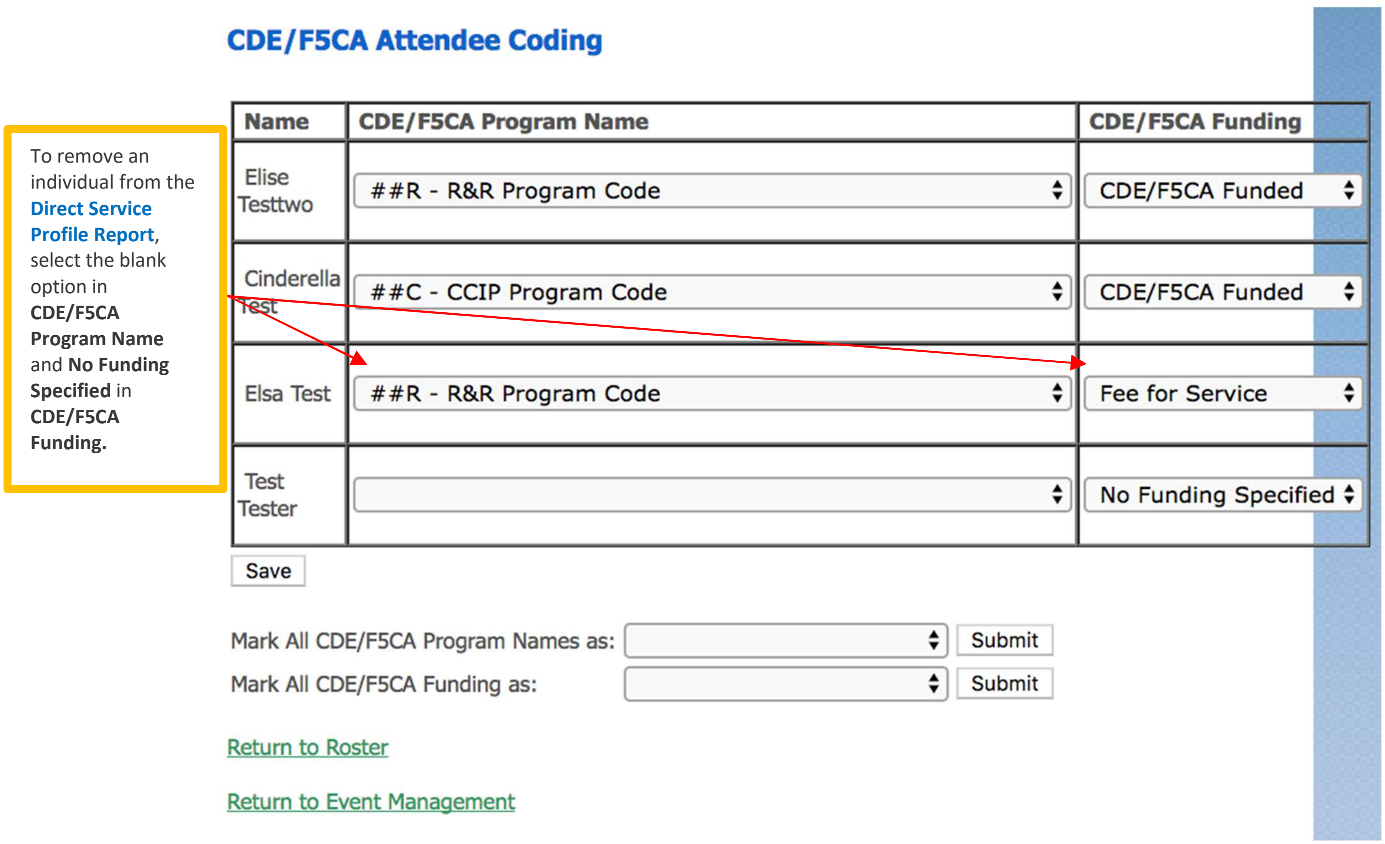
STEP 3:
Select either **Fee-for-Service** or **CDE/F5CA Funded** to complete the state funded program coding. Default value is **CDE/F5CA Funded** which will apply zero (0) to the end of the **ORGCODE** for the Direct Service Profile Report. If you select "No Funding Specified" this data will not be included in the DSPR.

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.



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