

## How to Find Online Trainings on the Registry

In response to COVID-19, the Registry is working with training organizations to offer more online trainings and to make sure that ECE professionals have the professional development they need. Training Organizations can prioritize participants in their service area and limit participation based on county of employment or residency.

### Step 1. Login to your Registry Profile [www.caregistry.org](http://www.caregistry.org).

Enter your username (the complete email address associated with your Registry account) and password, and then click on "Login." If you forgot your password, click on "Forgot your Password?"

Please note that to enroll in a training, you must have a Registry profile (link to [Registry Resources](#)).



Training Calendar



### Step 2. Click on Training Calendar and Training Search

The Training Calendar can be accessed from either the Homepage or on the left hand tool bar when you are logged into the Registry. You will need to login, to enroll in a training.

### Step 3. Click on Advanced Search

## Training Search

You may search the directory of instructional resources to find professional development that meets your needs. Select from the basic search options and click 'Search' or click the Advanced Search link at the bottom of the page.

Course/Training Title (type in keyword)

Date Range

From (select range):

To:

Training Language (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

American Sign Language  
Arabic  
Armenian  
Cantonese  
Cebuano

Instructor Name (type in keyword)

Sponsor Name (type in keyword)

County (select from options list)

- Please Select -

City (type in keyword)

Zip Code

Search Results

25

Search

[Advanced Search](#)



## Step 4. Select Training Type: Web-based

To search for ongoing, self-paced online trainings, select "Web-based Self-Paced/Ongoing" from the Training Type menu and then click **Search**. To search for time and date-specific online trainings, select "Web-based Time Specific" from the Training Type menu and then click **Search**. You may also search both options by holding down the CTRL (Windows)/ Command (Mac) button on your keyboard and selecting both options before clicking **Search**. If a training organization chooses to not publish a training, it will not be searchable on the Training Calendar.

## Training Search

You may search the directory of instructional resources to find professional development that meets your need. For more advanced search options, click the Advanced Search link at the bottom of the page.

**Training Type** (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

Classroom/Face-to-Face

Web-based Self-Paced/Ongoing

Web-based Time Specific

Web-based trainings are listed in alphabetical order but are ordered with self-paced, "Anytime" listed first. To find date specific trainings sort by "Start Date" (see Image).

## Step 5. Select the Training

Select the radio dial to the left of the training and click on View Event Details.

## Step 6. Review Event Details and Enroll Now

View the details of the event like date, web address, time, duration of training, knowledge areas, and cost as well as other information then click on the **Enroll Now** button on the bottom of the page. You will receive a confirmation email once you complete the enrollment. If a password is required for an online training, they are provided by the training organization/instructor.

**Enroll Now**

## Find Training

	Start Date	Training Code	Training Name
<input type="radio"/>	04/21/2020		Adult Child Interaction Sessions I
<input type="radio"/>	04/21/2020	DPH	Emergency Preparedness - Active Shoot
<input type="radio"/>	04/21/2020	DRT	Observation and Collection (webinar)

Note: Please check your junk mail if you have Yahoo email or if you have firewalls that would prevent an instructor from sending a bulk email.

# How to Find Online Trainings on the Registry

## To Check Your Enrollment Status or Withdraw from a Training

When logged in to the Registry go to **Training Calendar** and **My Training Events** to see your Enrollment Status or to withdraw from a training.

- Return Home
- Instructor Access Request
- Training Sponsor Tools
- Training Calendar
  - Training Search
  - My Training Events
- Stipends & Pathways
- Stipend Administration
- My Resources
- Employer Admin Access
- Participant Management

### My Training Enrollments

Start Date	Training Name	Training Sponsor	Enrollment Status	
05/01/2020	Mindfulness Practice of Sensory Awareness	First 5 San Francisco	Withdrawn	
12/03/2019	(2019) SB "Building Positive Relationships with Children"	Pomona Unified School District Child Development Office	Withdrawn	
10/19/2017	Conflict Resolution and De-escalation Techniques and Strategies	California Child Care Resource and Referral Network	Enrolled	Withdraw
10/18/2018	A New Era for California Preventive Health and Safety Training and Technical Assistance	California Child Care Resource and Referral Network	Attended	

## Need Help? Contact the Registry Help Desk

You can contact Registry staff by email, [CAregistry@ccala.net](mailto:CAregistry@ccala.net), call (888) 922-4453, or "Chat" on the CA ECE Workforce Registry website, Monday to Friday from 8 a.m. to 5 p.m.

