How to Enroll in a Training Using an Enrollment Link

The following are step-by-step instructions for Registry users to enroll in trainings using a link to enroll through the CA ECE Workforce Registry Training Calendar. These trainings are typically limited to a select group or program participants and are not publicized on the Training Calendar Search feature.

Step 1. Login to your Registry Profile

Go To: 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 Password?” If you believe you may have ever created a profile in the past, do not create a new one. Contact the Registry Support staff (see Need Help below).

If you do not have a Registry Profile click on Create a Profile. See Create a Profile video for more information, If you are not sure if you have a profile click on Support, on the lower right hand corner on the Registry website, but do not create a duplicate account.

Step 2. Click on the Training Link that was provided by your training organization.

You will see the Training Event Details for the training you would like to enroll in. If the link takes you to the homepage, make sure you are logged in, then open a new browser window, and paste the link in the URL bar.

Step 3. Review Event Details – Scroll down to ‘Enroll Now’ button

View the details of the event like date, location, time, duration of training, knowledge areas, cost as well as other information, then click on the Enroll Now button on the bottom of the page.

Step 4. Participant Information Review

Review your profile information that will be sent to the training organization. If all your information is accurate, click on the Confirm and Continue Registration button. This information can affect your ability to enroll in some trainings and in Stipend programs (in participating counties).

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Step 5. Enrollment Confirmation
Review the training information one last time. Provide any special accommodations needed for your instructor in the open text box. Before completing the enrollment, you must click on the box labeled I Agree. Click on the Privacy Policy link for more information.

Confirmation Page and Email
After enrolling in the training, you will view a confirmation page and receive an email with the training information.

View Enrolled Trainings
View a list of trainings you have enrolled in by clicking on My Training Events under the Training Calendar dropdown menu. You can withdraw from a training on My Training Events if your training organization allows withdrawals – otherwise contact the training organization to withdraw.

Need Help? Contact the Registry Help Desk
If you have questions about how to enroll in trainings on the CA ECE Workforce Registry - Training Calendar, please contact the Registry Chat, Email (https://ccala.zendesk.com/hc/en-us/requests/new) or Call (323) 645-2631, Toll free: 855-645-0826 (operated Monday to Friday from 9 a.m. to 5 p.m.).

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