

## How to Search Trainings

Go to [www.NJCCIS.com](http://www.NJCCIS.com) and log in to your account.

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

The screenshot shows the top navigation bar of the NJCCIS website. The 'Registry' tab is highlighted in green, and a dropdown menu is open, showing the option 'Find Professional Development & Training Classes' highlighted with a red box. A red arrow points to the 'Registry' tab, and another red arrow points to the highlighted menu item. The background shows the NJCCIS logo and a photo of a woman and children.

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.

The screenshot shows the search interface for finding professional development and training classes. The title 'Find Professional Development & Training Classes' is centered at the top. Below it, there is a search box with the text 'Health and Safety Basics' entered, highlighted with a red box. A red arrow points to the search box, and another red arrow points to the filter icon (a downward arrow) to the right of the search box. Below the search box, there are fields for 'From Date' (10/16/2017) and 'To Date' (11/30/2018). A 'Search' button is located to the right of the date fields. At the bottom, there is a table with two columns: 'Title' and 'Dates'. The table contains two rows of training classes.

Title	Dates
Health and Safety Basics: Part 2	10-30-2017 6:00 PM - 9:00 PM
Health and Safety Basics I	11-01-2017 9:30 AM - 12:30 PM

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  ▼ ☰ Show All

From Date:

10/11/2017



To Date:

11/11/2017



Search

Print

	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

Navigation: 1 2 3 4 5

### Advanced Search for Classes

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



Advanced Search

## My Upcoming Events

Print

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

Navigation: 1 5

- #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
- Event Start Date
- Conference Name
- Minimum Higher Education CEUs
- Minimum Clock Hours
- Previous Events
- None

\* Type Term for Search

+ Add Search Criteria
✕ Reset Search
Search

My Results: 0

Print

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
<input checked="" type="checkbox"/>	(SPANISH) Early ...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	0	
<input checked="" type="checkbox"/>	(SPANISH) Early ...	11/1/2017	8:00 AM	8:00 AM	Online		Training Services...	Grow NJ Kids (D...	100	0	
<input checked="" type="checkbox"/>	(SPANISH) Famil...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	2	
<input checked="" type="checkbox"/>	(SPANISH) Famil...	11/1/2017	12:00 PM	12:00 PM	Online		Training Services...	Grow NJ Kids (D...	100	0	
<input checked="" type="checkbox"/>	(SPANISH) Infant...	10/16/2017	12:00 AM	12:00 AM	Online		Training Services...	Grow NJ Kids (D...	0	2	
<input checked="" type="checkbox"/>	(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"

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

\* Training Agency

--Select--

+ Add Search Criteria   x Reset Search   Search

My Registered Ever

Print

Select

Start Time   End Time   Location   Capacity   Registered

No records found

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"

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 Agency

\* Training Agency:
 

- Grow NJ Kids (Department of Hu)
- Goddard systems, inc.
- Good Shepherd, The
- Grandma's Place, Inc.
- Granite State College
- Greater Bergen Community Action, Inc.
- Green House Preschool & Kindergarten, The
- Grit Academy, The
- Grow NJ Kids (Department of Human Services / Division of Family Development)**
- HAPS Consulting LLC
- Haniel's Heart Healing Energy, LLC
- Happy Today& Bright Tomorrow Child Care and Learning Center
- Head Start Community Program of Morris County
- Health to Heart Services, LLC
- Hilltop Nursery School
- Hudson County Community College
- Hunterdon County Ymca Child Learning Center
- Institute for Training in Infant and Preschool Mental Health
- Iron Hand Rescue, LLC
- JFK Johnson Rehabilitation Institute
- Jerry Davis Center for Child and Families/the Arc of Somerset County

Reset Search Search

My Registered Events: 0

Print

Select	Title	Start Date	Start Time	End Time	Location	County	Trainer Name	Agency Name	Capacity	Registered	Cancelled Date
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Privacy Notice

This will display all available trainings for selected Training Agency:

Search Results: 147

Print

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.

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

\* Type Term for Search  
Online

\* Select Field to Search  
-Select-  
-Select-  
Title  
Trainer Name  
Training Agency  
County  
Content Level  
Core Knowledge Area  
Target Audience  
Training Location  
Event Start Date  
Conference Name  
Minimum Higher Education CEUs

+ Add Search Criteria Search Search

Search Results: 717  
Print

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