

Program Attendee Codes and Vendor Host Fields

How to edit Program and Attendee Codes and Vendor Host fields, access your organization's training hours, and your participants' training hours on the Registry.

Login to www.caregistry.org

Events Offered Report

Click on the **Training Sponsor Tools** and click **Reports**, then on the next page click, **Events Offered Report**.



The screenshot displays the Early Care & Education Workforce Registry website. On the left is a green navigation menu with the following items: Return Home, Administrative Access Request, Instructor Access Request, Instructor Tools (highlighted with a red arrow), Training Sponsor Tools (highlighted with a red arrow), Training Calendar, Stipends & Pathways, My Resources, My Tools & Settings, Need Help?, and Job Board Search. On the right, under the heading "Training Sponsor Tools", there is a sub-section "Pam B Test Organization" with a list of links: Training Sponsor Information, Add Training, List Training, Instructor Management (highlighted with a red arrow), Event Management, Reports (highlighted with a red arrow), and Manage Logo.



Access your Organization’s Training Hours

With the Events Offered Report you can filter all your R&R Program trainings. When you click on the Events Offered Report, the Excel spreadsheet will open. Click on the Data tab, the Filter on the toolbar, and then select which field you would like to sort by, for example, Primary Program Funding Code, Training Hours, etc. You can sum your total number of CCIP hours. You can also check your data to see if a training is missing a Primary Program Funding Code or Vendor Host. For organizations serving multiple counties there is a “Training Event County” field so you can sort by trainings offered by county. You can also see number of attendees. The total number of participants, column AA, is the sum of columns V through Z.

Event	Training ID	Training Hours	Training Name	Interaction Type	Instructor Name	Instructor ID	Primary Program Funding Code	Hosts
2717	2533	1.5	Emergent Curriculum	Training	Training Organization	100032971	R&R Program Code	
2718	2533	1.5	Emergent Curriculum	Training	Training Organization	100032971	R&R Program Code	
2744	2533	1.5	Emergent Curriculum	Training	Training Organization	100032971	R&R Program Code	
3641	2533	1.5	Emergent Curriculum	Training	Training Organization	100032971	R&R Program Code	CCIP Program Code
2719	2534	1	Music And Movement	Training	Training Organization	100032971	R&R Program Code	CCIP Program Code
2743	2534	1	Music And Movement	Training	Training Organization	100032971	R&R Program Code	CCIP Program Code
2747	2534	1	Music And Movement	Training	Training Organization	100032971	R&R Program Code	
2750	2534	1	Music And Movement	Training	Training Organization	100032971	R&R Program Code	CCIP Program Code
3963	2534	1	Music And Movement	Training	Training Organization	100032971	R&R Program Code	
2728	2536	2	Raising Human Beings: (Training	Training	Training Organization	100032971	CCIP Program Code	R&R Program Code
2739	2536	2	Raising Human Beings: (Training	Training	Helen Woodlee	100001962	CCIP Program Code	R&R Program Code
3185	2536	2	Raising Human Beings: (Training	Training	Helen Woodlee	100001962	CCIP Program Code	R&R Program Code

To Edit the Primary CDE/F5CA Program Code in Event Management

Go to **Training Sponsor Tools, Event Management**, identify the event that needs the Program Code edit, and select **View** (which is a small white 'page').









Early Care & Education Workforce Registry

Event Management

Here is a complete list of all training events for which you are the instructor or training sponsor that have been input into the registry. To add a new event, click 'Add Event'. (Note: Only training events marked as 'published' will show in the training calendar search.)

To view event details, click the icon under the 'View' column next to the event. To enter your training roster when the event is complete, click the icon under the 'Roster' column next to the event.

Search returned 27 results. Page 1 / 3

Event Date	Training	Training Sponsor	Published	Delete	View	Roster
04/13/2018	CCIP - Special Needs And Inclusion	Perm S Test Organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
04/13/2018	- Working With Families	Perm S Test Organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
03/03/2018	CCIP - Special Needs And Inclusion	Perm S Test Organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
03/03/2018	CCIP - Special Needs And Inclusion	Perm S Test Organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Scroll to the bottom of Training Information page and select **Edit** on the CDE/FECA Coding.

CDE/F5CA Coding

Primary CDE/F5CA Program Code: ##C - CCIP Program Code

CDE/F5 Vendor Host: Yes

Host(s): ##R - R&R Program Code

[Edit](#)

[Return to Event Management](#) | [Add another event for this course](#)

Select the Program Code from the dropdown menu. You can also select if there was a Vendor Host – yes or no – and select the new Vendor Host, and **Save**.

CDE/F5CA Program Codes

Primary CDE/F5CA Program Code:


Is there a CDE/F5CA Vendor Host? Yes No

Please identify the additional program(s) and/or CDE/F5CA Vendors that are collaborating to HOST this event.

##C - CCIP Program Code
 ##HST - California Health and Safety Training (CHST)
 ##PHS - CA Preventive Health and Safety Training (CPH)
 ##R - R&R Program Code
 ##SFN - Strengthen Families Network

Edit Participant Attendee Code and Status

CCIP hours will be reported to the CDTC from the Attendee Codes. In order to have Attendee Codes associated with participants you will need to have selected a Program Code when creating a training event or have added one by editing the field. By re-running the events offered report, you can make sure data is correct then go in to review participant data. If a training Primary code was left blank then participant data will not have the CDE/F5CA Attendee Coding field. You can edit Attendee Code after an event. Go to Training Sponsor Tools, Event Management, identify event that needs Attendee Code edits and click on Roster.



[Return Home](#)
 Powered by Regis

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- [Administrative Access Request](#)
- [Instructor Access Request](#)
- [Instructor Tools](#)
- [Training Sponsor Tools](#)
- [Training Calendar](#)
- [Stipends & Pathways](#)
- [My Resources](#)
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- [Need Help?](#)
- [Job Board Search](#)

Event Management

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To view event details, click the icon under the 'View' column next to the event. To enter your training roster when the event is complete, click the icon under the 'Roster' column next to the event.

[Add Event](#)

Search returned 27 results. Page: 1 / 2

Event Date	Training	Training Sponsor	Published	Delete	View	Roster
04/23/2018	CCIP - Special Needs And Inclusion	Farm 8 Test Organization	No	X		
04/18/2018	- Working With Families	Farm 8 Test Organization	No	X		
03/23/2018	CCIP - Special Needs And Inclusion	Farm 8 Test Organization	No	X		
03/15/2018	CCIP - Special Needs And Inclusion	Farm 8 Test Organization	No	X		
03/14/2018	CCIP - Ages & Stages	Farm 8 Test Organization	No	X		

To add attendees to the Roster click on **Add Non-Enrolled Attendees to Roster**. Have Registry ID numbers to enter and click **Add to Roster**.

Name	Cell Phone	Status	Email	Payment Status
Testtwo Elise		Attended	eltestwo@test.com	Unpaid
Test Elsa		Attended	eltest011@cceonline.com	Unpaid
tester test		Attended	ecodevlamis@gmail.com	Unpaid

To edit Attendee Code click on **CDE/F5CA Attendees Coding** (see image above, last line). You can then edit Attendee Code by individual or **Mark All CDE/F5CA Program Names as:**. For example, if most of your participants are CCIP, you can mark all and then change the individuals code based on participant need (e.g. Strengthening Families ##SF).

Name	CDE/F5CA Program Name	CDE/F5CA Funding
Elise Testtwo	##C - CCIP Program Code	CDE/F5CA Funded
Elsa Test	##C - CCIP Program Code	CDE/F5CA Funded
Test Tester	##C - CCIP Program Code	CDE/F5CA Funded

Save

Mark All CDE/F5CA Program Names as: Submit

Mark All CDE/F5CA Funding as: Submit

Access your CCIP Participants' Training Hours

To access participants' training hours; go to the **Training Sponsor Tools, Reports, Training Sponsor Data Export** report.

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Training Sponsor Data Export

Select Data Filters

Select the options you would like to filter for your data. If you do not select any filters, all user data associated with your events will return. You can filter by event date range, instructor name, counties, event type and CDE/FSCA Program Codes.

Start: End:

Instructor Name [Select All](#)

- Child Care Provider
- Disa Lindgren
- Domenica Benitez
- Gretchen Ames

County [Select All](#)

- Alameda
- Alpine
- Amador
- Butte

Event Type [Select All](#)

- Classroom/Face-to-Face
- Web-based Self-Paced/Ongoing
- Web-based Time Specific

CDE/FSCA Program Name [Select All](#)

- No Program
- CIP - CCIP

CDE/FSCA Funding [Select All](#)

- No Funding Specified
- Fee for Service
- CDE/FSCA Funded

Select Data to Include

[Select All](#)

Event Information

- CDE/FSCA Vendor Number
- User CDE/FSCA Program Name
- User CDE/FSCA Funding
- Training ID
- Training Name
- Start Date
- End Date
- Instructor
- Event Type
- Hour Value

Participant Information

- Registration Status
- Registry ID
- First Name
- Last Name
- Job Role
- Job Title
- Age of Population Served
- Gender
- Race/Ethnicity
- Language Spoken
- Residential City
- Residential State
- Residential Zip Code
- County of Residence
- Email
- Day Phone Number
- Evening Phone Number
- Cell Phone Number

[Export](#)

Select relevant filters:

Dates – Fiscal Year July 1, 2017 to June 30, 2018

Instructor Name – Select All

County – Select All (you will only see you organizations trainings and participants)

CDE/CAF5 Program Name – CIP-CCIP

Event Type – Select All (or Classroom)

CDE/CAF5 Funding – Select All

Select Data to Include:

Program Name

Training Name

End Date

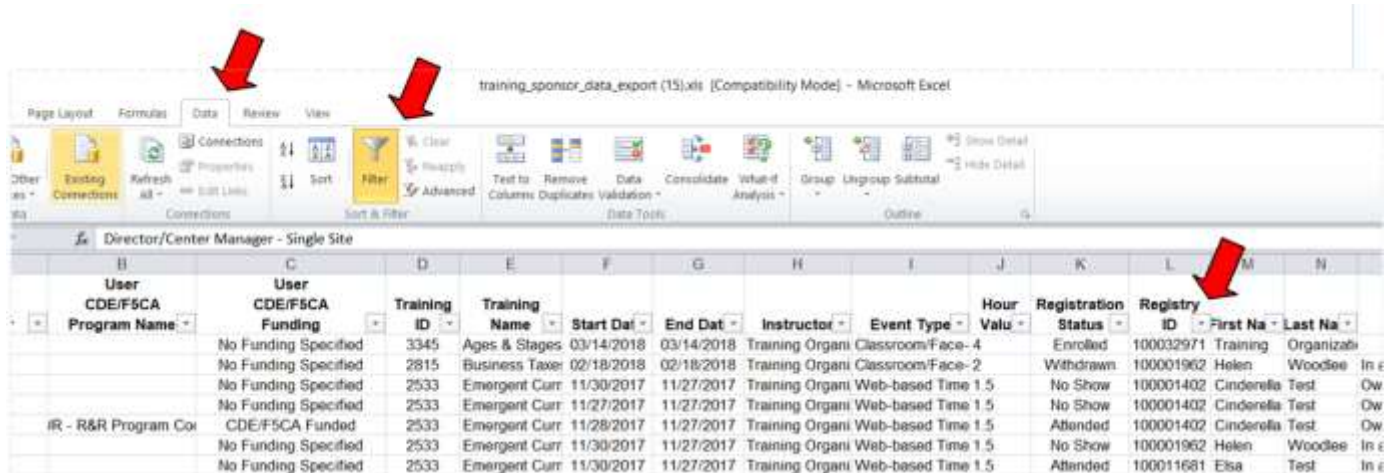
Hour Value

Last Name (and First Name if needed)

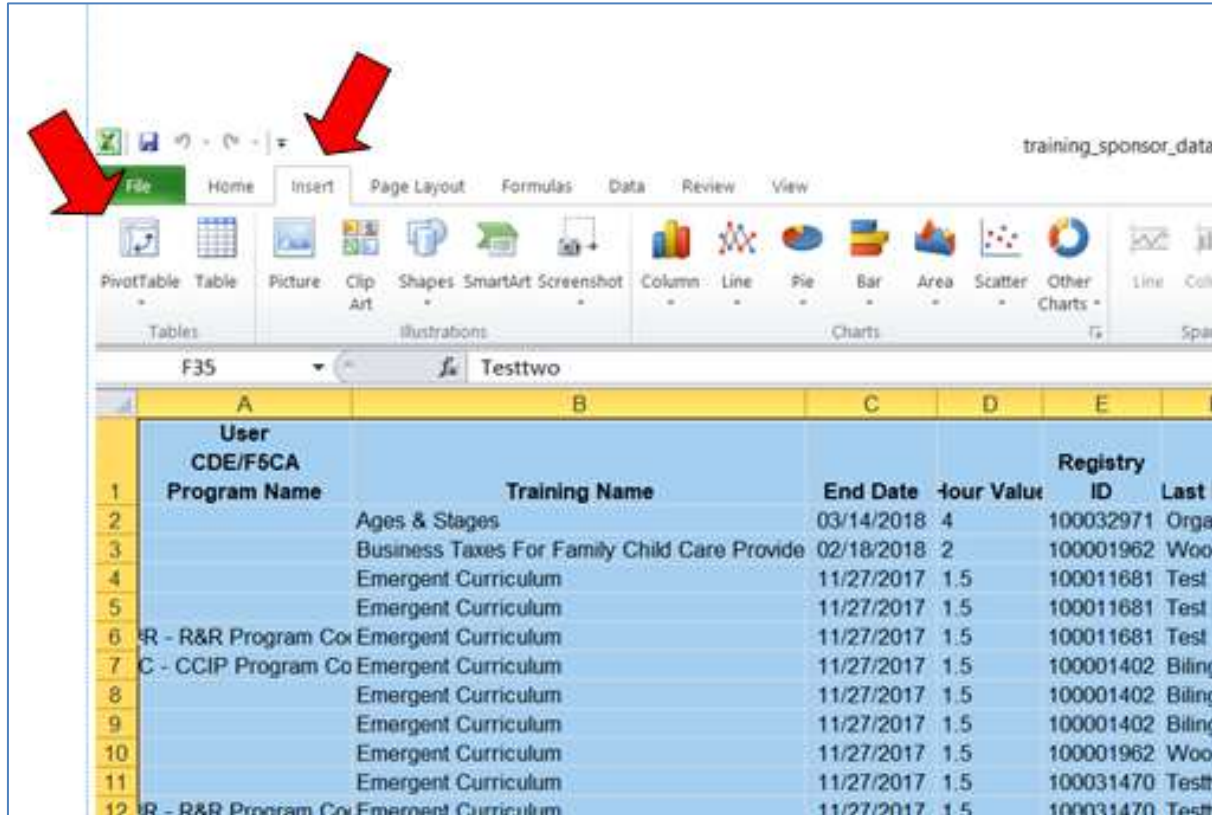
Registry ID

Click **Export** and your Excel will open.

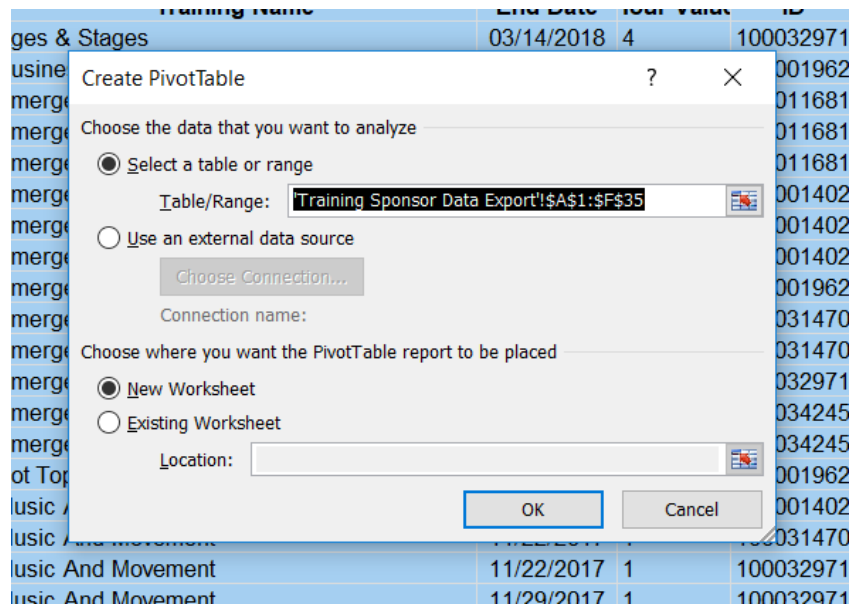
Click on the **Data** tab, select **Filter** on toolbar, and then sort by field, for example, Registry ID and/or Participant Names, Program Name, Training Hours, etc.

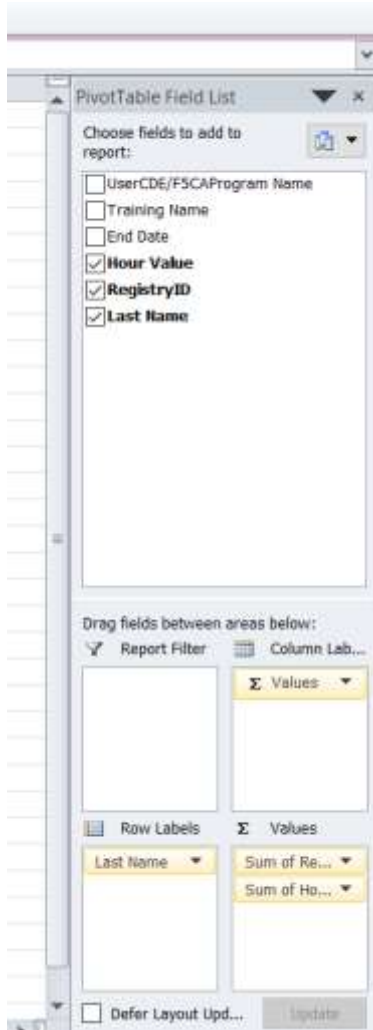


To find total number of CCIP participant hours by fiscal year, after exporting your Training Sponsor Data Export report, highlight all data and select Insert on the tab and Pivot Table on the toolbar.



A box will appear that says Create PivotTable, click **OK**.





On the right hand side of the screen the fields for the PivotTable will appear. Drag 'Last Name' (you can use First Name also) to Row Labels and drag 'Registry ID' and 'Hours Value' to Values in the Pivot Table Fields List. Make sure "sum of Registry ID" is first and "Sum of Hour Value" is second and that they are both sums and not counts, for example. This will produce a table that sums CCIP participant training hours.

	A	B	C
1	Drop Report Filter Fields Here		
2			
3		Data	
4	Last Name	Sum of RegistryID	Sum of Hour Value
5	Test	100011681	2
6	Tester	300102735	5.5
7	Testtwo	100031470	2
8	Grand Total	500145886	9.5

Direct Service Profile Report – Training Orgs – CDTC

After you entered all of your trainings in the Registry, and made sure that Program and Attendee codes are correct you can check you data by running a "Direct Service Profile Report – Training Orgs – CDTC" by clicking on **Training Sponsor Tools** and **Reports** and selecting the report you would like to run.

Thank you!

For any questions, contact:

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Call (530) 283-5200