



Dear Training Providers and Organizations:

First 5 California (F5CA), the California Department of Education (CDE), Early Education Division (EED), California Department of Social Services (CDSS) and the California Early Care and Education Workforce Registry (Registry) are partnering to promote and expand use of the Registry. Since July 1, 2017, all state funded training organizations are required to use the Registry to publish/post and confirm training participation. Organizations offering early childhood education/child development-focused training may apply to the Registry Training Module/Calendar. Applications will be accepted from verified organizations providing training with state, county, or local government funds. This includes county offices of education, school districts, and organizations funded through city and/or county funds. Applications will also be accepted from statewide professional associations and organizations having verified professional/ educational accreditations (e.g. IACET). Please review all attached documents thoroughly with the appropriate staff and training providers.

Embedded in the online Training Module/Calendar Application you will find the following:

1. Training Module User Guide
2. Training Organization/Sponsor – Registry Transition Implementation Timeline
3. Training Module/Calendar – Organization Flow Chart – Roles and Functions Map
4. General FAQs

Important Steps:

Complete and submit the Training Module/Calendar Application (**one per agency**) to the Registry, which can be completed via this JotForm link: [Training Module and Calendar Application](#).

1. Create Training Inventory in the Registry.
  - Trainings must be entered in the Registry before the training takes place.
  - Training participant **attendance must be confirmed** in the Registry by the end of the following month (e.g. Training 07/15/23, completed by 08/31/23).
  - Posting/Entering all trainings in the Registry is **required**; this includes both Direct Service and Infrastructure activities.
  - Registration for trainings using the Registry is **optional**. Publish (for public view) all single training events and/or series in the Registry if you would like participants to sign themselves up.
  - Ongoing activities are not required to be published for public view in the Registry (e.g. coaching or technical assistance).
2. Continue to inform and encourage training participants to create a Registry ID prior to attending the training and bring their Registry ID # with them to all training events.

It is important that all steps are completed to ensure a successful transition and foundation to continue to collect state-wide training data.

If you have questions regarding the CA ECE Workforce Registry, contact Elise Crane at [elise.crane@ccala.org](mailto:elise.crane@ccala.org).

Thank you.

