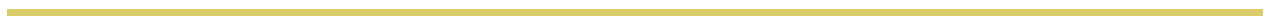
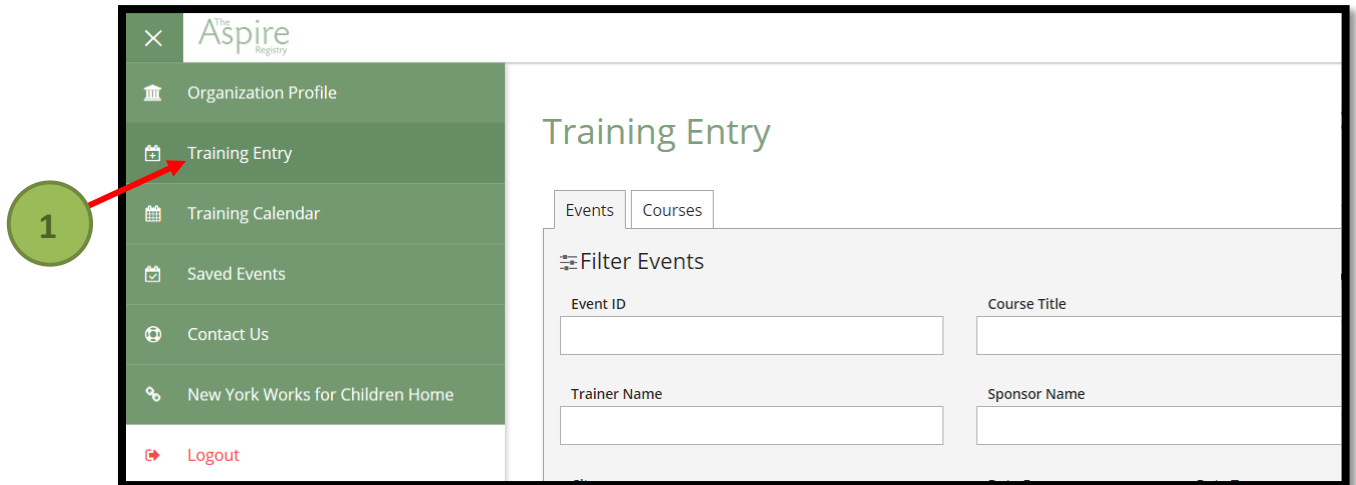


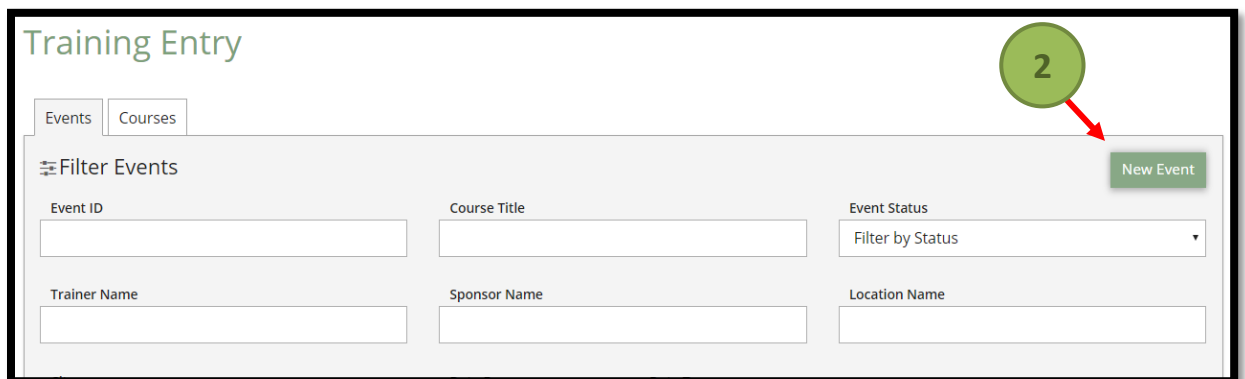
Scheduling a Pre-Approved Course as a Professional Development Event



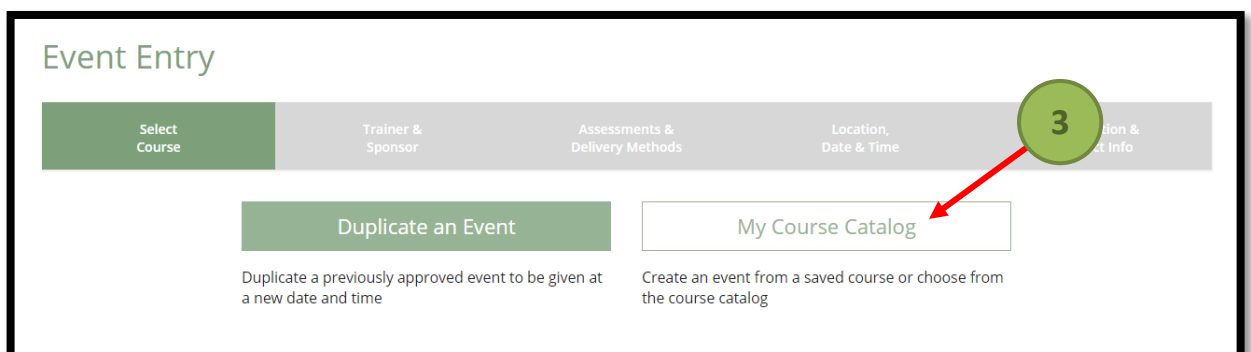
1. From the side navigation, go to “Training Entry”.



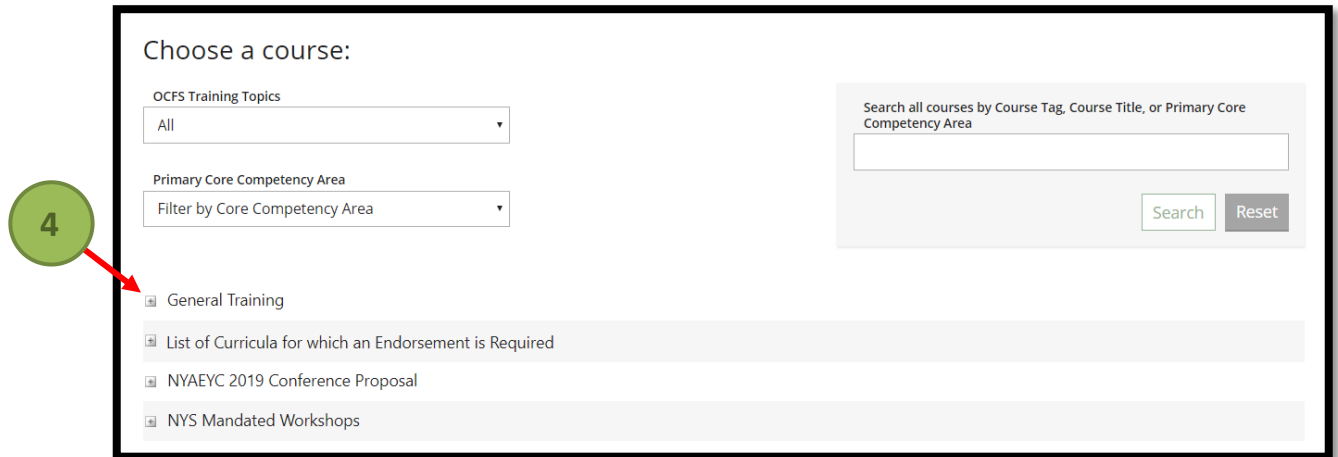
2. Click on “New Event”.



3. Select “My Course Catalog”.



4. Click “+” to expand the option find the course within the respective course category.



Choose a course:

OCFS Training Topics
All

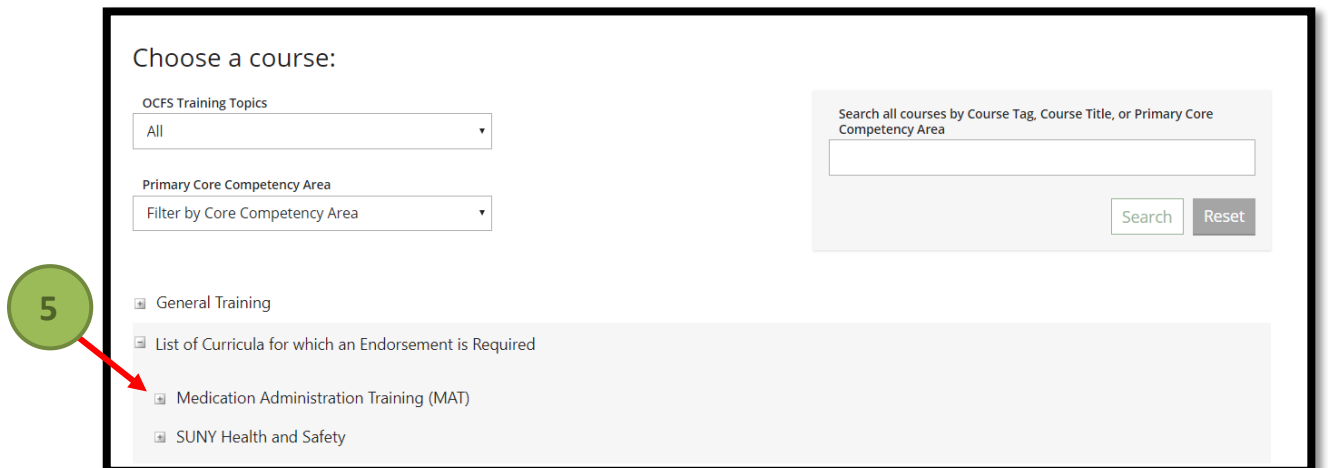
Primary Core Competency Area
Filter by Core Competency Area

Search all courses by Course Tag, Course Title, or Primary Core Competency Area

Search Reset

- + General Training
- + List of Curricula for which an Endorsement is Required
- + NYAEYC 2019 Conference Proposal
- + NYS Mandated Workshops

5. Select the approved course.



Choose a course:

OCFS Training Topics
All

Primary Core Competency Area
Filter by Core Competency Area

Search all courses by Course Tag, Course Title, or Primary Core Competency Area

Search Reset

- + General Training
- + List of Curricula for which an Endorsement is Required
 - + Medication Administration Training (MAT)
 - + SUNY Health and Safety

6. Review each section and click “Submit Event”.

Event Entry Cancel

Select Course | Trainer & Sponsor | Assessments & Delivery Methods | Location, Date & Time | **Registration & Contact Info**

Event Registration and Fees

Show this event in public search results No Yes

Registration Required No Yes

Event Fee No Yes

Contact Information

Contact Name
Diana Diaz

Address
16 Court Street, 31st Floor

Zip*: 11241 | City: Brooklyn | State: NY

Country: United States

Phone: 718 - 254 - 7286

Fax: - -

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Additional Contact Info

<< Previous Save as Draft **Submit Event**

Questions?

training@nyworksforchildren.org