Online Course Enrollment Guide

To Start: Log into your student account and select "Online Courses Enroll" from your Child Care Training Menu.

Instructions: Read the online course information and confirm you understand the information by checking the box at the bottom of the yellow area. Then, click the "Select Courses" button to continue.

Step 1:

- Read the "How to Enroll in an online course" box.
- Select courses within any training area. You can select multiple courses at once.
- Click the "Add to Cart" button on the bottom left. You will notice the shopping cart now displays the number of courses you have selected.
- Click the "View Cart" blue button to continue.

Instructor Led Course Enroll | Online Course Enroll | Course Unenroll

Instructions | Step 1: Select Online Courses(s) | Step 2: Confirm Cart | Step 3: Pay for Course(s)

Read the below instructions to enroll in online courses.

Go Back to Instructions

How to enroll in an online course:

1. Select the course(s) you would like to take by clicking the checkbox to the left of the course.
2. Click "Add to Cart".
3. Review your course selection by clicking "View Cart" at the bottom right of the window.

New Multiple Course Enrollment

Previously completed courses are highlighted in green.
In-service hours and CEUs can only be earned once for each course.
Courses will not show if you have previously registered for that course or if you have not finished that course.

CHILD CARE FACILITY PART 1

Select All	Course Code ▲	Hours ⬍	Course Name ⬍	Owner ⬍	Cost ⬍
☐	BOSR	6	Behavioral Observation and Screening (BOSR)	DCF	$10.00
☐	CAAN	4	Identifying and Reporting Child Abuse and Neglect (CAAN)	DCF	$10.00
☐	CGDR	6	Child Growth and Development (CGDR)	DCF	$10.00
☐	HSAN	8	Health, Safety and Nutrition (HSAN)	DCF	$10.00
☐	RNRF	6	Child Care Facility Rules and Regulations (RNRF)	DCF	$10.00

CHILD CARE FACILITY PART 2

Select All	Course Code ▲	Hours ⬍	Course Name ⬍	Owner ⬍	Cost ⬍
☐	ITPR	5	Infant and Toddler Appropriate Practices (ITPR)	DCF	$10.00
☐	PSPR	5	Preschool Appropriate Practices (PSPR)	DCF	$10.00
☐	SAPR	5	School-Age Appropriate Practices (SAPR)	DCF	$10.00
☐	SNP	10	Special Needs Appropriate Practices (SNP)	DCF	$10.00
☐	UDAP	5	Understanding Developmentally Appropriate Practices (UDAP)	DCF	$10.00

FAMILY CHILD CARE HOME

Select All	Course Code ▲	Hours ⬍	Course Name ⬍	Owner ⬍	Cost ⬍
☐	BOSR	6	Behavioral Observation and Screening (BOSR)	DCF	$10.00
☐	CAAN	4	Identifying and Reporting Child Abuse and Neglect (CAAN)	DCF	$10.00
☐	CGDR	6	Child Growth and Development (CGDR)	DCF	$10.00
☐	HOME	6	Family Child Care Home Rules and Regulations (HOME)	DCF	$10.00
☐	HSAN	8	Health, Safety and Nutrition (HSAN)	DCF	$10.00

ONLINE IN-SERVICE

Select All	Course Code ▲	Hours ⬍	Course Name ⬍	Owner ⬍	Cost ⬍
☐	AMAP	12	Achieving and Maintaining Quality in Afterschool Programs (AMAP)	DCF	$10.00
☐	BGD	5	Basic Guidance and Discipline (BGD)	DCF	$10.00
☐	BRWF	2	Building Relationships with Families (BRWF)	DCF	$10.00
☐	CBAP	5	Challenging Behaviors Awareness and Prevention (CBAP)	DCF	$10.00
☐	CCPO	5	Florida Child Care Personnel Orientation (CCPO)	DCF	$10.00

1 2 3 4 5 6 7 8 9 10

Add to Cart   🛒(3)   **View Cart**

Step 2: Read the instructions box. Review your course selection. If correct, click the "Checkout" blue button to continue. If you want to remove courses or add more courses, follow the instructions on the screen.

Instructor Led Course Enroll	**Online Course Enroll**	Course Unenroll					

Instructions	Step 1: Select Online Course(s)	**Step 2: Confirm Cart**	Step 3: Pay for Course(s)

Read the below instructions to confirm your online course selection.

Read the below instructions to confirm your online course selection.

1. Review your online course selection.
2. If correct, click "Check Out".
3. If you would like to remove a course, click the checkbox to the left of the course, and click "Remove From Cart"
4. If you would like to select more courses, click "Back".

Previously completed courses are highlighted in green.
Note: In-service hours and CEUs can only be earned once for each course.

Courses in Cart

Select For Removal	Module Area ⇕	Course Code ⇕	Hours ⇕	Course Name ⇕	Owner ⇕	Cost ⇕
☐	CHILD CARE FACILITY PART 1,FAMILY CHILD CARE HOME	BOSR	6	Behavioral Observation and Screening (BOSR)	DCF	$10.00
☐	CHILD CARE FACILITY PART 1,FAMILY CHILD CARE HOME	CGDR	6	Child Growth and Development (CGDR)	DCF	$10.00
☐	CHILD CARE FACILITY PART 2	PSPR	5	Preschool Appropriate Practices (PSPR)	DCF	$10.00

Back		Remove From Cart	🛒(3)		**Checkout**

Step 3: Read the instructions before clicking the "Pay for Courses" button. Once, you click "Pay for Courses" you will begin the payment process. After payment is complete, you will be able to access your online courses through the Main Menu in your student account.

Instructor Led Course Enroll	**Online Course Enroll**	Course Unenroll	

Instructions	Step 1: Select Online Course(s)	Step 2: Confirm Cart	**Step 3: Pay for Course(s)**

To complete your registration for the online course(s) you selected, click the "Pay for Courses" button.
You must pay for your online course to complete your registration. After paying, you will have access to the online course.
If you would like to unenroll from the course before paying, click the Course Unenroll tab above.
After paying for the course, return to the Main Menu and select "Take or Resume Online Courses" to start the course.

Remember -- there are no refunds or transfers!

Pay for Courses