

How can you help Registry participants easily attend your trainings and have those trainings tracked on their Education and Training Report?

By **“Publishing”** trainings on the Registry, participants can easily search for and enroll in trainings. If you have a cohort of training participants, would like to limit training participants to prioritize in-county participants, or some other reason you do not want to publish, you can choice to do that ([Instructions for Unpublished Trainings – How to Share an Event - NEW](#)).

Share resources with your participants from the [Resource Page](#): **How to Enroll** or **Withdraw** from a training.

**Training Titles:**

- Use the **same training titles** in advertising as you use when entering the trainings on the Registry.
- Language of Training: for languages other than English, title can be entered in Language of Training and then enter a “/” with the title in English.

Use **Event Notes** to give detailed information about training logistics including when participants will be sent password or training link, when attendance will be confirmed, or who can join the training.

Remember to **Confirm Attendance of participants as soon as possible** so that attendees can find the training on their Registry Education and Training Report.

There is no need to print training certificates when you confirm attendance on the Registry!

**Best Practices for Issuing Training Certificates**

You can help participants get the training hours they need by entering trainings on the Training Calendar and confirming attendance.

If you issue certificates, including the following information:

- Issuer of Certificate (one training organization name)
- Program affiliation if applicable  
(For example DRDP, CECO)
- Name of the Training (consistent with Training name on the Registry)
- Core Competencies
- Date of Completion
- Number of Hours Earned
- Name person who attended the training (training documents submitted to the Registry should include participant's Registry ID #)
- If applicable, verification signature from trainer, supervisor, or professional growth advisor (except for online certificates)
- Please print a notice on certificate to inform participants to NOT UPLOAD THE CERTIFICATE ON THEIR REGISTRY PROFILE

**Need Help? Contact the Registry Help Desk** If you have questions please contact Pamela Becwar, [Pamela.Becwar@ccala.net](mailto:Pamela.Becwar@ccala.net), use Support features on the website, or [search the CA ECE Workforce Registry Help Desk](#).