



New Jersey  
First Steps

*A State-wide Infant/Toddler Initiative*

## Workforce Registry Quick Sheet

Workshop registration is done on-line **ONLY**. To register for a workshop visit <https://www.njccis.com/njccis/home> and follow the simple steps below:

1. If you already have a NJ Registry membership, you can click on "**Log In**" and fill in your information accordingly.
2. If you are not a member of the NJ Registry, on the right hand side of the screen you will click on "**Register**" and fill in the information accordingly.
3. Once in the registry click on the "**Registry**" tab in the top portion of the website.
4. From that tab you will click on "Find Professional Development & Training Classes".
5. When that page loads you will scroll down to and click "**Advance Search**" (this button is located under the Event Box on the page).
6. Once in Advance Search you will click on the "**Select Field to Search**" and chose "**Training Agency**".
7. For all New Jersey First Steps Trainings that are associated with Community Coordinated Child Care of Union County you **MUST** click "**New Jersey First Steps Central Region**" from there you will click "**Search**".
8. A list of New Jersey First Steps Trainings will pop up below the Advance Search Box; you can search the box below for all of our trainings. When you decide which training you would like you will click on the pencil button on the left hand side of the page in the column listed "**Select**".
9. Scroll down the page to find the training you have selected and click "**Register for this event**".
10. You will then receive a conformation email from the registry letting you know you have signed up for the training.