# Early Childhood Workforce Registry

How to Register Staff for Training

January 2025

You can register staff for training from your organization account if the event sponsor is using the Registry's on-line registration feature. The training sponsors using this feature are Child Care Aware® ND, ND HHS, and Pyramid Consortium. To register for training sponsored by other organizations, follow the instructions included in the training information on the Registry Training Calendar.

NOTE: The Registry does not provide any training. The Registry is responsible for implementation of standards, approval of training organizations, approval of training courses, tracking training, and maintaining individuals' training record. The on-line registration feature is a service the Registry offers to training sponsors for taking registration and accepting credit card payments. The Registry cannot view registration and does not collect registration fees. If you have questions about registration, you must contact the training sponsor directly for assistance.
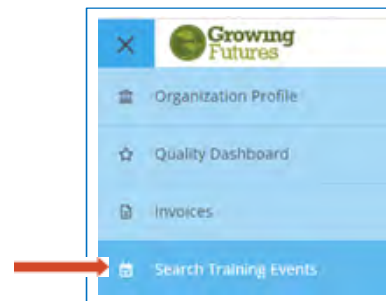
1. Log in to your individual account at
www.ndgrowingfutures.org
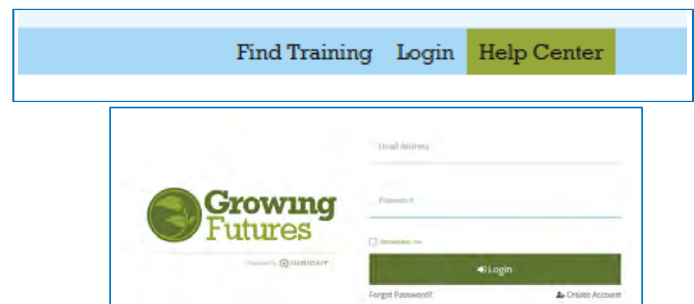
2. In the drop-down menu below your name in the upper right corner of your individual profile (or below the 3 white lines on the left) select the organization account.

3. In the menu on the left, select Search Training Events.

See How to use the Training Calendar Page 5

4. Scroll through the Registry Training Calendar or use the filters to find training. Select View Details to see complete training information.

5. On the Event Details page, select Register.

6. The registration page will open. Choose between Register Myself and Register Staff.

7. When you choose Register Staff, your list of verified employees will show. Check the box at the right of each person's name to register them for the training event.

Once you have chosen everyone you want to register, select the Register Staff button.

8. Complete the information for each staff person.
After adding the first staff person's details, select Next Staff to register another person.
For every additional staff person after the first, select Continue to add the next person's information.

9. On the Registration Summary page you can edit or remove employees by using the pencil or trash can icons. Read and accept the registration Terms and Conditions.

For training with no fee select Complete Registration.

For training that requires payment see Registration with Payment.

10. Every staff person you registered will receive an email.

11. Once you've completed the registration process, you can return to your organization account using the menu bar on the left.

Registration with Payment

You can register and pay for one or more staff people with one payment. Follow the steps outlined above, with these additional steps.
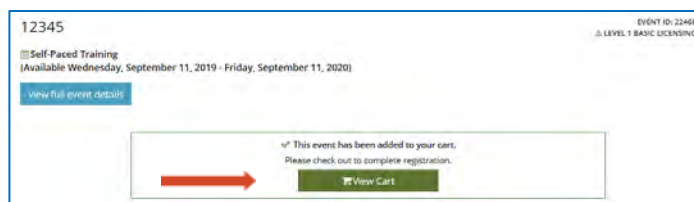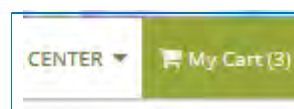
1. Complete Steps 1-8 above.

2. The Registration Summary shows the list of all those who are registered. Edit or remove employees by using the pencil or trash can icons.
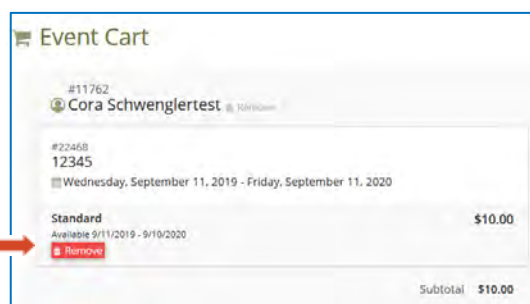
Select your payment option.

Agree to the Terms and Conditions. Select Add Event to Cart.

3. On the next screen, select the View Cart button or My Cart at the top right.

NOTE: Review the list of staff you are registering. This is your final chance to make sure your registration list is correct. Select Remove to take someone off the list.

4. The fee total will display.

Select Checkout to complete the payment process.
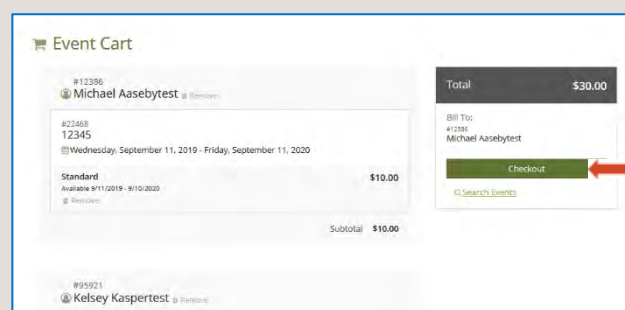
5. Enter the credit card information and select Submit Payment.

NOTE: You may receive an invoice for your payment.

You will receive an email from the Registry with the details of the training event you registered for using Registry on-line registration service. The email will include the contact information for the training organization.
Contact the training organization with any questions related to your registration, payment, or the training event itself.

Early Childhood Workforce Registry

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 and select Find Training.

On the Find Training page select the Search for Training button.
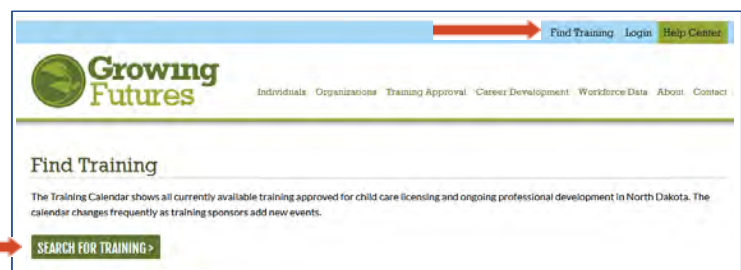
2. On the Search for Training page you can:
- Use the links in the top search bar to log in or create an account, choose a language, or go the the home page.
- Browse the training events that are currently available.
- Use the filters to find the training you need.
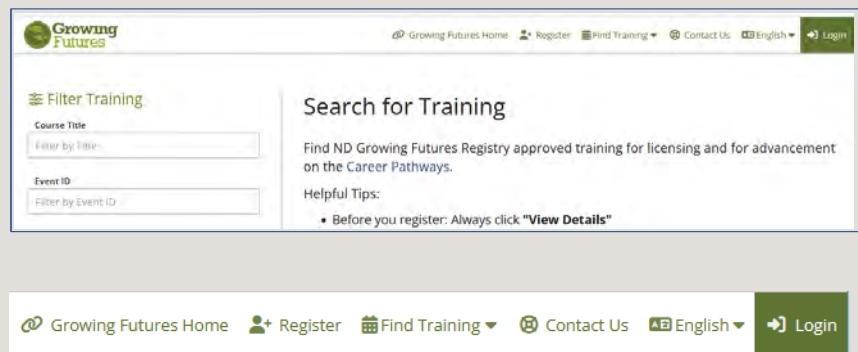
NOTE: An individual Registry account is needed to receive training credit and have the clock hours appear on your HHS Licensing Training Record.

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

> **Online, Self-Paced**
>
> #36683
> **Getting Started**
> 📅 Registration available Monday, April 1, 2024 - Tuesday, April 30, 2024
> Hours 15.00 / Course Level Level 2 Professional Training
>
> View Details

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.

> #39078
> **North Dakota Safe Sleep**
> 📅 Registration available Friday, November 1, 2024 - Saturday, November 30, 2024
> Hours 1.00 / Course Level Level 1 Basic Licensing
> **Web Based**
> Interactive
>
> ⓘ Registration Required
> Fee Free Event
> 📅 Register By 11/30/2024
>
> Register
>
> Course Overview