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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.

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.
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.
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.

Scroll to the bottom of the page and click Submit.

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

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

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

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Course Level</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM101</td>
<td>The Eco-Friendly Child Care Center, Part 2: Environmental Education and Sustainability</td>
<td>Beginner</td>
<td>2</td>
</tr>
<tr>
<td>ADM100</td>
<td>The Eco-Friendly Child Care Center, Part 1: Green Lifestyle and Environmental Health</td>
<td>Beginner</td>
<td>2</td>
</tr>
</tbody>
</table>

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.
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 | | Certificates and Pathways |
|---------|-----------------------------|
| Course Catalog | Click here to select courses to complete from the course catalog. |
| 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 | 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  Go To Page: 1

Certificate Programs of Study
- Child Care Orientation Certificate

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
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.

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).

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

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