

How to Register For a Training in the Arizona Early Childhood Workforce Registry

1) Go to: www.azregistry.org

Scan this QR code to go to azregistry.org



2) Log in using your email and password

A screenshot of the Arizona Early Childhood Workforce Registry website. The header includes the logo and navigation links like 'Return Home' and 'Login Now'. A sidebar on the left lists menu items such as 'Welcome', 'Register Now', and 'Career Lattice'. The main content area features a 'Welcome to the Arizona Early Childhood Workforce Registry!' message and a login form. The login form, which includes fields for 'Email:' and 'Password:' and a 'Login' button, is circled in red. Below the login form is a 'Forgot your password?' link and a 'Need Assistance?' section with an email address: info@theazregistry.org.

3) Click on "Find Training Event"

A screenshot of a user dashboard menu. The menu items include 'My Tools & Settings', 'My Messages', 'My Profile', 'My Security Questions', 'My Employment History', 'My Goals', 'My Education and Training Report', 'My Lattice Level Achievement Certificate', 'My Enrollments', 'Membership Card', 'Resource Documents', 'Request Registry Support', 'Find Training Event', 'Find Instructors', 'Submit Documentation', and 'FAQs'. The 'Find Training Event' option is circled in red.



Either

4) Search by "Course Description" in the drop down and enter a key word (ex: expulsion prevention), then hit "Search"

The image shows two screenshots of the "Find Event" search interface. The left screenshot shows the "Select a search category" dropdown menu with "Course Description" selected. The right screenshot shows the "Enter search criteria" field with "expulsion prevention" entered and the "Search" button.

OR

4) Search by "Date Range" in the drop down menu and enter a start and end date for the range, then hit "Search"

The image shows two screenshots of the "Find Event" search interface. The left screenshot shows the "Select a search category" dropdown menu with "Date Range" selected. The right screenshot shows the "Enter search criteria" field with "Start:" and "End:" fields and the "Search" button.

6) Click the bubble next to the training you are interested in and click "View Event" at the bottom of the page

Find Event

Course Name	Hours	Spots Available	Location	Event Type	Instructor Name	Scheduled
<input type="radio"/> DES Infant And Toddler Training: Approaches To Learning: Persistence	2	15	Phoenix	Face To Face	Sheri Dollin	06/04/2018
<input type="radio"/> DES Infant And Toddler Training: Physical Development: Gross Motor Development	2	17	Phoenix	Face To Face	Sheri Dollin	06/04/2018
<input type="radio"/> DES Professionalism: Ethics	2	17	Mesa	Face To Face	Patti Longman	06/05/2018
<input type="radio"/> Growth And Development	1	8	Gilbert	Face To Face	Diane Lefevre	06/05/2018
<input type="radio"/> How To Successfully Engage Parents Of Preschool Aged Children - DES Expulsion Prevention Series	2	18	Tucson	Face To Face	Lori Magoffin	06/05/2018
<input type="radio"/> Playground Safety	1	8	Gilbert	Face To Face	Diane Lefevre	06/05/2018
<input checked="" type="radio"/> Understanding The Impact Of Trauma On Young Children And Trauma Sensitive Caregiving - DES Expulsion Prevention Series	2	21	Phoenix	Face To Face	Molly Strothkamp	06/04/2018

[Search Again](#)

7) Click "Enroll Now" if you would like to enroll in the chosen training

Scheduled Event:
Instructor Name: Molly Strothkamp - [View Instructor Profile](#) - [Change Instructor](#)
Event Type: Face to Face
Event Start Date: 06/04/2018
Event Start Time: 06:00 PM
Event End Date: 06/04/2018
Event End Time: 08:00 PM
Event Location: Southwest Human Development
Event Address: 2850 N 24th St, Conference Room B
Event City: Phoenix
Event State: AZ
Event Zip: 85008

Event Notes:
Seating is limited! Training is only for participants who work in programs serving children birth to twelve and have a current registration agreement with DES. Training is for adults only. All persons must register in advance on the Arizona Early Childhood Workforce Registry in order to attend the training; no walk-ins.

Enrollment Information:
Event Capacity: 30
Enrolled: 9
Waitlisted: 0

Follow the steps on the screen until officially enrolled. You will receive a confirmation email.