

## Early Childhood Workforce Registry

### How to Use the Registry Training Calendar

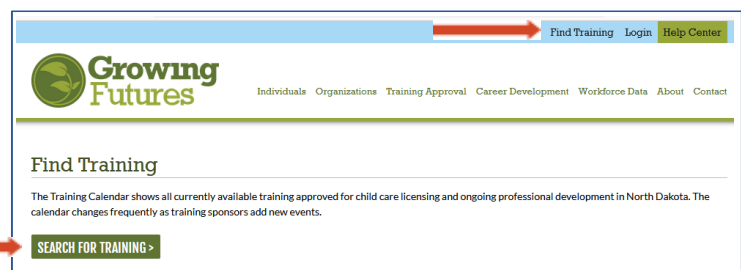
November 2024

The Early Childhood Workforce Registry Training Calendar displays training available across North Dakota. These training events are approved for child care providers and can be used for licensing and professional development.

**Training is delivered by many organizations:** All the training on the Training Calendar is developed and delivered by a variety of training sponsors. Each training sponsor posts their own information about the training, and each has their own registration and payment policies. Contact the training sponsor directly with questions about their training. Select the View Details button for contact information.

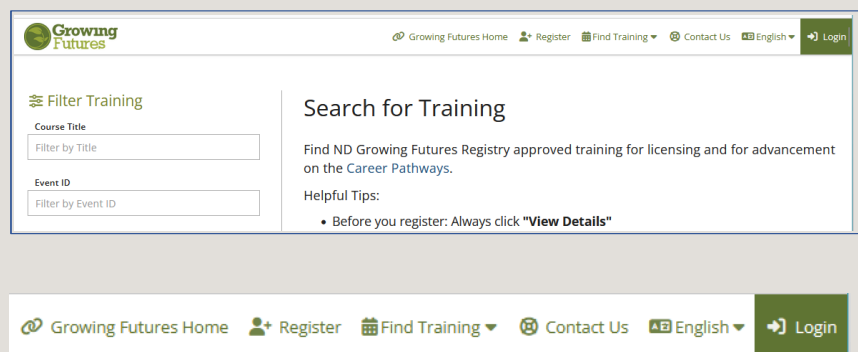
1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and select Find Training.

On the Find Training page select the Search for Training button.



2. On the Search for Training page you can:

- Use the links in the top search bar to log in or create an account, choose a language, or go to the home page.
- Browse the training events that are currently available.
- Use the filters to find the training you need.



NOTE: You need a Registry account so that you can be given credit for attending training and have the clock hours appear on your DHHS Licensing Training Record.

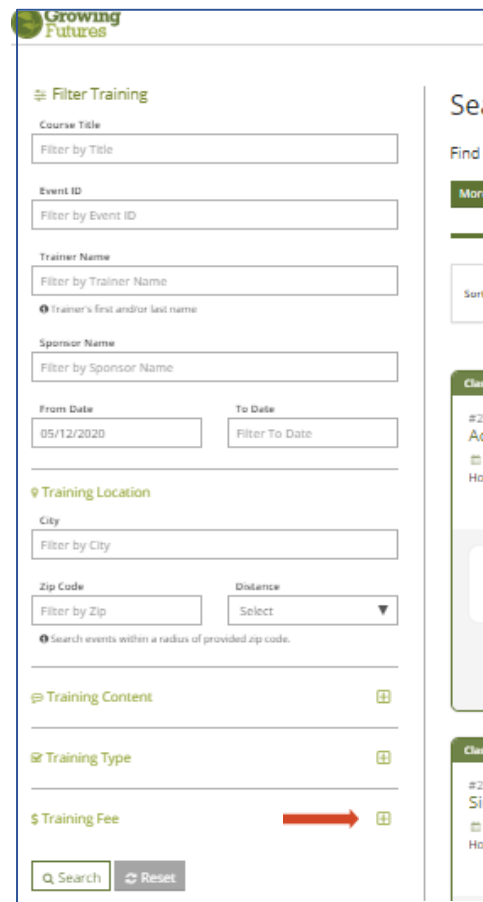
Scroll through the trainings or use the Filter Training section to the left of the screen to narrow the search. On phones and tablets the filter menu may be displayed as 3 lines with dots at either the right or across the center.



Use the Filter Training section to search for training events by:

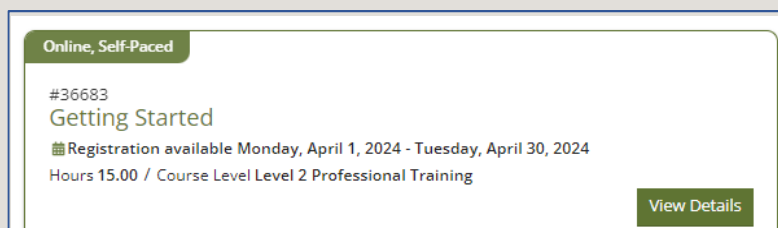
- Title
- Event ID#
- Trainer
- Sponsoring organization
- Date range
- Location
- Training content
  - Competency Area or CDA Subject Area
  - Language
- Training type, such as classroom or on-line
- Training fee

Select the “plus” sign to see the options. 



3. Each listing has basic information about the training:

- How the training is being delivered
- Dates of the training
- If the training is a single or multiple session event
- Number of clock hours



4. To learn more, select the View Details button. The details will have the course overview, the training sponsor's name and contact information, registration information, and more.

[View Details](#)

5. To register, select the Register button.

- Every training sponsor has its own policies for payment and registration.
- Follow the instructions provided by the training sponsor to register for the training.
- You may be sent to the sponsor's website or given a link to a registration form.

