

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in-county participants, or some other reason you do not want to publish, you can choose to do that ([Instructions for Unpublished Trainings – How to Share an Event - NEW](#)).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](#).