

# How to Search Trainings

Go to <u>www.NJCCIS.com</u> and log in to your account.

Click on the "Registry" tab and click on "Find Professional Development & Training Classes"

STATE OF NEW JERSEY		Disclaimer G Select Language	•
STATE OF NEW JERSEY	Registry - Admin -	🖾 Email 📌 Home 🛛 Help 🕞 Log 🗘	Dut
	Professional Profile Find Professional Development & Training Classes My Classes My Events My Staff Manage Trainers Signup for Scholarship Notification	New Jersey Child Care Information System	

If you know the title of the training, you want to register for enter in the "Filter by Title" field and click the filter icon.

				NJ WORKFORCE REGISTRY
Fi	nd Professional Develo	op	oment & Training Classes	
- Events				
The available events list displays all events scheduled during t list.	e time period displayed on the calendar. You can filter the	ne av	vailable events list by entering a partial title in the box below and olice	'Find'. Click 'Show All' to display the complete event
Health and Safety Basics				<b>T</b>
From Date:			To Date:	
10/16/2017	<b>m</b>		11/30/2018	<b>m</b>
				Q Search
🔒 Print				
	Title 🗢		Dates 🗧	
Heal	h and Safety Basics: Part 2		10-30-2017 6:00 PM - 9:00 PM	
Н	Health and Safety Basics I		11-01-2017 9:30 AI	M - 12:30 PM



## If you would like to search by other criteria, scroll down and click on the "Advanced Search" button

Events								
The available events list displays all even	ts scheduled during the time period displayed on the cale	ndar. You can filter <mark>t</mark> he available events list by entering a p	partial title in the box below and click 'Find'. C	ick 'Show All' to display the complete event list.				
Filter by Title					<b>T</b> III :	Show		
20030 D 1000		TIDI		Q Search				
rom Date: 10/11/2017	<b>*</b>	To Date: 11/11/2017	<b>m</b>					
⊕ Print	- Maar							
		Title 🗘		Dates 🗢				
	Appropriat	e use of social media policy		10-11-2017 6:00 PM - 8:00 PM				
	Pyramid Model: Infant/	Toddler Module 1 - Part 2 of 2 (3.5 hrs)		10-11-2017 6:00 PM - 9:00 PM				
	Keeping Babies &	Children in Mind Workshop 3 of 7		10-11-2017 6:00 PM - 9:00 PM				
	Pr	eschool Standards		10-11-2017 6:15 PM - 8:15 PM				
	Birth To Three Early Learning	Standards, Domain II: Approaches to Learning		10-11-2017 6:30 PM - 8:30 PM				
		K 📢 1 2 3 4 5 🕨	H 5 Y					
Advanced Search for Classes								
	advanced search and find a class to register for.							
					Q. Advanced	d Sea		
		My Upcoming	gEvents					
🕀 Print								
Select	Title ♦	Start Date 🗢	Start Time 🗢	End Time 🗢	Location 🗢			



#1: Go to "Select Field to Search" dropdown menu and choose "Training Location"#2: Once you've selected "Training Location", type "Online" into the field next to it.#3: Click "Search"

						M WORKFORCE REGISTRY
	Advanced Search	for Professional	Developr	nent & Trair	ning Classe	es
Enter Event Search	Criteria					
	First, select a field to search in and then either type Criteria' button and again select the field you'd like t 'Search' button to execute your search.	•				
	Training Location	Online #2				×
	-Select- Title Trainer Name Training Agency County Content Level Core Knowledge Area			♣ Add Search Criteria	¥ Reset Search ♀	Search #3
My Ret H1	Target Audience Training Location					-
Print	Event Start Date Conference Name Minimum Higher Education CEUs					
Select	Minimum Clock Hours Previous Events None	Start Time 🗢 No recorr	End Time 🗢 ds found	Location 🗢	Capacity 🖨	Registered 🗢
	Hone	K <b>4 1</b> ≫	▶ 5 ▼			

### This will display all available online trainings:

Print											
Select	Title 🖨	Start Date 🖨	Start Time 🖨	End Time 🗢	Location 🖨	County 🖨	Trainer Name 🗘	Agency Name 🖨	Capacity 🖨	Registered 🖨	Cancelled Date
	(SPANISH) Early	10/16/2017	12:00 AM	12:00 AM	Online		Training Services	Grow NJ Kids (D	0	0	
	(SPANISH) Early	11/1/2017	8:00 AM	8:00 AM	Online		Training Services	Grow NJ Kids (D	100	0	
	(SPANISH) Famil	10/16/2017	12:00 AM	12:00 AM	Online		Training Services	Grow NJ Kids (D	0	2	
	(SPANISH) Famil	11/1/2017	12:00 PM	12:00 PM	Online		Training Services	Grow NJ Kids (D	100	0	
	(SPANISH) Infant	10/16/2017	12:00 AM	12:00 AM	Online		Training Services	Grow NJ Kids (D	0	2	
	(SPANISH) Infant	11/1/2017	8:00 AM	8:00 AM	Online		Training Services	Grow NJ Kids (D	100	1	



#### To Search by Training Agency:

Go to the "Select Field to Search" dropdown menu and choose "Training Agency"

					1	WORKFORCE REGISTRY
Adv	anced Search for F	Professional	Develop	oment & T	raining Cla	asses
Enter Event Search	Criteria					
the pa	st, select a field to search in and then either type o "Add Search Criteria" button and again select the rameters are how you'd like them, click the "Search * Select Field to Search	field you'd like to search and ty	pe or select the term			s, click
	Training AgencySelect Title Trainer Name Training Agency County	Select	• ×			
My Registered Ever	Training Location Event Start Date Conference Name		-	Add Search Criteria	X Reset Search	Search
Select	Minimum Higher Education CEUs Minimum Clock Hours	Start Time 🗢	End Time 🗢	Location 🗢	Capacity 🗢	Registered 🗢
	Previous Events None	No records	found			



Once you've selected "Training Agency", use the drop down menu to the right to select type the Training Agency name and then select "Search"

			NJ WORKFORCE REGISTRY
	Advanced Search for	Professional Development & Tra	aining Classes
Enter Event Sear	rch Criteria		
		the term you would like to search for within that field. If you would like to search m and type or select the term to search for within that field. Once the search parame * Training Agency	
	Training Agency	Grow NJ Kids (Department of Hu Goadara Systems, Inc. Good Shepherd, The Grandma's Place, Inc. Granite State College Greater Bergen Community Action, Inc. Green House Preschool & Kindergarten, The Grit Academy, The	Reset Search Q Search
My Registered E		Grow NJ Kids (Department of Human Services / Division of Family Develop HAPS Consulting LLC Haniels Heart Healing Energy, LLC Happy Today& Bright Tomorrow Child Care and Learning Center Head Start Community Program of Morris County Health to Heart Services, LLC Hilltop Nursery School Hudson County Community College Hunterdon County Ymca Child Learning Center Institute for Training in Infant and Preschool Mental Health	Capacity \$ Registered \$
	Privacy Notice	Iron Hand Rescue, LLC JFK Johnson Rehabilitation Institute Jerry Davis Center for Child and Families/the Arc of Somerset County	*

#### This will display all available trainings for selected Training Agency:

						00	•				
h Results: 1	147										
Print											
Select	Title 🗢	Start Date ≑	Start Time 🖨	End Time 🖨	Location 🖨	County 🖨	Trainer Name	Agency Name	Capacity 🖨	Registered 🖨	Cancelled Da
	(SPANISH) C	11/28/2017	9:00 AM	4:00 PM	The Urban Le	Hudson	Training Servi	Grow NJ Kids	30	1	
	(SPANISH) C	1/20/2018	9:00 AM	4:00 PM	4C's of Passa	Passaic	Training Servi	Grow NJ Kids	30	13	
	(SPANISH) C	12/18/2017	9:00 AM	4:00 PM	The Urban Le	Hudson	Training Servi	Grow NJ Kids	30	1	
	(SPANISH) E	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi	Grow NJ Kids	0	0	
	(SPANISH) E	11/1/2017	8:00 AM	8:00 AM	Online		Training Servi	Grow NJ Kids	100	0	
	(SPANISH) F	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi	Grow NJ Kids	0	2	



You can further narrow down your search by:

**#1: Selecting the "Add Search Criteria"** 

**#2**: and then selecting additional criteria to search by.

			NJ WORKFORCE REGISTRY
	Advanced Search for	or Professional	Development & Training Classes
Enter Event Search C	riteria		
Cri			n for within that field. If you would like to search multiple fields, click the "Add Search arch for within that field. Once the search parameters are how you'd like them, click the
	* Select Field to Search	* Type Term for Search	
	Training Location	▼ Online	×
#2 Search Results: 717	* Select Field to Search Select- Trainer Name Training Agency County Content Level Core Knowledge Area Target Audience Training Location	× ×	+ Add Search Criteria #1 arch Q Search
Print	Event Start Date Conference Name Minimum Higher Education CEUs		

If you need further help visit <u>https://www.njccis.com/njccis/help</u>