

# The Training Registry

The Utah Office of Child Care organized & published the training registry: <http://trainingregistry.jobs.utah.gov/>

Options Before Login	Options After Login
<p><u>Home</u> This page with the map is the first page you will see. Put your mouse over the word "Western" in the purple heading above the map. You will see which counties we service and our contact information. Click the word "Western" and you will be taken to the Class Calendar page. See more information about the Class Calendar below.</p>	
<p><u>Login</u> If you want to access your personal training records you will need to fill in the username and password fields and click "Submit". If you do not have a username and password yet, please call CCR&amp;R at 1-800-543-7527 (you may change your username and/or password at any time).</p> <p><u>Registration</u> If you have already taken training through CCR&amp;R or if you are already on the career ladder, do not fill out this registration form. Call us at 1-800-543-7527 to get your username in password for login.</p>	<p><u>Logout</u> Click this when you are finished with the registry.</p> <p><u>View My Record</u> After login, this is the default page that you will see. The yellow box contains the following links:</p> <ul style="list-style-type: none"><li>• <u>View my current class registration</u>: This page shows what classes you are enrolled in currently.</li><li>• <u>View my transcript</u>: This page shows what classes you have already taken. If you notice any discrepancies with this information, call us at 1-800-543-7527.</li><li>• <u>See where I am on the Career Ladder</u>: This page shows which levels you have completed and guides you in selecting other classes to obtain more levels.</li><li>• <u>View my Training &amp; Longevity Awards</u>: This page shows the TLS bonus you have received.</li></ul> <p><u>Update Profile</u> Change your contact information and password on this form.</p> <p><u>Request Admin Account</u> This is for CCR&amp;R and OCC use only.</p>
<p><u>Class Calendar</u> This page shows all the upcoming training anywhere in the state. Be sure to select "Western" in the region field, then click the "Go" button, if you want to see what's coming up in our area. You will see a list of classes, dates, times, and locations. As always, if you wish to take a class, you need to pre-register by mail. Please see our training policy.</p>	
<p><u>Contact Information</u> All of the Child Care Resource and Referral agencies in the state are listed on this page with contact information for each agency.</p>	
<p><u>E-mail Webmaster</u> If you are experiencing technical difficulties while accessing the training registry you may e-mail the webmaster of the training registry and explain your problem. (This is for problems such as broken links, error messages, etc.) If you have problems that concern your own information or if you have questions regarding a class, please e-mail or call CCR&amp;R, Western Region at 1-800-543-7527.</p>	