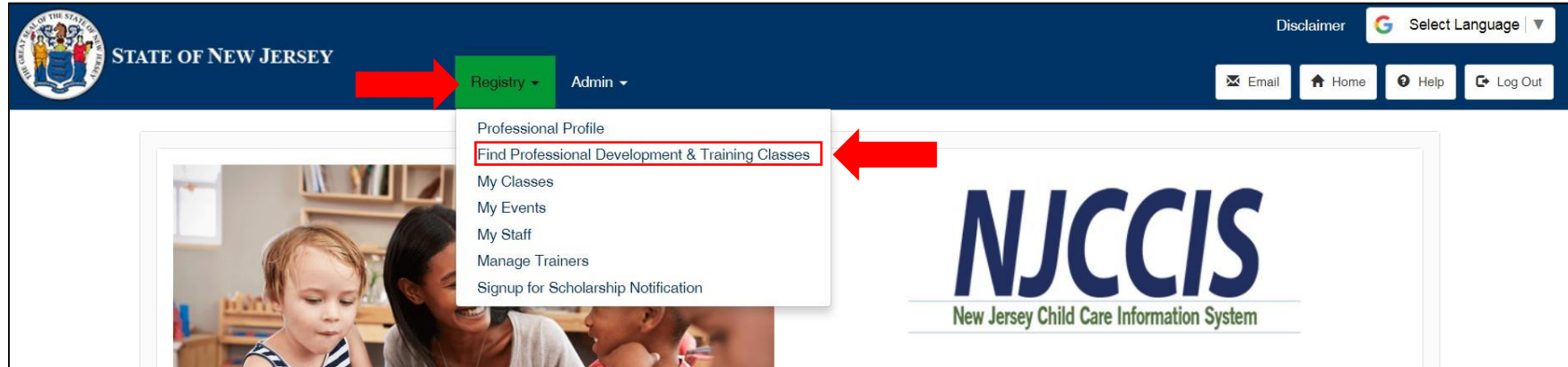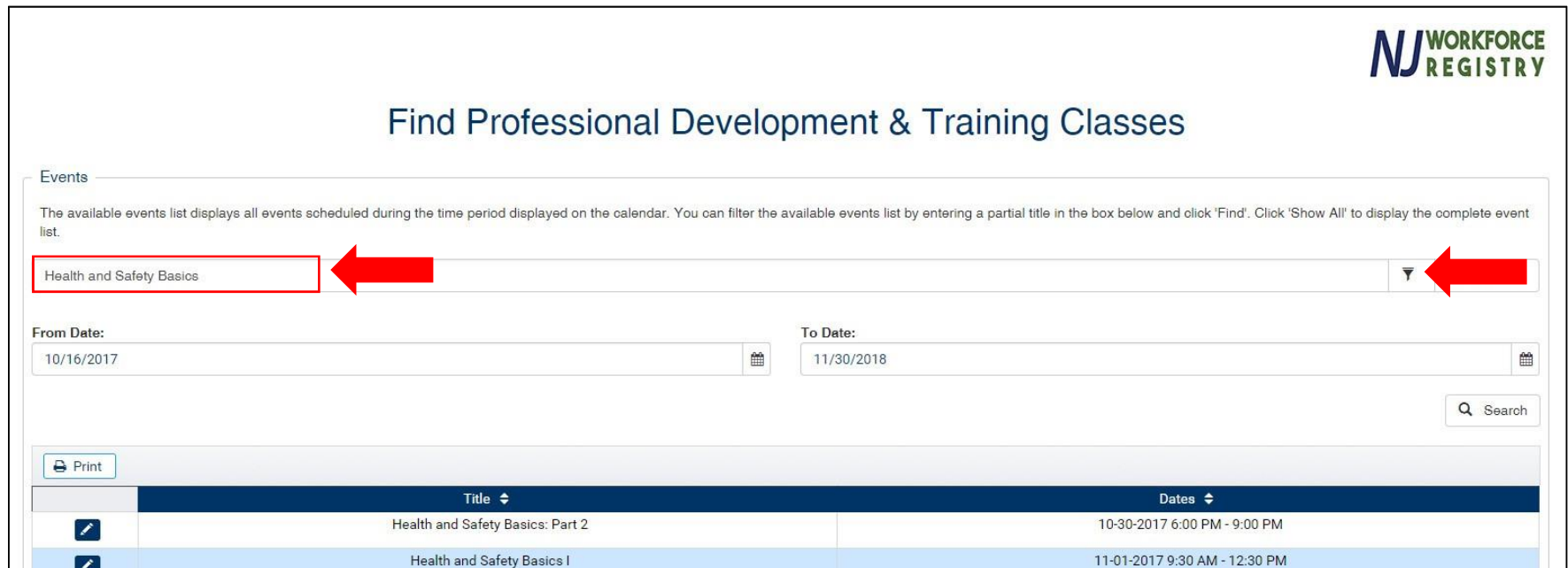# NJ WORKFORCE REGISTRY

How to Search Trainings

Go to **www.NJCCIS.com** and log in to your account.

Click on the "Registry" tab and click on "Find Professional Development & Training Classes"

If you know the title of the training, you want to register for enter in the "Filter by Title" field and click the filter icon.

If you would like to search by other criteria, scroll down and click on the "Advanced Search" button

Find Professional Development & Training Classes

Events

The available events list displays all events scheduled during the time period displayed on the calendar. You can filter the available events list by entering a partial title in the box below and click 'Find'. Click 'Show All' to display the complete event list.

Filter by Title

From Date:
10/11/2017

To Date:
11/11/2017

Q Search

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	Title ⇵	Dates ⇵
✏	Appropriate use of social media policy	10-11-2017 6:00 PM - 8:00 PM
✏	Pyramid Model: Infant/Toddler Module 1 - Part 2 of 2 (3.5 hrs)	10-11-2017 6:00 PM - 9:00 PM
✏	Keeping Babies & Children in Mind Workshop 3 of 7	10-11-2017 6:00 PM - 9:00 PM
✏	Preschool Standards	10-11-2017 6:15 PM - 8:15 PM
✏	Birth To Three Early Learning Standards, Domain II: Approaches to Learning	10-11-2017 6:30 PM - 8:30 PM

⇤ ⇠ 1 2 3 4 5 ⇢ ⇥ 5 ▼

Advanced Search for Classes

Not seeing what you're looking for? Do an advanced search and find a class to register for.

Q Advanced Search

My Upcoming Events

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Select	Title ⇵	Start Date ⇵	Start Time ⇵	End Time ⇵	Location ⇵
		No records found			

⇤ ⇠ 1 ⇢ ⇥ 5 ▼

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#1: Go to "Select Field to Search" dropdown menu and choose "Training Location"
#2: Once you've selected "Training Location", type "Online" into the field next to it.
#3: Click "Search"

Advanced Search for Professional Development & Training Classes

Enter Event Search Criteria

First, select a field to search in and then either type or select the term you would like to search for within that field. If you would like to search multiple fields, click the "Add Search Criteria" button and again select the field you'd like to search and type or select the term to search for within that field. Once the search parameters are how you'd like them, click the "Search" button to execute your search.

* Select Field to Search

Training Location ▼

--Select--
Title
Trainer Name
Training Agency
County
Content Level
Core Knowledge Area
Target Audience
Training Location   #1
Event Start Date
Conference Name
Minimum Higher Education CEUs
Minimum Clock Hours
Previous Events
None

* Type Term for Search

Online   #2   ✖

+ Add Search Criteria   ✖ Reset Search   🔍 Search   #3

My Registered Events

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Select			Start Time ⬍	End Time ⬍	Location ⬍	Capacity ⬍	Registered ⬍
				No records found			

|◀ ◀◀ **1** ▶▶ ▶| 5 ▼

This will display all available online trainings:

Search Results: 717

🖨 Print

Select	Title ⬍	Start Date ⬍	Start Time ⬍	End Time ⬍	Location ⬍	County ⬍	Trainer Name ⬍	Agency Name ⬍	Capacity ⬍	Registered ⬍	Cancelled Date
✏	(SPANISH) Early ...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	0	
✏	(SPANISH) Early ...	11/1/2017	8:00 AM	8:00 AM	Online		Training Services...	Grow NJ Kids (D...	100	0	
✏	(SPANISH) Famil...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	2	
✏	(SPANISH) Famil...	11/1/2017	12:00 PM	12:00 PM	Online		Training Services...	Grow NJ Kids (D...	100	0	
✏	(SPANISH) Infant...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	2	
✏	(SPANISH) Infant...	11/1/2017	8:00 AM	8:00 AM	Online		Training Services...	Grow NJ Kids (D...	100	1	

To Search by Training Agency:

Go to the "Select Field to Search" dropdown menu and choose "Training Agency"

Once you've selected "Training Agency", use the drop down menu to the right to select type the Training Agency name and then select "Search"

This will display all available trainings for selected Training Agency:

Search Results: 147

Select	Title	Start Date	Start Time	End Time	Location	County	Trainer Name ...	Agency Name ...	Capacity	Registered	Cancelled Date
✏	(SPANISH) C...	11/28/2017	9:00 AM	4:00 PM	The Urban Le...	Hudson	Training Servi...	Grow NJ Kids...	30	1	
✏	(SPANISH) C...	1/20/2018	9:00 AM	4:00 PM	4C's of Passa...	Passaic	Training Servi...	Grow NJ Kids...	30	13	
✏	(SPANISH) C...	12/18/2017	9:00 AM	4:00 PM	The Urban Le...	Hudson	Training Servi...	Grow NJ Kids...	30	1	
✏	(SPANISH) E...	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi...	Grow NJ Kids...	0	0	
✏	(SPANISH) E...	11/1/2017	8:00 AM	8:00 AM	Online		Training Servi...	Grow NJ Kids...	100	0	
✏	(SPANISH) F...	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi...	Grow NJ Kids...	0	2	

You can further narrow down your search by:
#1: Selecting the "Add Search Criteria"
#2: and then selecting additional criteria to search by.

If you need further help visit https://www.njccis.com/njccis/help

Last Updated: DFD 10-16-17