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Training Calendar User Guide Registry Participants

The ECE Workforce Registry’s Training Calendar is designed to give Registry participants access to a variety of trainings across California. **However, Training Organizations are currently restricted to those publicly funded in Los Angeles, San Francisco, and Santa Clara counties.** Registry participants will be able to search for trainings, view details about the training and the instructor, enroll in the training, pay for the training (if applicable), and provide feedback on the training all in one place. In addition, attendance at training workshops will automatically be added to the Registry participants profile in the Education and Training Report. The following step-by-step instructions are for Registry participants.

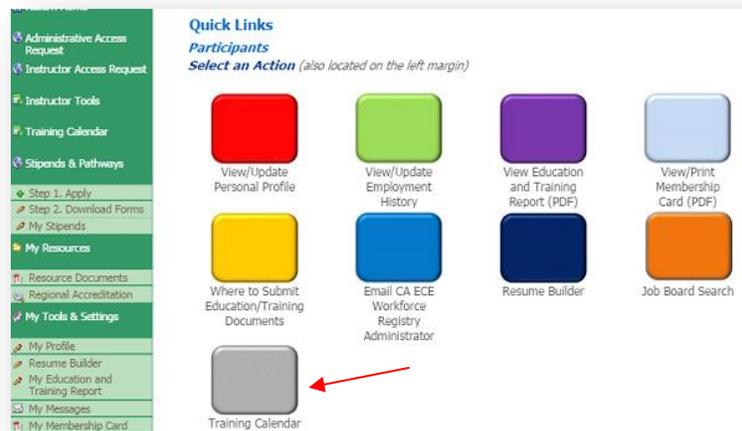
I: Create a profile

To access the Training Calendar, you must have an active Registry profile.

- To create a profile, go to www.caregistry.org and click “register now” and complete the registration process. An email address is required and will serve as the “user name” upon login.



- Once you login to your profile, you will see the “Quick Links” home page. Click the silver “Training Calendar” square to access the calendar.



II: Search for a Training

Upon clicking the Training Calendar quick link, you will be directed to the “Training Search” page (see screenshot below). There are multiple ways to search for trainings:

- **II.a: Search Options**

Search Option #1:

You can search for a training by one, two, or all of the boxed categories shown here.

Each category has a multiple choice selection of options to choose from. Each search box is optional. You can choose as many selections as you want from as many boxes as you want. You can also leave a box blank.

You can choose more than one option per category by holding down the “Ctrl” button on your keyboard and clicking all the options you want per category. Click the up & down arrows in the boxes to see all the choice options.

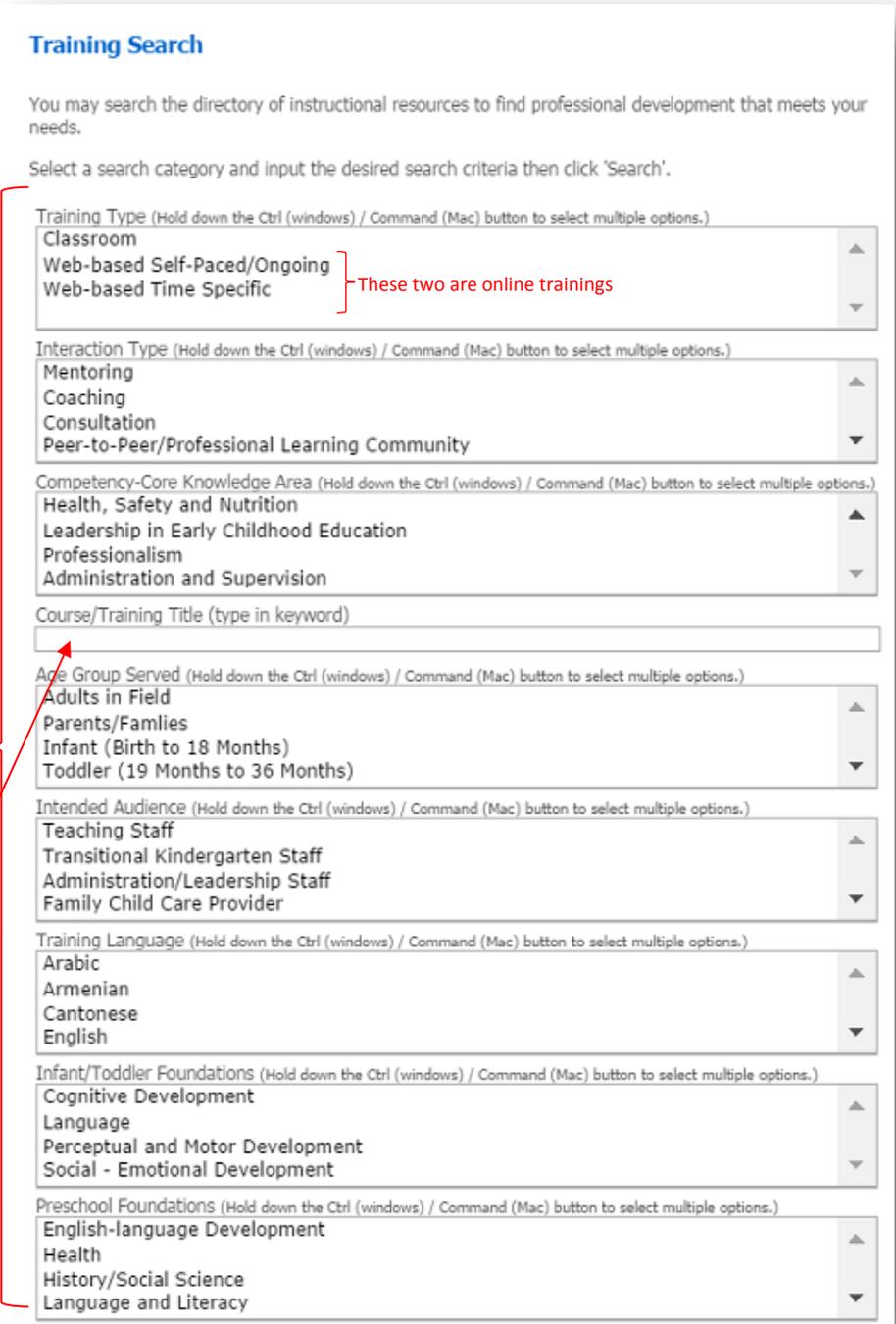
Once all options have been selected, click “Search” at the bottom of the screen (next page)

Search Option #2:

You can choose NOT to search by the boxed categories as shown in option 1, and type in a keyword of the title of the training you would like to attend here.

Example: If you would like to attend a Food and Nutrition training, you can type “food” as the key word and all trainings with the word “food” will populate.

Once you have typed in the title or keyword, click “Search” at the bottom of the screen (next page)



Training Search

You may search the directory of instructional resources to find professional development that meets your needs.

Select a search category and input the desired search criteria then click 'Search'.

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

- Classroom
- Web-based Self-Paced/Ongoing
- Web-based Time Specific

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

- Mentoring
- Coaching
- Consultation
- Peer-to-Peer/Professional Learning Community

Competency-Core Knowledge Area (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

- Health, Safety and Nutrition
- Leadership in Early Childhood Education
- Professionalism
- Administration and Supervision

Course/Training Title (type in keyword)

Age Group Served (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

- Adults in Field
- Parents/Families
- Infant (Birth to 18 Months)
- Toddler (19 Months to 36 Months)

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

- Teaching Staff
- Transitional Kindergarten Staff
- Administration/Leadership Staff
- Family Child Care Provider

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

- Arabic
- Armenian
- Cantonese
- English

Infant/Toddler Foundations (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)

- Cognitive Development
- Language
- Perceptual and Motor Development
- Social - Emotional Development

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

- English-language Development
- Health
- History/Social Science
- Language and Literacy

Search Option #3:

You can leave the top 2 search options on the previous page alone and search for trainings here.

You can click the calendar icons and search by date range only AND/OR

If you know the instructor you want, type in the name AND/OR sponsor name and see all trainings for the instructor or sponsor.

You can leave all fields here blank and search by County only using the drop down box, or type in the city or zip code.

Health & Safety (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)
 Child Abuse and Neglect
 Obesity/Nutrition/Physical Activity
 Signs of Illness/Blood borne Pathogens
 Sudden Infant Death Syndrome (SIDS)

Observation and Assessment Tools (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.)
 DRDP (Desired Results for Children and Families)
 ASQ/ASQ-SE (Ages and Stages Questionnaire - Social/Emotional)
 Other

Date Range (select range)
 Start:  End: 

Instructor Name (type in keyword)

Sponsor Name (type in keyword)

County (select from options list)

City (type in keyword)

Zip Code Search Radius Miles

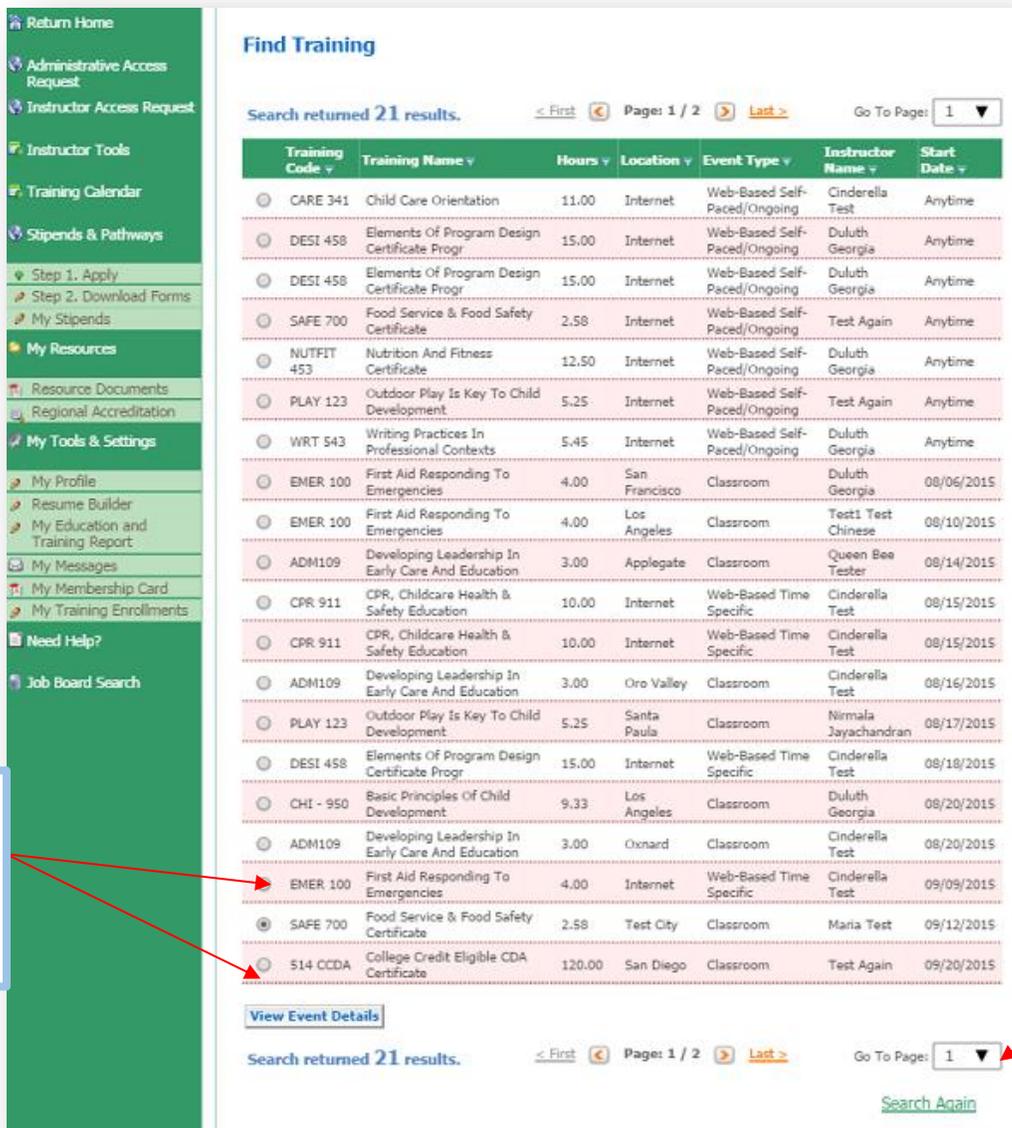
← Click here to see a list of trainings based on search criteria

Search Option #4:

You can leave all search options blank and click "Search" to see a list of all trainings that have been posted to the calendar.

• **II.b: Find Training**

Upon clicking “Search” in the Training Search page as shown above, you will be directed to the **Find Training** page which will contain a list of all the trainings that fit your search criteria (see screenshot on next page).



Find Training

Search returned 21 results. < First Page: 1 / 2 Last > Go To Page: 1

Training Code	Training Name	Hours	Location	Event Type	Instructor Name	Start Date
CARE 341	Child Care Orientation	11.00	Internet	Web-Based Self-Paced/Ongoing	Cinderella Test	Anytime
DESI 458	Elements Of Program Design Certificate Progr	15.00	Internet	Web-Based Self-Paced/Ongoing	Duluth Georgia	Anytime
DESI 458	Elements Of Program Design Certificate Progr	15.00	Internet	Web-Based Self-Paced/Ongoing	Duluth Georgia	Anytime
SAFE 700	Food Service & Food Safety Certificate	2.58	Internet	Web-Based Self-Paced/Ongoing	Test Again	Anytime
NUTFIT 453	Nutrition And Fitness Certification	12.50	Internet	Web-Based Self-Paced/Ongoing	Duluth Georgia	Anytime
PLAY 123	Outdoor Play Is Key To Child Development	5.25	Internet	Web-Based Self-Paced/Ongoing	Test Again	Anytime
WRT 543	Writing Practices In Professional Contexts	5.45	Internet	Web-Based Self-Paced/Ongoing	Duluth Georgia	Anytime
EMER 100	First Aid Responding To Emergencies	4.00	San Francisco	Classroom	Duluth Georgia	08/06/2015
EMER 100	First Aid Responding To Emergencies	4.00	Los Angeles	Classroom	Test1 Test Chinese	08/10/2015
ADM109	Developing Leadership In Early Care And Education	3.00	Applegate	Classroom	Queen Bee Tester	08/14/2015
CPR 911	CPR, Childcare Health & Safety Education	10.00	Internet	Web-Based Time Specific	Cinderella Test	08/15/2015
CPR 911	CPR, Childcare Health & Safety Education	10.00	Internet	Web-Based Time Specific	Cinderella Test	08/15/2015
ADM109	Developing Leadership In Early Care And Education	3.00	Oro Valley	Classroom	Cinderella Test	08/16/2015
PLAY 123	Outdoor Play Is Key To Child Development	5.25	Santa Paula	Classroom	Nirmala Jayachandran	08/17/2015
DESI 458	Elements Of Program Design Certificate Progr	15.00	Internet	Web-Based Time Specific	Cinderella Test	08/18/2015
CHI - 950	Basic Principles Of Child Development	9.33	Los Angeles	Classroom	Duluth Georgia	08/20/2015
ADM109	Developing Leadership In Early Care And Education	3.00	Oxnard	Classroom	Cinderella Test	08/20/2015
EMER 100	First Aid Responding To Emergencies	4.00	Internet	Web-Based Time Specific	Cinderella Test	09/09/2015
SAFE 700	Food Service & Food Safety Certificate	2.58	Test City	Classroom	Maria Test	09/12/2015
514 CCDA	College Credit Eligible CDA Certificate	120.00	San Diego	Classroom	Test Again	09/20/2015

View Event Details

Search returned 21 results. < First Page: 1 / 2 Last > Go To Page: 1 Search Again

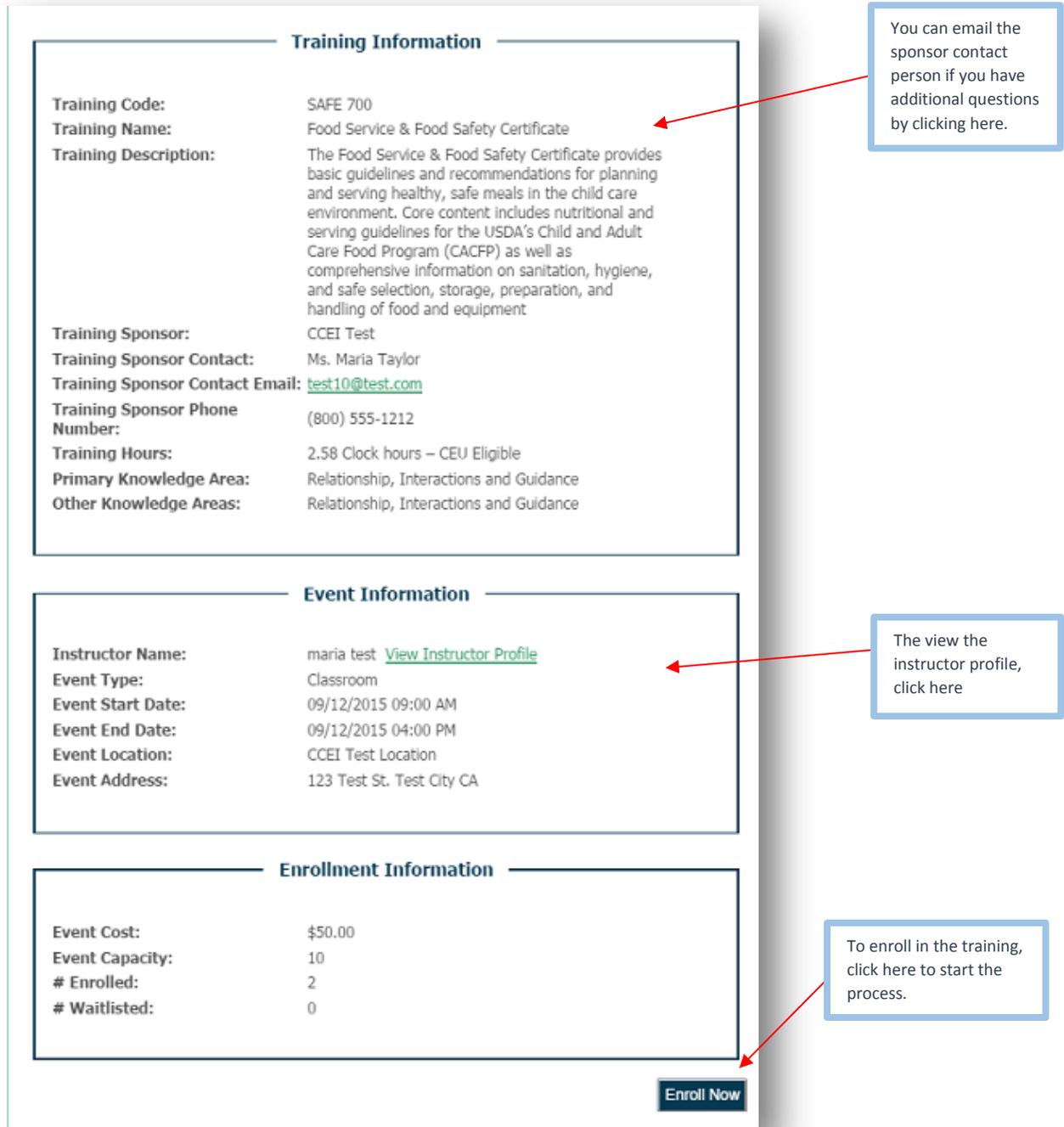
When you see training you are interested in, click the circle next to the training, then click “View Event Details.”

If your search did not yield any results or if you want to expand your search results, click the green “Search Again” link to begin a new search.

When you find training that you are interested in, click the circle next to the training and then click “View Event Details” to learn more about the training.

- **II.c: Training Information**

The Training Information page provides all the details regarding the training including a training description, training hours, knowledge areas, type of training, start and end date and times, location, and price. In addition, you can learn about the instructor and his/her qualifications by clicking the green “View Instructor Profile” link (see screenshot below). **Please note: The Training Information details were supplied by the Training Sponsor and/or Trainer. If you would like more information on the training that is not available on this screen, please email the Training Sponsor Contact Person as shown below.**



Training Information

Training Code:	SAFE 700
Training Name:	Food Service & Food Safety Certificate
Training Description:	The Food Service & Food Safety Certificate provides basic guidelines and recommendations for planning and serving healthy, safe meals in the child care environment. Core content includes nutritional and serving guidelines for the USDA's Child and Adult Care Food Program (CACFP) as well as comprehensive information on sanitation, hygiene, and safe selection, storage, preparation, and handling of food and equipment
Training Sponsor:	CCEI Test
Training Sponsor Contact:	Ms. Maria Taylor
Training Sponsor Contact Email:	test10@test.com
Training Sponsor Phone Number:	(800) 555-1212
Training Hours:	2.58 Clock hours – CEU Eligible
Primary Knowledge Area:	Relationship, Interactions and Guidance
Other Knowledge Areas:	Relationship, Interactions and Guidance

Event Information

Instructor Name:	maria test View Instructor Profile
Event Type:	Classroom
Event Start Date:	09/12/2015 09:00 AM
Event End Date:	09/12/2015 04:00 PM
Event Location:	CCEI Test Location
Event Address:	123 Test St. Test City CA

Enrollment Information

Event Cost:	\$50.00
Event Capacity:	10
# Enrolled:	2
# Waitlisted:	0

[Enroll Now](#)

Callout Boxes:

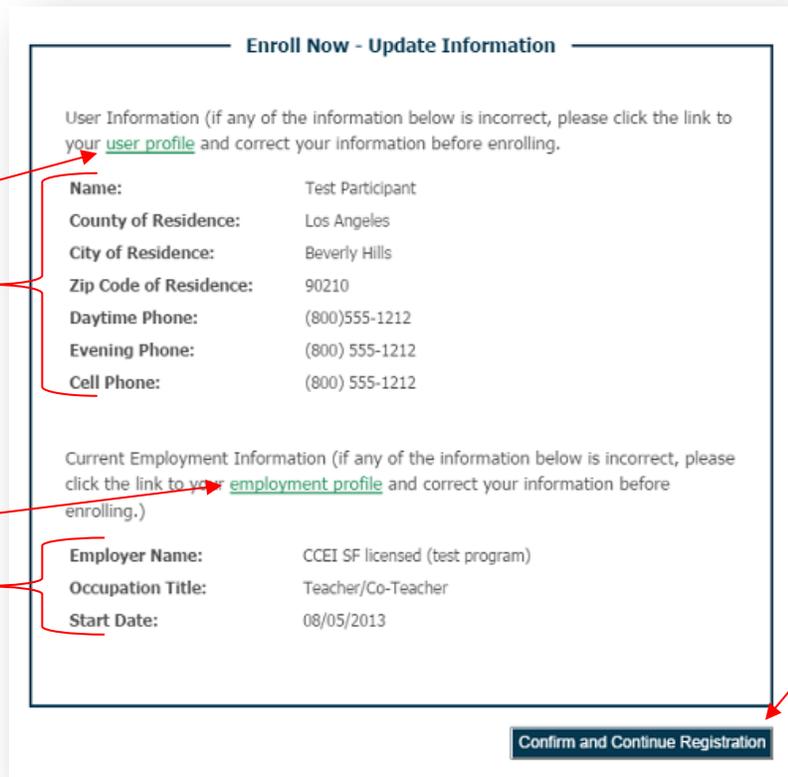
- You can email the sponsor contact person if you have additional questions by clicking here. (Points to test10@test.com)
- The view the instructor profile, click here (Points to [View Instructor Profile](#))
- To enroll in the training, click here to start the process. (Points to [Enroll Now](#))

III: Enroll in a Training

After clicking “Enroll Now” as shown on previous page, the process to enroll in the selected training begins.

• **III.a: Enroll Now – Update Information**

The next step in the enrollment process is the “Enroll Now – Update Information” screen. In this screen you will verify your enrollment information that was pre-populated from your personal profile. If any of the information in this screen is incorrect, you must go to your personal profile page and update the information there before continuing with the enrollment process (*see screen shot on next page*).



Enroll Now - Update Information

User Information (if any of the information below is incorrect, please click the link to your [user profile](#) and correct your information before enrolling.)

Name:	Test Participant
County of Residence:	Los Angeles
City of Residence:	Beverly Hills
Zip Code of Residence:	90210
Daytime Phone:	(800)555-1212
Evening Phone:	(800) 555-1212
Cell Phone:	(800) 555-1212

Current Employment Information (if any of the information below is incorrect, please click the link to your [employment profile](#) and correct your information before enrolling.)

Employer Name:	CCEI SF licensed (test program)
Occupation Title:	Teacher/Co-Teacher
Start Date:	08/05/2013

[Confirm and Continue Registration](#)

Callout Box 1: Click here to update any of this information. You will be re-directed to your personal profile page.

Callout Box 2: Click here to update employment information. You will be re-directed to your employment profile page.

Callout Box 3: Once you have verified that all information is correct, click here to continue the enrollment process.

- **III.b: Enroll Now – Final Step**

After confirming and continuing with Registration as shown above, you will be directed to the Final Step screen to finalize the enrollment. The Final Step screen once again shows the training information previously shown. Please review all the information shown to be certain that this is the training you want to attend.

Enroll Now - Final Step

Training Information

Training Code: SAFE 700

Training Name: Food Service & Food Safety Certificate

Training Description: The Food Service & Food Safety Certificate provides basic guidelines and recommendations for planning and serving healthy, safe meals in the child care environment. Core content includes nutritional and serving guidelines for the USDA's Child and Adult Care Food Program (CACFP) as well as comprehensive information on sanitation, hygiene, and safe selection, storage, preparation, and handling of food and equipment

Training Sponsor: CCEI Test

Training Sponsor Contact: Ms. Maria Taylor

Training Sponsor Contact Email: test10@test.com

Training Sponsor Phone Number: (800) 555-1212

Training Hours: 2.58 Clock hours – CEU Eligible

Primary Knowledge Area: Relationship, Interactions and Guidance

Other Knowledge Areas: Relationship, Interactions and Guidance

Event Information

Instructor Name: maria test [View Instructor Profile](#)

Event Type: Classroom

Event Start Date: 09/12/2015 00/30/1899 am

Event End Date: 09/12/2015 00/30/1899 pm

Event Location: CCEI Test Location

Event Address: 123 Test St. Test City CA

Enrollment Information

Event Cost: \$50.00

Event Capacity: 10

Enrolled: 2

Waitlisted: 0

I give the California ECE Workforce Registry permission to release the information provided on the previous screen to the training sponsor and instructor for this training for the purposes of communicating with me about this training and my future professional development needs. Additionally, I give permission to release demographic information about myself for aggregated reporting purposes.

I Agree

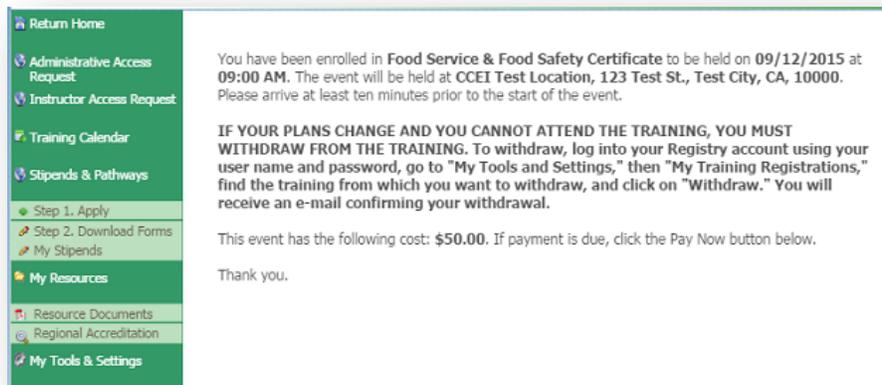
Enroll

Once you have reviewed and verified the information including date, time, location, and price, read the disclaimer at the bottom of the page and if you agree, click the box next to "I Agree." You will NOT be able to enroll if this box is not checked.

Once you have check the "I Agree" box, click "Enroll."

- **III.c: Enrollment Confirmation**

Upon clicking “Enroll” in the Final Step, the enrollment process is complete. You will receive a message that confirms your enrollment as seen below.



You will also receive a separate email from the Registry confirming your enrollment. If the sponsor set up a PayPal account, you will see the PayPal button on this screen and will be able to pay the training fees due from this screen. Otherwise, the sponsor and/or instructor will notify you regarding payment arrangements.

- **IV: Withdraw From a Training**

There are two ways to withdraw from a training; by contacting the sponsor or by self-withdrawing. Both methods to withdraw are explained below.

- **IV.a: My Training Enrollments**

If you discover that you will not be able to attend an enrolled training, you can withdraw. If you paid for the training, refund arrangements must be made directly with the sponsor. Below is the process to withdraw from a training:

- From the Quick Links home page, click the “My Training Enrollments” link from the navigation bar on the left side of your screen as shown below. **Do not** click the silver “Training Calendar” quick link square as it will take you to the “Search” screen.

Click here to see all trainings you are or have been enrolled in.

 You must also click here to withdraw from a training.

Quick Links
Participants
Select an Action (also located on the left margin)

- View/Update Personal Profile
- View/Update Employment History
- View Education and Training Report (PDF)
- View/Print Membership Card (PDF)
- Where to Submit Education/Training Documents
- Email CA ECE Workforce Registry Administrator
- Resume Builder
- Job Board Search
- Training Calendar

If you were prompted to contact the sponsor to withdraw, click here.

My Training Enrollments

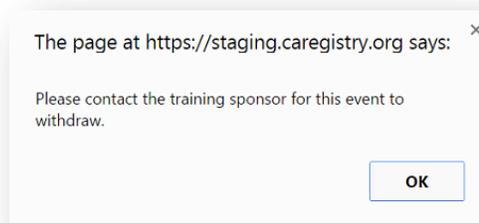
Start Date	Training Name	Training Sponsor	Enrollment Status
09/12/2015	Food Service & Food Safety Certificate	CCEI Test	Enrolled Withdraw
Anytime	Child Care Orientation	Nirmala CCEI Program	Enrolled Withdraw

First, click here to withdraw and follow the

- This screen will list all of your past and future enrolled trainings. Clicking the green links under the Start Date column will take you to the Training Information page.

IV.b: Withdraw by Contacting Sponsor

- To withdraw from the training, click the green “Withdraw” link and follow the prompts. Depending on the criteria the sponsor set up regarding withdrawal, you will be able to either self-withdraw or you will need to contact the sponsor to withdraw as shown below.
- To contact the sponsor, click the green link under the Start Date column (*see screenshot above*).



- When you click the date under the Start Date column to contact the sponsor, you will be directed to the Training Information page. Notice the statement in RED indicating that you have already enrolled in the training and to contact the sponsor for assistance.
- Click the green email link next to the Training Sponsor Contact Email to send an email to the sponsor requesting to be withdrawn from the training.

You already have an enrollment record associated for this training. Please contact the training organization for further assistance.

Training Information	
Training Code:	SAFE 700
Training Name:	Food Service & Food Safety Certificate
Training Description:	The Food Service & Food Safety Certificate provides basic guidelines and recommendations for planning and serving healthy, safe meals in the child care environment. Core content includes nutritional and serving guidelines for the USDA's Child and Adult Care Food Program (CACFP) as well as comprehensive information on sanitation, hygiene, and safe selection, storage, preparation, and handling of food and equipment
Training Sponsor:	CCEI Test
Training Sponsor Contact:	Ms. Maria Taylor
Training Sponsor Contact Email:	test10@test.com
Training Sponsor Phone Number:	(800) 555-1212
Training Hours:	2.58 Clock hours – CEU Eligible
Primary Knowledge Area:	Relationship, Interactions and Guidance
Other Knowledge Areas:	Relationship, Interactions and Guidance

Click here to send the sponsor an email requesting to be withdrawn from the training.

• **IV.c: Self-Withdrawal**

- If you are able to self-withdraw from the training, you will see the prompt below asking if you are certain you want to withdraw. If yes, click "OK." You will receive an email confirming your withdrawal status. If you already paid for the training, contact the sponsor for refund arrangements.

The page at https://staging.caregistry.org says: ✕

Are you sure you want to withdraw from this training? If you click OK, an email confirming your withdrawal will be sent to you and you will be withdrawn.

Click here to self-withdraw →

- Upon successful withdrawal, your “My Training Enrollments” page will show your new status as seen below.

My Training Enrollments

Start Date	Training Name	Training Sponsor	Enrollment Status
09/12/2015	Food Service & Food Safety Certificate	CCEI Test	Withdrawn
Anytime	Child Care Orientation	Nirmala CCEI Program	Enrolled Withdraw

The green “withdraw” link will disappear

- **IV.d: Re-Enroll**

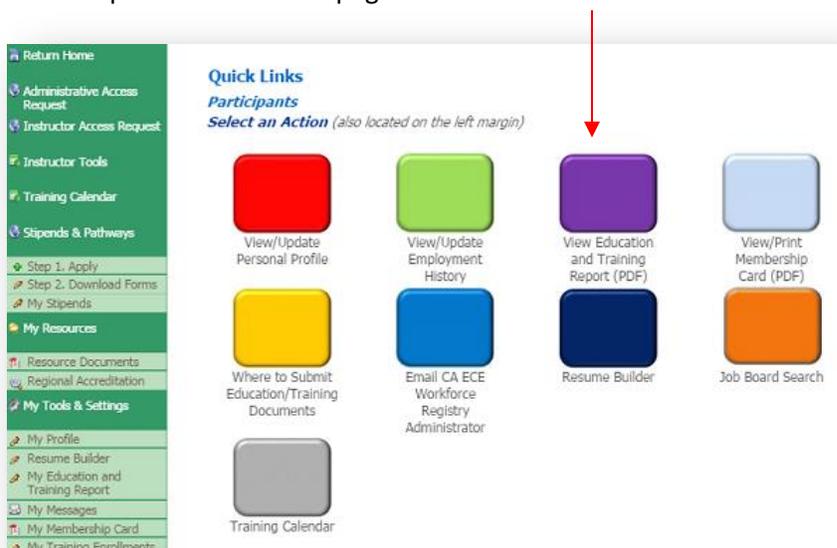
- If, as the training date approaches, you discover you are able to attend after all, you must contact the sponsor to re-enroll. Click the green date link to email the sponsor.

V: Completed Training/Profile Update

Once you have completed the training, the instructor will change your enrollment status in My Training Enrollments to “attended”. The following will describe and illustrate what happens after a training has been completed.

- **V.a: Education and Training Report**

Once you have completed the training, the instructor will change your enrollment status to “attended,” and your profile will be updated with the training information. To see your updated information, click the **purple** quick link square on the home page as seen below.



Quick Links
Participants
Select an Action (also located on the left margin)

 View/Update Personal Profile	 View/Update Employment History	 View Education and Training Report (PDF)	 View/Print Membership Card (PDF)
 Where to Submit Education/Training Documents	 Email CA ECE Workforce Registry Administrator	 Resume Builder	 Job Board Search
 Training Calendar			



REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT
08/12/2015

Participant Name: Participant, Test
Registry ID: 100000081
Employer Name: CCEI SF licensed (test program)
Employer's Registry ID: 000027814
Participant Role: Teacher/Co-Teacher

Degrees:

Degree Level	Degree Name	Institution	Date Completed
Associates	Child Development/Early Childhood	Ccei	01/01/2013

Courses:

Course Number	Course Name	Institution	Completion Date	Course Units
	Infant/Toddler Growth and Development	City College Of San Francisco	Spring, 2012	3
	Infant/Toddler Growth and Development	City College Of San Francisco	Spring, 2012	3
	Advanced Business Practices in Family Child Care	City College Of San Francisco	Winter, 2010	1
	Advanced Business Practices in Family Child Care	City College Of San Francisco	Spring, 2006	1
	Action Research Methods in Child and Adolescent Development - GVAR	San Francisco State University	Winter, 2003	3
Courses in this report were completed with a C or higher			Total Course Units:	11

Permits:

Permit	Issue Date	Expiration Date
Permit - Associate Teacher	02/15/13	03/01/2018
Permit - Bilingual Specialist	01/01/2013	01/01/2016

Training:

Training Code	Training Name	Core Knowledge Areas	Training Hours	Hour Type	Completion Date
SAFE 700	Food Service & Food Safety Certificate	Relationship, Interactions and Guidance	2.58	Clock hours - CEU Eligible	08/08/2015

California Early Care and Education Workforce
815 Colorado Blvd. Suite C, Los Angeles, CA 90041

Page 1 of 2

Your Education and Training Report will list all data entered by the Registry staff and/or the training sponsor/instructor. The training information will appear here.

- **V.b: Survey**

After your enrollment status has been updated to “attended,” you will receive an email from the Registry to complete an anonymous survey of the training attended. Please take a few minutes to complete this survey as your feedback is valuable and considered when making improvements to training content. To access the survey, click the “My Training Enrollments” link from the navigation bar on the left side of your screen as shown below.



The screenshot shows the user interface with a navigation menu on the left and a 'Quick Links' section for participants. A callout box with the text 'Click here to access the' points to the 'My Training Enrollments' link in the navigation menu.

Quick Links
Participants
Select an Action (also located on the left margin)

- View/Update Personal Profile
- View/Update Employment History
- View Education and Training Report (PDF)
- View/Print Membership Card (PDF)
- Where to Submit Education/Training Documents
- Email CA ECE Workforce Registry Administrator
- Resume Builder
- Job Board Search
- Training Calendar

- In My Training Enrollments, notice the enrollment status has changed to “attended” as seen below.

My Training Enrollments

Start Date	Training Name	Training Sponsor	Enrollment Status
09/12/2015	Food Service & Food Safety Certificate	CCEI Test	Withdrawn
Anytime	Food Service & Food Safety Certificate	CCEI Test	Attended Take Survey
Anytime	Child Care Orientation	Nirmala CCEI Program	Enrolled Withdraw

Click here to take the survey

- Below is a sample of the survey. Questions 1 – 11 are multiple choice; click the circle under the column that best describes your opinion of the training. Questions 12 – 14 are free-type questions requesting your opinion or thoughts on the training; max 500 characters per question.

Training Evaluation

Please complete the training evaluation below on the training event that you attended, specified below.

Training Code: SAFE 700
 Training Name: Food Service & Food Safety Certificate
 Training Sponsor: CCEI Test
 Instructor: test again
 Date:
 Location: www.foodserviceandsafety.com

	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
1. The training was well organized.	<input type="radio"/>				
2. The training followed the syllabus/agenda provided.	<input type="radio"/>				
3. The training provided opportunities to engage in self-reflection.	<input type="radio"/>				
4. The quality of the training met my expectations.	<input type="radio"/>				
5. The training was sensitive to the needs of participants.	<input type="radio"/>				
6. The information covered will be useful in my daily work.	<input type="radio"/>				
7. The training kept me engaged and interested.	<input type="radio"/>				
8. The training content was in line with the objectives presented.	<input type="radio"/>				
9. The training contributed to my educational, professional and/or personal development.	<input type="radio"/>				
10. I would recommend this training to other people.	<input type="radio"/>				
11. My learning objectives were met in taking this training.	<input type="radio"/>				
12. Please elaborate on any areas that you rated as strongly disagree or disagree.	<input type="text"/>				
13. Please tell us one thing that you will implement as result of this training.	<input type="text"/>				
14. Is there anything else you'd like to tell us about this training?	<input type="text"/>				

When your survey is complete, click here 

Please click the circle under the column that best describes your opinion for each question in this section.

Please provide your feedback for each question in the box for this section; max 500 characters per box.

NOTE: Your survey is **completely** anonymous and only your answers will be submitted to the sponsor organization.

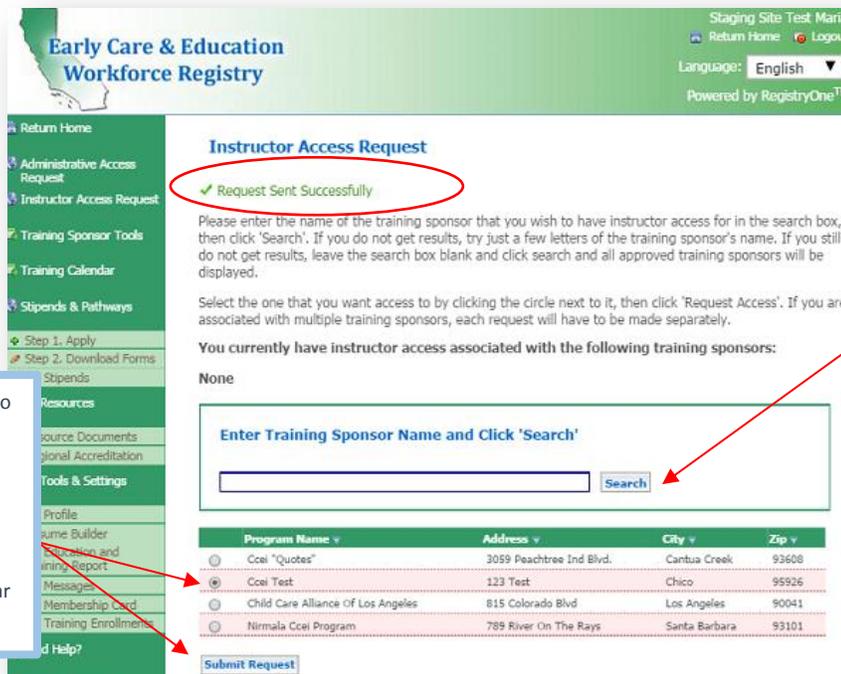
VI: Instructor Access Request

As an active Registry participant, you have the ability to request to be a training instructor with a sponsor organization. Only sponsor approved trainers will have their Instructor Access Request approved.

If you are interested in becoming an approved trainer with a sponsor organization, it is strongly recommended that you contact the sponsor organization to discuss trainer opportunities and qualifications PRIOR to requesting instructor access through the Registry.



- In the Instructor Access Request page, you will type in the name of the sponsor organization you want to submit your request to, then click “Search.”



Type in the name of the sponsor organization here, then click “Search,” OR
Leave the box blank and just click “Search” to bring up all sponsor organizations.

Click the circle next to the organization of choice, then click “Submit Request.”
The green “Request Sent Successfully” statement will appear at the top of screen.

- If you do not know the name of a sponsor organization, leave the box blank and just click “Search” to bring up all sponsor organizations.
- Click the circle next to the sponsor organization of your choice, then click “Submit Request.” Your request will be sent to the sponsor and you will be contacted by the organization with instructions on how to proceed with the instructor approval process. Your request will remain pending until you have successfully fulfilled the sponsor organizations requirements for instructor approval.
- Once the sponsor has processed your request, you will receive an email indicating the status of your request as either approved or denied.

Please note: All approved trainers are required to submit all educational documents to the Registry Office for data entry and upload to Registry profiles. Documentation includes:

- All college transcripts, including any foreign evaluation or equivalency reports if any
- All current permits (if any)
- All current credentials (if any)

VII: Contact Us

To submit documents or for questions regarding the Registry, please contact the Los Angeles Office for Southern California or the San Francisco Office for Northern California at the following:

For the Los Angeles Registry Office, please submit documents to:

- **MAIL OR DELIVER:**
Child Care Alliance of Los Angeles Registry Office
815 Colorado Blvd. Suite C, 2nd Floor
Los Angeles, CA 90041
- **EMAIL:**
caregistry@ccala.net
- **FAX:**
323-443-3659
- **FOR QUESTIONS CALL:**
Help Desk: 888-922-4453

For the San Francisco Registry Office, please submit documents to:

- **MAIL:**
Office of Early Care and Education
Attn: “CA ECE Workforce Registry”
City/County of San Francisco
P.O. Box 7988 (A-711)
San Francisco, CA 94120-7988
- **EMAIL:**
CAECEWorkforceRegistry@sfgov.org
- **FAX:**
415-557-5615