

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 training 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.*

Training Event Details	
<p>Training Information:</p>  <p>Training Code: MCOE MQC Training Name: Race, Math, Identity and Universal Design for Learning (UDL) Training Description: This virtual training consists of 6 sessions on the following topics. All sessions take place from</p>	<p>Event Information:</p> <p>Instructor Name: Lisa Shaanan Event Type: Web-based Time Specific Event Start Date: 01/27/2021 05:00 PM Event End Date: 05/26/2021 07:00 PM Event Address: www.zoom.com Language of Instruction: English</p>

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).

Enroll Now - Part 1

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: Legal First Name Legal Last Name 

County of Residence: San Bernardino

City of Residence: Highland

Zip Code of Residence: 92346

Daytime Phone: (777) 777-7777

Evening Phone: (777) 777-7778

Cell Phone:

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: San Bernardino - Vertical Change - TEST ACCOUNT

Occupation Title: License-Exempt Caregiver

Start Date: 09/01/2020

Confirm and Continue Registration

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.

- Return Home
- Employer Admin Access
- Instructor Access Request
- Instructor Tools
- Training Calendar ▼
- Training Search
- My Training Events

My Training Enrollments

Start Date	Training Name
11/27/2016	Test event****Promoting N Early Childhood
04/30/2017	test

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) (<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.).