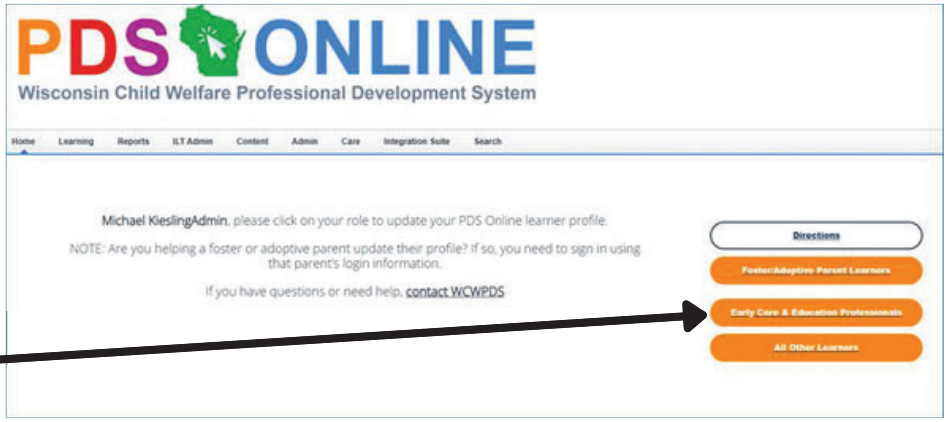
CCFT PDS Online Registration Guide

Each individual staff member needs to create their own PDS Online account to access childcare foundational trainings (CCFTs). They must select themselves as a 'Early Care & Education Professional' as their Primary Employee Type. This is asked during the User Profile Survey after you log in for the first time. Step 4b in the instructions is the most important to access childcare foundational trainings (CCFTs).

Here are the full instructions to create an account and access CCFT courses:

1. Go to the following link to access the "Self-Registration Account Creation" form:
   Self-Registration Account Link
2. Fill out the entire "Self-Registration Account Creation" form.
   a. You can select your manager/supervisor by searching in the Manager tab. Managers and directors need to have their own account prior to their staff and can be added in the manager field.
      i. If your manager/supervisor is not found through our search tool, please look up "test" for the last name and select "test,test". This will be the placeholder while you create your account.
   b. Please input your current employer's name in the "Employer Name" prompt.
   c. Typically, folks input their employer's address.
3. After the contact form, a confirmation email will be sent to you. **Once you confirm your email, you will be taken to the page upon logging in. IF YOU WANT TO BE ABLE TO SEE CCFT TRAININGS, YOU NEED TO COMPLETE THE NEXT STEP:**

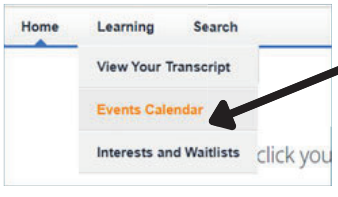
CLICK HERE



Please select the "Early Care & Education Professionals" tab on the right-hand side to begin the mandatory user survey. We will review your profile after creation, so we can clean up your profile if everything is not filled out perfectly.

a. Fill in the contact section accordingly.
b. Please select "Early Care & Education Professional" as the Primary Employee Type.
c. Input the Registry ID. **(You are able to come back and update this. You will need this to help with the completion data for trainings!)**
d. At the end of the survey, please ensure you select "Yes" to the Form filled – dropdown prompt!

All CCFT trainings will be available in the 'Events Calendar' and 'Search' tabs after a 3-5-hour update period.



Every training you select in the calendar will display its price and format (in-person/Zoom/hybrid) before registration. Once you enroll in a course, you will receive an automated email with the payment link and class schedule.

QUESTIONS?? Contact: pdn-mke@uwm.edu