



ARIZONA
EARLY CHILDHOOD
WORKFORCE REGISTRY



CHILDCARE
EDUCATION INSTITUTE

The Industry Leader for Online
Professional Development

ARIZONA REGISTRY BRIDGE USER GUIDE

VERSION 1.0

10/15/2021

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Accessing Training through the Registry

To access your CCEI subscription to complete training:

Visit the **Arizona Early Childhood Workforce Registry** at <https://www.azregistry.org/> and log in with your email address and password. If you do not have an account in the Registry, click the **Register Now** button and follow the prompts to create your account.

ARIZONA
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Return Home Login Now

Powered by RegistryOne™

Awaiting Login...

Welcome

Register Now

Career Lattice

Submit Documentation

FAQs

Terms of Use

Privacy Policy

Welcome to the Arizona Early Childhood Workforce Registry!

Welcome to the Arizona Early Childhood Workforce Registry (Registry). The Registry will help you grow your skills and advance your career. The more experience, education, and professional development you have in early childhood, the further you can go.

By joining the Arizona Registry, you can:

Find and register for training and professional development opportunities near you; many are available online

- Meet the annual requirements for licensing
- Search by topic, instructor and location

Manage your career profile

- Keep a record of your training and credentials in one place
- Identify your strengths and the areas where you need more professional development
- Make updates as you complete classes/training

Access First Things First College Scholarships to take college classes toward a degree or credential in early childhood (only available through the Registry) Share your qualifications with employers

- Have your education credentials verified for employers, licensing agencies

The Arizona Early Childhood Workforce Registry is a component of Arizona's Early Childhood Career and Professional Development Network (Network). For additional information about the Network and to access resources and information about career pathways, educational pathways, upcoming conferences and events, latest news and more, please visit our companion Professional Development website www.azearlychildhood.org.

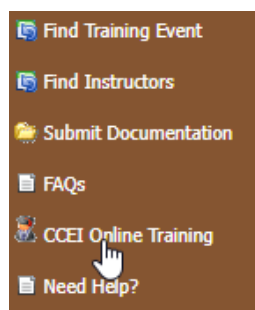
Register Now

Registration Video


Need Assistance?

Email us at info@theazregistry.org

Once logged in, on the navigation menu, click the link for **CCEI Online Training**, on the left navigation menu near the bottom of the page.



This will open the page with information about the training opportunity. To see the page in Spanish, click the **En español** button. Otherwise, click the **Click HERE to access the free CCEI online trainings** link towards the bottom of the page.



ARIZONA
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WORKFORCE REGISTRY

Arizona Student
10/13/2021 9:33 AM
[Return Home](#) [Logout](#)
Powered by RegistryOne™

[Return Home](#)[Request Admin Access](#)[Request PD Instructor/TA Access](#)[Request MSA Access](#)[My Scholarships](#)[Request Scholarship Assistance](#)[My Scholarship Requests](#)[Request FTF Scholarship Bonus](#)[My FTF Bonus Requests](#)[Request REWARD\\$ Incentive](#)[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](#)[Substitute Pool](#)[Substitute Profile](#)[Find Training Event](#)[Find Instructors](#)[Submit Documentation](#)[FAQs](#)[CCEI Online Training](#)[Need Help?](#)

Welcome!

We are pleased to offer **free unlimited access to the entire ChildCare Education Institute (CCEI) training catalog of courses in both English and Spanish.** This is available through funding from First Things First (FTF) in collaboration with Arizona Department of Education (ADE), Arizona Department of Economic Security Child Care Administration (DES, CCA), and Arizona Department of Health Services, Bureau of Child Care Licensing (DHS, BCCL).

The CCEI training catalog has over 200 hours of coursework in English and Spanish in all Workforce Knowledge and Competency areas including: child growth and development, curriculum and learning environment, child observation and assessment, effective interactions, health, safety & nutrition, family and community partnerships, professionalism, and program management. There are courses applicable to those working with infants, toddlers and preschoolers.

Who is Eligible:

- Teachers, assistant teachers, directors and administrators employed at center and home based programs licensed by DHS, BCCL and working directly with children birth through five, not yet in kindergarten.
- Providers/owners of family child care homes certified by DES, CCA and working directly with children birth through five, not yet in kindergarten.
- Quality First Coaches.

Who is Not Eligible:

- Head Start staff, with the exception of:
 - Tribal Head Start (eligible)
 - Seasonal/Migrant Head Start (eligible)
 - Early Head Start Child Care Partnerships (eligible)
- Registry members who are listed as "currently unemployed" in the Registry
- Registry members who are not employed by an early care and education program that is licensed by DHS, BCCL or regulated by DES, CCA

Now Available

- New Employee Orientation Pathway

This set of courses is intended to support practitioners who are new to their job in early care and education. Courses cover topics that will meet licensing requirements in the first 10 days and DES Health and Safety requirements in the first 90 days.

[Click HERE to access the free CCEI online trainings.](#) (Be sure to enable pop-ups for this site.)

Completed courses will show on your Professional Development and Education Report within 24 hours.
Please do NOT send or upload any completion certificates to the Registry team. If you think you should be eligible for a CCEI subscription but do not have access, email registry@firstthingsfirst.org with your Registry ID, name, employer and job title. Allow approximately 7 to 10 days for a response.

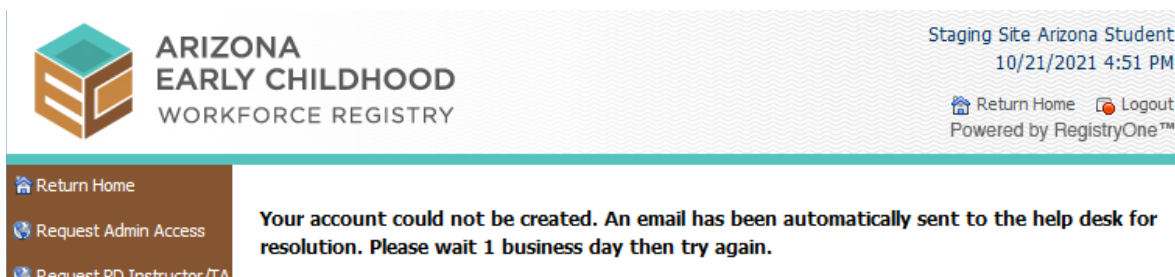
©ChildCare Education Institute

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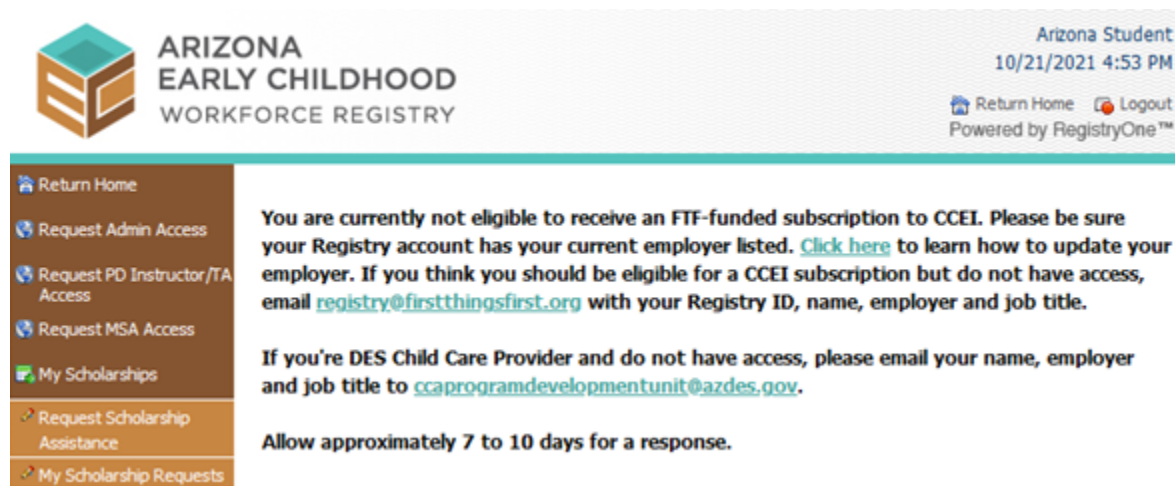
ARIZONA REGISTRY BRIDGE USER GUIDE

Once you click the link to access training, one of several things may happen:


1. If you are eligible for the state provided training and do not have a CCEI account, a CCEI account will be created for you, using your registry information and the bridge will open in a new tab.
2. If you are eligible for the state provided training and currently have a CCEI account, where your last name and Registry ID match, the bridge will open in a new tab, giving you access to a CCEI subscription and access to training.
3. If you are eligible for the state provided training and there is a CCEI account with either your registry ID or your email, but not a matching last name, an email will be sent to CCEI with the details needed to resolve the situation. Please wait 1 business day then try again.




4. If you are not eligible for the state provided training, you will receive a message indicating so with a link that allows you to review the requirements.



Once you are in the CCEI system, you will get this home screen.

CHILD CARE
EDUCATION INSTITUTE

Arizona Student ▾

Home

Your Information

Purchase

Courses

Resource Library

Discussion Forum

Subscription Information ⓘ

- **Student Name:** Arizona Student
- **Student ID:** 558625
- Your subscription is **ACTIVE**.
- **Subscription Start Date:** October 11, 2021
- **Subscription End Date:** October 14, 2022

Resources ⓘ

Discussion Forum

Activities Library (available through 12/31/2021)

Download Adobe for PDF Viewing

Font / Language Settings

User Guide

Student Instructional Videos

File Upload

Your Steps to Professional Development: ⓘ

1 Review your Personal Settings

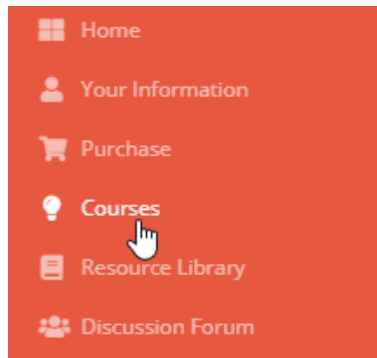
2 Register for Professional Development Courses

3 Start Learning

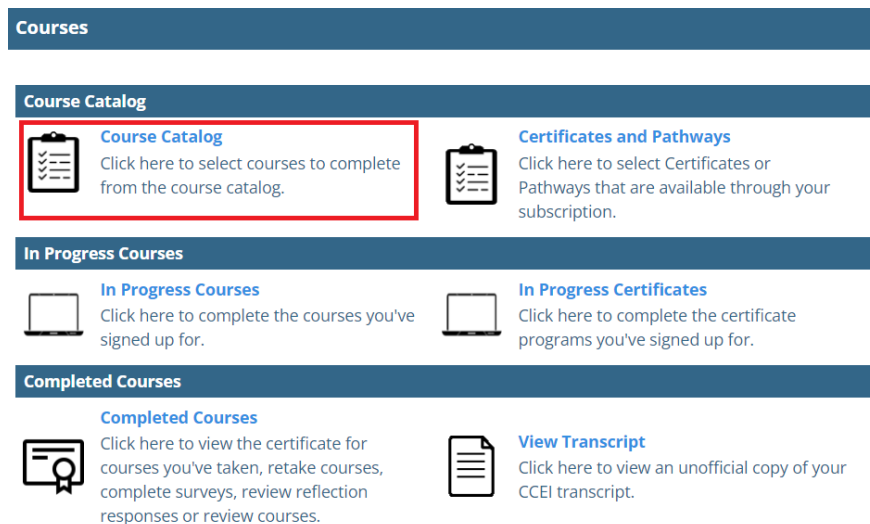
Registering for Individual Courses

With your Arizona Early Childhood Workforce Registry sponsored training you have access to all the courses in the CCEI professional development catalog. To register for courses:

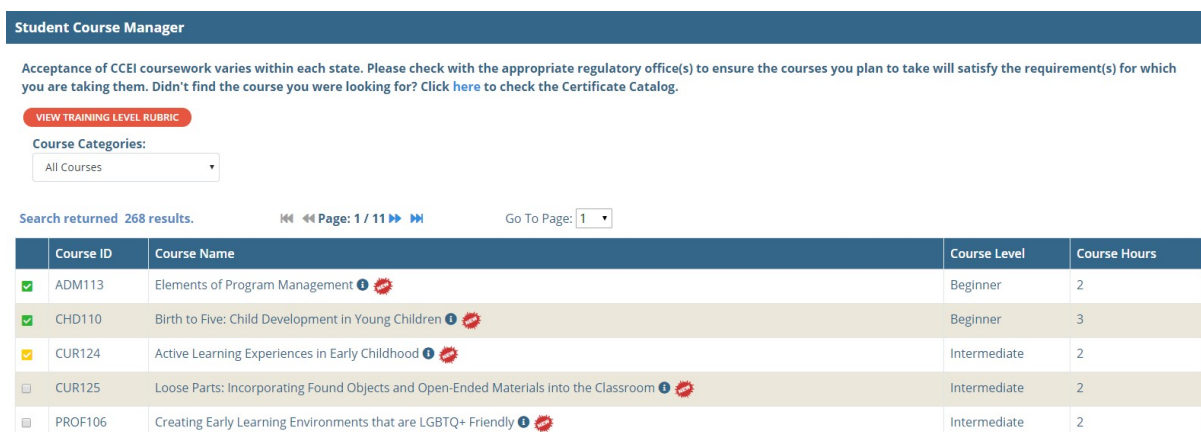
On the left-hand navigation menu click on **Courses**.



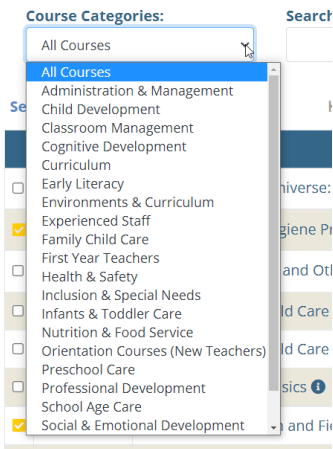
This will open the Courses page. Click on the **Course Catalog** link.



This will open the **Student Course Manager** page course catalog with all of our courses will be displayed. Find the courses you would like to take.



You may narrow down the courses by category by clicking on **All Courses** under **Course Categories**. A menu of categories will drop down. Click on the course category you would like to view. The courses under that category will be displayed.



Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them. Didn't find the course you were looking for? Click [here](#) to check the Certificate Catalog.

[VIEW TRAINING LEVEL RUBRIC](#)

Course Categories:

All Courses

Search returned 268 results.

Page: 1 / 11

Go To Page: 1

	Course ID	Course Name	Course Level	Course Hours
<input checked="" type="checkbox"/>	ADM100	The Eco-Friendly Child Care Center, Part 1: Green Lifestyle and Environmental Health	Beginner	1
<input checked="" type="checkbox"/>	ADM101	The Eco-Friendly Child Care Center, Part 2: Environmental Education and Sustainability	Beginner	1
<input type="checkbox"/>	ADM102	Family Child Care Basics	Beginner	3
<input type="checkbox"/>	ADM103	Transportation and Field Trip Safety for Child Care Centers	Beginner	2

Scroll to the bottom of the page and click **Submit**.

<input type="checkbox"/>	CCEI2421TX	Texas Minimum Standards: Part 1	Beginner	1
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[SUBMIT](#)

Search returned 268 results. Page: 1 / 11 Go To Page: 1

You will receive confirmation that the courses have been added to your account.

Student Course Manager

Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them. Didn't find the course you were looking for? Click [here](#) to check the Certificate Catalog.

The following courses are being added to CCEI Student's Account:

ADM100
ADM101

[Start Learning Now](#)

Click **Start Learning Now** which will take you to the **In Progress Courses** page so you can begin your courses.

Click the **Begin** button under the course title to start your course.

In Progress Courses

 Check out our new Activities Library!
Exclusive to CCEI students who are part of Center-Based subscriptions, this library gives you access to over 10,000 activities! Search by age group, content area, development area, keyword and more.
[View Library](#)

You may complete up to a total of 6 courses per day (time of day is based on the Eastern Time Zone).

Course ID	Course Name	
ADM101	The Eco-Friendly Child Care Center, Part 2: Environmental Education and Sustainability	<div><div>BEGIN</div><div>HANDOUTS</div></div>
ADM100	The Eco-Friendly Child Care Center, Part 1: Green Lifestyle and Environmental Health	<div><div>BEGIN</div><div>HANDOUTS</div></div>

Note that courses with a **green** checkmark next to them are courses you have already completed and those with a **yellow** checkmark are those you have in progress.

Student Course Manager

Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them. Didn't find the course you were looking for? Click [here](#) to check the Certificate Catalog.

VIEW TRAINING LEVEL RUBRIC

Course Categories:

All Courses

Search returned 268 results.

Page: 1 / 11

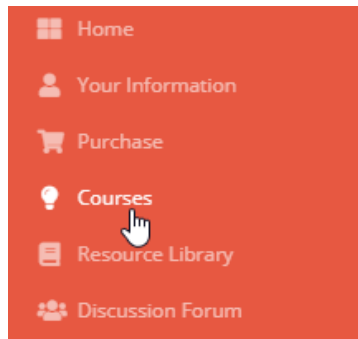
Go To Page: 1

	Course ID	Course Name	Course Level	Course Hours
✓	ADM113	Elements of Program Management	Beginner	2
✓	CHD110	Birth to Five: Child Development in Young Children	Beginner	3
✓	CUR124	Active Learning Experiences in Early Childhood	Intermediate	2
□	CUR125	Loose Parts: Incorporating Found Objects and Open-Ended Materials into the Classroom	Intermediate	2
□	PROF106	Creating Early Learning Environments that are LGBTQ+ Friendly	Intermediate	2

Registering for Arizona Pathways

With your **Arizona Early Childhood Workforce Registry** sponsored training you have access to Arizona Pathway training. To register for **Arizona Pathways**:


On the left-hand navigation menu click on **Courses**.




This will open the Courses page. Click on the **Certificates and Pathways** link.


Courses


Course Catalog

**Course Catalog**
Click here to select courses to complete from the course catalog.


**Certificates and Pathways**
Click here to select Certificates or Pathways that are available through your subscription.


In Progress Courses

**In Progress Courses**
Click here to complete the courses you've signed up for.

**In Progress Certificates**
Click here to complete the certificate programs you've signed up for.



Completed Courses

**Completed Courses**
Click here to view the certificate for courses you've taken, retake courses, complete surveys, review reflection responses or review courses.

**View Transcript**
Click here to view an unofficial copy of your CCEI transcript.

Register for Certificates and Pathways

Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them.

2 results   Page: 1 / 1 Go To Page:

Certificate Programs of Study

☐ Child Care Orientation Certificate

SUBMIT

Pathways

Click the pathway name to see what courses are included. Registering for a pathway will assign all the courses that you don't already have, to your In Progress courses.

☒ Arizona New Employee Orientation Pathway

SUBMIT

You will receive a confirmation message that the courses included in the **Pathway** will be assigned to your account and the status of any courses that you may have already started or previously completed will be shown. If you have completed a course previously you will **not be required to complete it again**. Any courses you have already started have been bookmarked and **you can resume where you left off**.

Register for Certificates and Pathways

Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them.

Courses from the following pathway have been assigned to your account.

Arizona New Employee Orientation Pathway

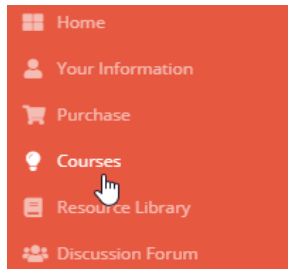
- HLTH105 added to your In Progress Courses
- CCEI110A already completed and in your Completed Courses
- ADM107 added to your In Progress Courses
- CCEI110B already completed and in your Completed Courses
- HLTH102 currently in your In Progress Courses
- CCEI112A already completed and in your Completed Courses
- CCEI119 added to your In Progress Courses

[Start Learning Now](#)

Click ***Start Learning Now*** which will take you to your ***In Progress Courses*** page so you can begin your courses.



Resuming a Course



To resume a course... On the left-hand navigation menu click on **Courses**.





Click **In Progress Courses** to see your course(s).

Courses


Course Catalog
 **Course Catalog**
Click here to select courses to complete from the course catalog.
 **Certificates and Pathways**
Click here to select Certificates or Pathways that are available through your subscription.

In Progress Courses
 **In Progress Courses**
Click here to complete the courses you've signed up for.
 **In Progress Certificates**
Click here to complete the certificate programs you've signed up for.

Completed Courses
 **Completed Courses**
Click here to view the certificate for courses you've taken, retake courses, complete surveys, review reflection responses or review courses.
 **View Transcript**
Click here to view an unofficial copy of your CCEI transcript.

Click **Resume** under courses that you've previously started and want to continue.

In Progress Courses

 Check out our new Activities Library!
Exclusive to CCEI students who are part of Center-Based subscriptions, this library gives you access to over 10,000 activities! Search by age group, content area, development area, keyword and more.
[View Library](#)

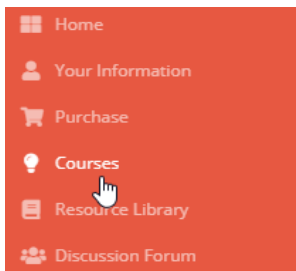
You may complete up to a total of 6 courses per day (time of day is based on the Eastern Time Zone).

Course ID	Course Name	
CHD110	Birth to Five: Child Development in Young Children	BEGIN HANDOUTS
CCEI110B	Outdoor Safety in the Early Childhood Setting	RESUME HANDOUTS
CUR124	Active Learning Experiences in Early Childhood	RESUME HANDOUTS

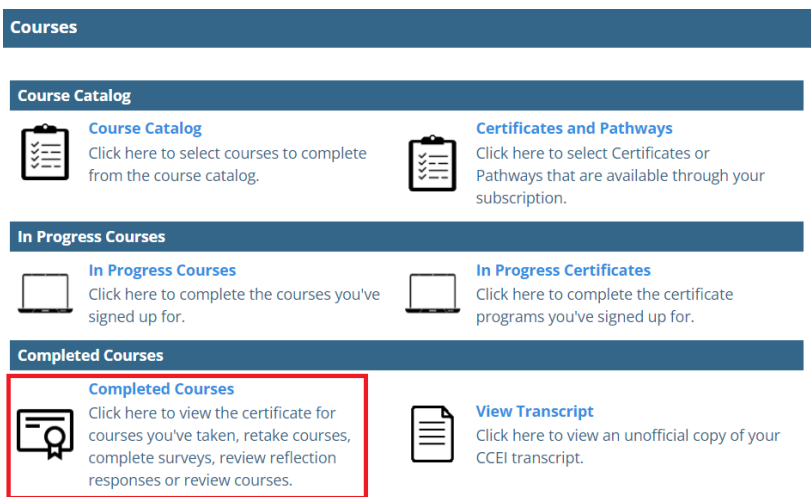
Retaking Courses

Once you have completed a course you may find the need to take the course again and gain a new completion date. To retake a course:

On the left-hand navigation menu click on **Courses**.



Click on **Completed Courses**.



Find the course you would like to retake and click the **Retake** button under that course. This will put a new instance of the course in your **In Progress Courses**.



Click **Start Learning Now** which will take you to your **In Progress Courses** page so you can begin your courses.

Student Course Manager

Acceptance of CCEI coursework varies within each state. Please check with the appropriate regulatory office(s) to ensure the courses you plan to take will satisfy the requirement(s) for which you are taking them. Didn't find the course you were looking for? Click [here](#) to check the Certificate Catalog.

The following courses are being added to CCEI Student's Account:
CHD110

[Start Learning Now](#)

Click the **Begin** button under the course title to start your course.

In Progress Courses

Check out our new Activities Library!

Exclusive to CCEI students who are part of Center-Based subscriptions, this library gives you access to over 10,000 activities! Search by age group, content area, development area, keyword and more.

[View Library](#)

You may complete up to a total of 6 courses per day (time of day is based on the Eastern Time Zone).

Course ID	Course Name	
CHD110	Birth to Five: Child Development in Young Children	<div><div>BEGIN</div><div>HANDOUTS</div></div>
CCEI110B	Outdoor Safety in the Early Childhood Setting	<div><div>RESUME</div><div>HANDOUTS</div></div>

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ARIZONA REGISTRY BRIDGE USER GUIDE

Frequently Asked Questions

What if I am taking a course and I need to take a break? Will I have to start over if I stop in the middle?

No. CCEI bookmarks where you leave off in a course. Upon logging back in, you will be able to resume a course exactly where you left off. The only exception to this is course exams. Once you start an exam you must finish it in the same setting. Leaving the exam before it is complete will require you to start the exam over.

How do I know which classes I have completed?

Students may view their completed courses by clicking **Courses** on the left navigation menu then **Completed Courses**. From there you can view and/or print the certificate for courses you've completed, retake courses, complete surveys, review reflection responses or review courses. To view certificates you must have Acrobat Reader installed on your computer, tablet, or mobile device. To get Acrobat Reader click [here](https://get.adobe.com/reader/) or visit the Adobe Acrobat Reader site at <https://get.adobe.com/reader/>.

Is there a limit to the number of courses I can complete in one day?

Yes. Research indicates that student comprehension begins to diminish after extended periods of study. CCEI has limited the maximum number of courses a student can complete in any program to 6 courses per day.

I clicked the link to access training and it's telling me an account already exists for me but I've never used the site before.

We utilize a matching algorithm to help prevent duplicate accounts. If you are getting this message it means some of the data in your account matches data in a CCEI account. Please contact CCEI Customer Support at (800) 499-9907, ext. 524 or send an email to helpdesk@cceionline.com and we will get things cleared up.

I clicked the link to access training and it says I'm not eligible for the state provided training. What do I do?

In order to be eligible for training meet the criteria. Be sure your registry account has the most up to date information, including employment. If you feel that you qualify, but still get this message, contact the Registry office.

My staff currently have subscriptions paid for by another source. How can I get a state provided account?

If your center already has a CCEI subscription, it will be active until it expires. Once expired, qualified employees will be able to access CCEI training through the registry.

My center has purchased a center subscription from CCEI but now the state is providing training. Can I get a refund for what I purchased?

Refunds will not be issued. When your subscription expires, eligible employees will be able to take advantage of the state funded subscriptions.

My center has purchased a center subscription from CCEI but I'm out of licenses and need my new staff to complete training. What can I do?

If the staff that need to complete training meet the eligibility requirements they can log in through the **Arizona Workforce Registry** to access the training.

I'm trying to register for a course but there's a green check mark and it won't let me select the course.

A green check mark next to a course in the **Course Catalog** means you have previously completed this course. If you need to complete the course again, on the navigation menu select **Courses**, then **Completed Courses**. Find the course you need to retake and click the **Retake** button under the course title. This will open a new instance of the course in your **In Progress** Courses.

I'm trying to register for a course but there's a yellow check mark and it won't let me select the course.

A yellow check mark next to a course in the **Course Catalog** means you have already registered for the course and need to complete it. To access the course, on the navigation menu select **Courses**, then **In Progress Courses**. Find the course you need to retake and click the **Begin** or **Resume** button under the course title.

How do I register for a course that I already completed?

If you need to retake a course you've already completed, on the navigation menu select **Courses**, then **Completed Courses**. Find the course you need to retake and click the **Retake** button under the course title. This will open a new instance of the course in your *In Progress Courses*.

What are Pathways?

Pathways are groupings of courses that can be registered for all at once.

How do I register for a Pathway?

To register for a **Pathway**, log into your **Arizona Workforce Registry** account and click the link for **CCEI Online Training**. Click the link to access the CCEI online trainings. This will log you into the CCEI learning management system. From there, on the navigation menu, click **Courses**, then **Certificates and Pathways**. You can then check the box next to the **Pathway** you wish to complete and click the **Submit** button. The courses in the **Pathway** will be assigned to your account.

How can I add my teachers to get the state provided training?

In order for your teachers to get the state-provided training, they must have an **Arizona Workforce Registry** account, be attached to an eligible employer and working in an eligible position. If they meet the eligibility requirements they can access the training through their **Arizona Workforce Registry** account.

I am a center administrator. How can I see the training my staff has completed?

As a center administrator, you can log into your **Arizona Workforce Registry** account and see training completions for your staff on their education and training report.