How to Access Free Online Training Using Your OEC Registry Account
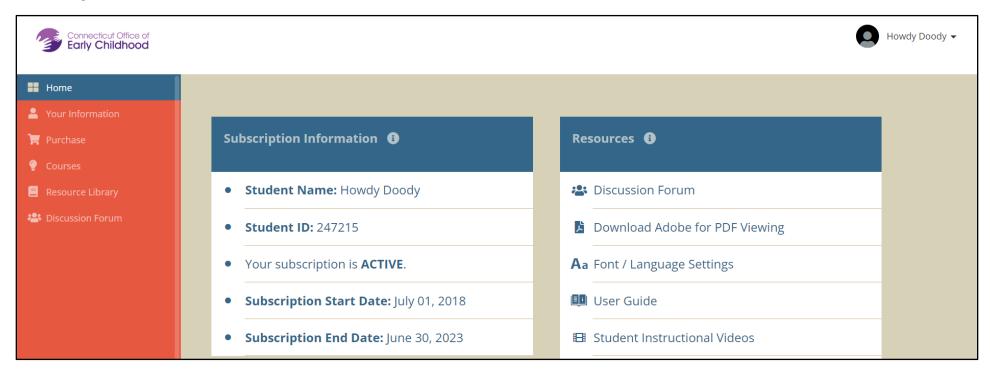
And

Frequently Asked Questions

1. Log in to your OEC Registry account.

2. Click the **Online Training** tab on the left menu.

   ![Online Training button]

3. Review important information about what is offered; be sure pop ups are enabled, and click the link to open the training. A new tab opens, showing your training tools:
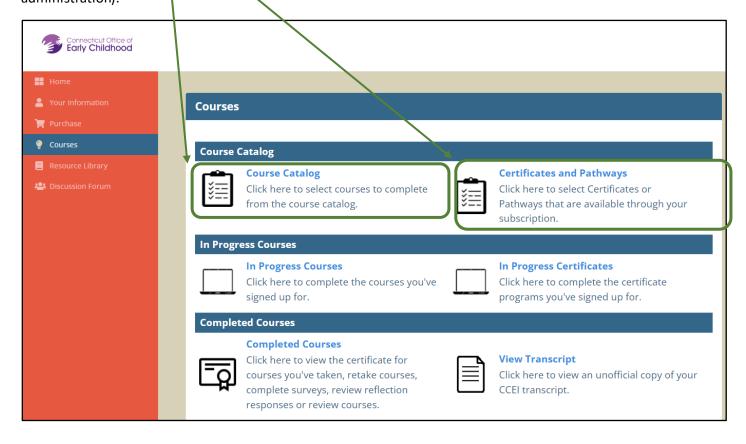
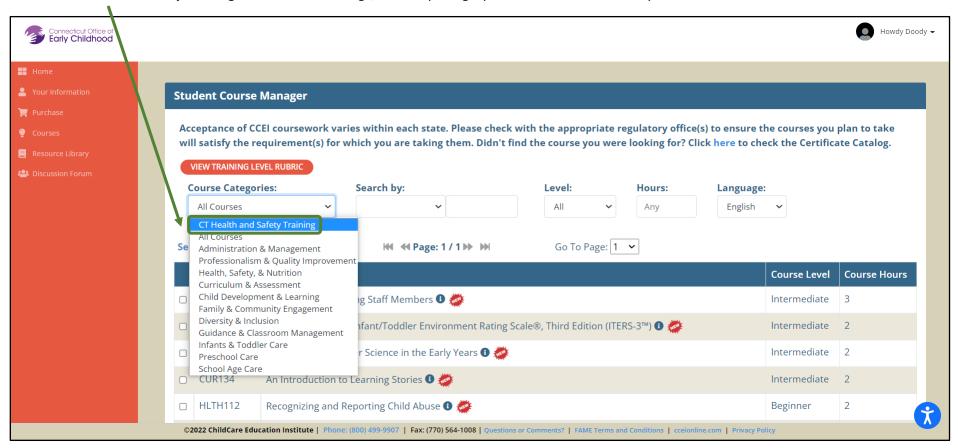To find training, choose **Courses** on the left menu.

Choose **Course Catalog** to search for trainings, including:

- Care4Kids' Federal Online Health and Safety Orientation – **Family Child Care Owners** (complete along with the POP training, and OEC licensing approved first aid, CPR and medication administration), and
- Care4Kids' Federal Online Health and Safety Orientation – **Partial required topics** (for center, group home, school-based staff and family child care home assistants who have or plan to have completed OEC licensing approved first aid, CPR and medication administration to meet orientation).

Choose **Certificates and Pathways** to access the Care4Kids' Federal Online Health and Safety Orientation – **All required topics** (for center, group home, school-based staff and family child care home assistants who do NOT have and do NOT plan to take OEC licensing approved first aid, CPR and medication administration).
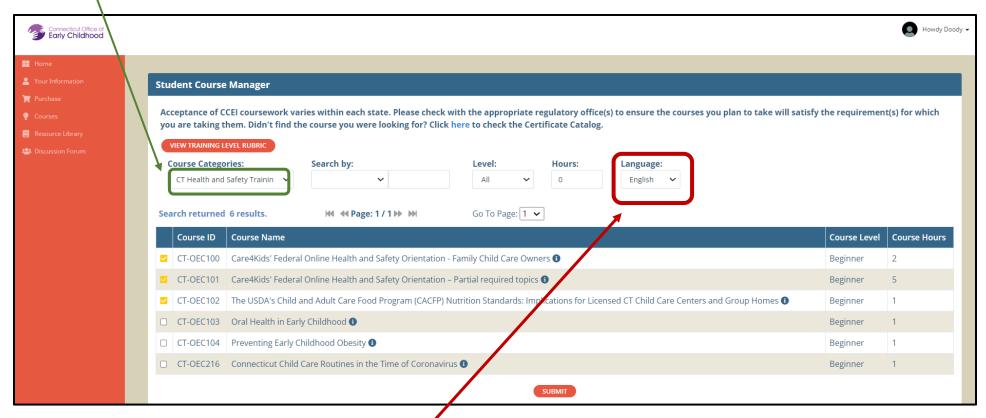
When choosing **Courses** on the left menu for the above mentioned Care4Kids trainings: choose **Course Catalog,** and then in the **Course Category** drop down, choose **CT Health and Safety Training**. For all other trainings, search by category or search the whole library.

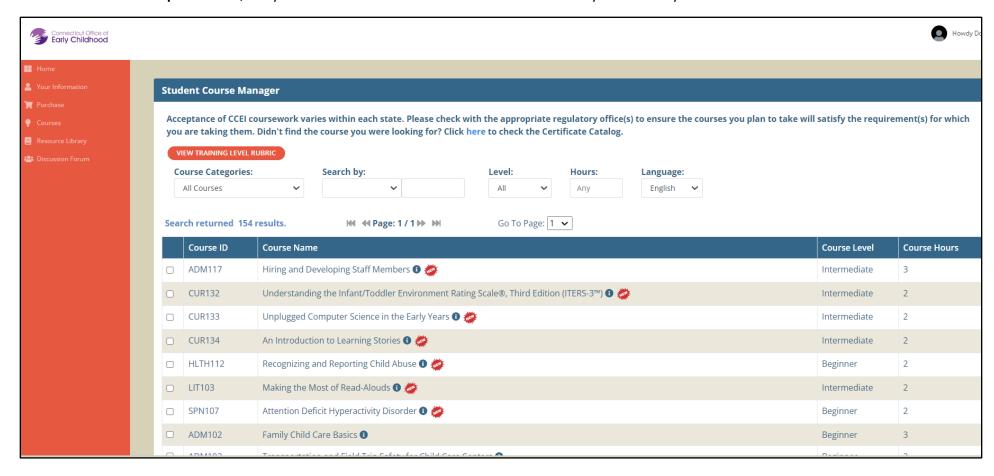**Choosing CT Health and Safety Training**

Note: A yellow checked box means you have already selected this option. Go to In Progress ourses to continue taking the training.

To view Spanish, change the language on the right side of the screen.

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Remember: Your **subscription is free**, and you have **unlimited access**. Check out what this library has to offer you and **watch for new additions**!

Connecticut Office of
Early Childhood

Howdy Do

- Home
- Your Information
- Purchase
- Courses
- Resource Library
- Discussion Forum

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:	Search by:		Level:	Hours:	Language:
All Courses ▾	▾		All ▾	Any	English ▾

Search returned 154 results.   ⏮ ◀◀ Page: 1 / 1 ▶▶ ⏭   Go To Page: 1 ▾

	Course ID	Course Name	Course Level	Course Hours
☐	ADM117	Hiring and Developing Staff Members ⓘ 🏷	Intermediate	3
☐	CUR132	Understanding the Infant/Toddler Environment Rating Scale®, Third Edition (ITERS-3™) ⓘ 🏷	Intermediate	2
☐	CUR133	Unplugged Computer Science in the Early Years ⓘ 🏷	Intermediate	2
☐	CUR134	An Introduction to Learning Stories ⓘ 🏷	Intermediate	2
☐	HLTH112	Recognizing and Reporting Child Abuse ⓘ 🏷	Beginner	2
☐	LIT103	Making the Most of Read-Alouds ⓘ 🏷	Intermediate	2
☐	SPN107	Attention Deficit Hyperactivity Disorder ⓘ 🏷	Beginner	2
☐	ADM102	Family Child Care Basics ⓘ	Beginner	3
☐	ADM103	Transportation and Field Trip Safety for Child Care Centers ⓘ	Beginner	2

Frequently Asked Questions

To access Online Training, the system says I need confirmed employment. What does "confirmed employment" mean?

Confirmed employment means that an authorized administrator of the program has access to the program's tools in the Registry and has confirmed who works there. When you pick your employer in the Registry, you show on the Staff Confirmation page of the program. Administrative access is detailed in the instructions for Program Administrators under the log in section on www.ccacregistry.org.

What is the cost to take these trainings?

The Office of Early Childhood is covering the cost of your OEC Registry account AND the training access for eligible providers. There is no cost to you.

Do completions count toward OEC licensing professional development?

Yes.

Do completions count toward the Care4Kids annual professional development requirements?

Yes.

How do I know if I successfully completed a course?

You will be asked a set of questions at the end of the training. You will need a score of 70% or higher to pass the course and receive a certificate. If you do not achieve a passing score you will be given additional opportunities to retake the exam. If you do not pass the additional opportunities, you will need to retake the training.

Should I keep the completion certificate?

Yes. You should always personally maintain a log and file of certificates. When you complete a training, the information (not a certificate) is automatically transferred nightly into your registry account and will show up on your *Education and Training Report*.