

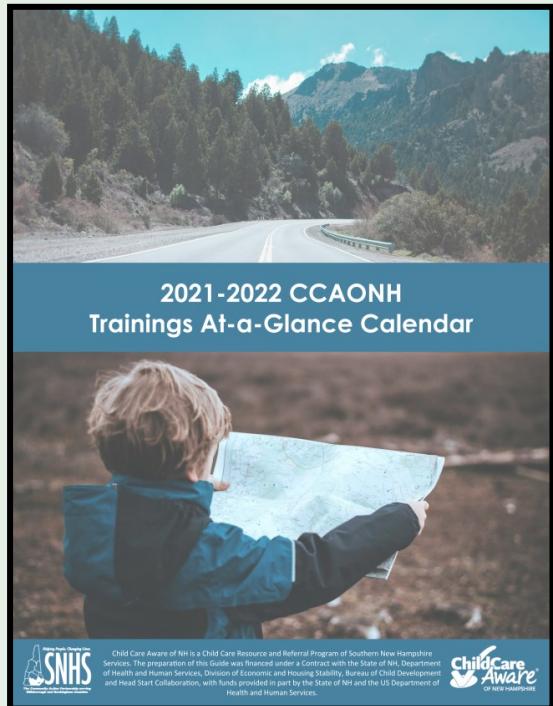
Professional Development (PD) on NHCIS



With the launch of NHCIS, Child Care Aware of NH's PD trainings and other PD opportunities can be found on the Training Tile within the NHCIS system. **Please be sure to use either Google Chrome or Firefox to access your account.** This year multiple types of PD are being offered either through training, special events, conferences and/or technical assistance and coaching

services. Trainings are available to register for in the [NHCIS Training Tile](#). You can view the trainings at-a-glance in the NHCIS Training Tile or by viewing the [Trainings At-a-Glance Calendar](#). Please see instructions below on how to register for these trainings.

Please note, with the launch of the new NHCIS Training Tile, there will be **NO training registration window**. That means all trainings and Early Childhood Focused Collaboratives will be open for registration. If you need assistance, please reach out to us at (603) 578-1386 ext. 2526 and ext. 2532.



How to Register for Trainings



To register for trainings in NHCIS please follow the steps below:

- Login into your NHCIS account through the [NHCIS Login Page](#).
- Click on the Training Application Tile.
- Click on “Take a new training”, and this will bring you to “the Event Calendar Page”.
- On the Event Calendar Page, you will be able to search for trainings by various indicators. You can view the trainings in 3 different formats: by list, by week or by month.
- To register use the “Week View” or Month View”. Please note, registration cannot be completed in the “List View”.
- Choose the training you would like to register for by clicking on the title and then the blue “REGISTER” button.

- If this training is offered multiple times, please click on “Sessions” to register for the date that you are interested in.
- You may also withdraw from trainings here, if you need to do so.
- At the top of the page, participants can view the trainings they have registered for and which trainings they have completed.
- If you need assistance logging into your NHCIS account, please visit the [NHCIS Professional Registry Page](#).

In the 2021-2022 PD Connections Guide, the Trainings At-a-Glance section can be found by clicking on the [Training At-a-Glance Calendar](#). Registration is done through NHCIS following the steps above.