

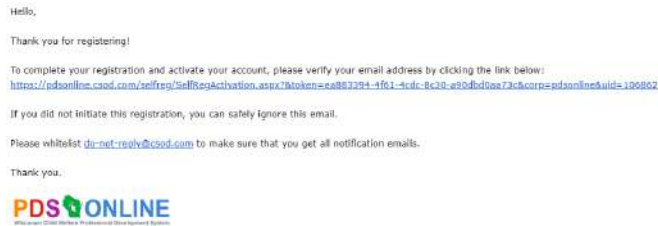


**PDS ONLINE USER GUIDE FOR EARLY CARE  
AND EDUCATION PROFESSIONAL USERS**

Step One: Create a PDS Online Self-Registration Account Here:

[https://pdsonline.csod.com/selfreg/register.aspx?c=self\\_reg\\_default](https://pdsonline.csod.com/selfreg/register.aspx?c=self_reg_default)

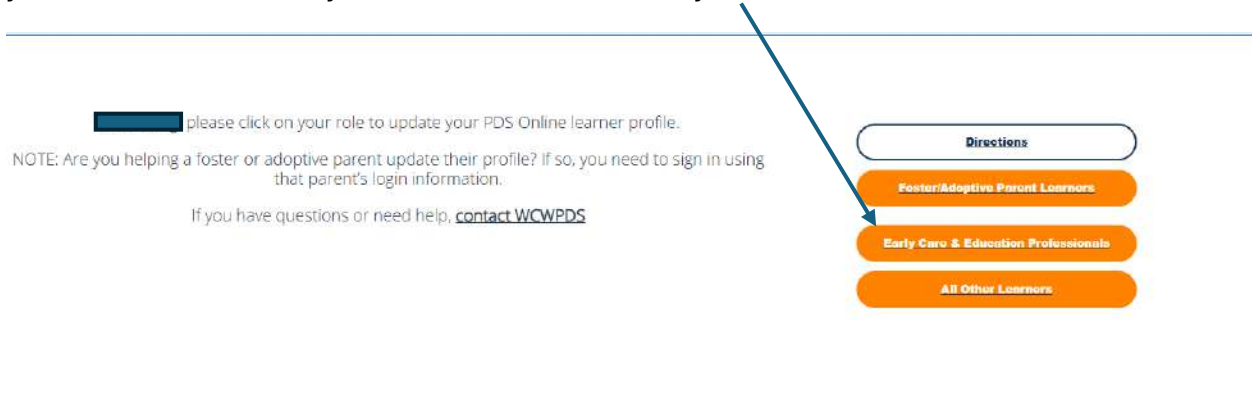
Once submitted, you will receive an email to the address you entered.



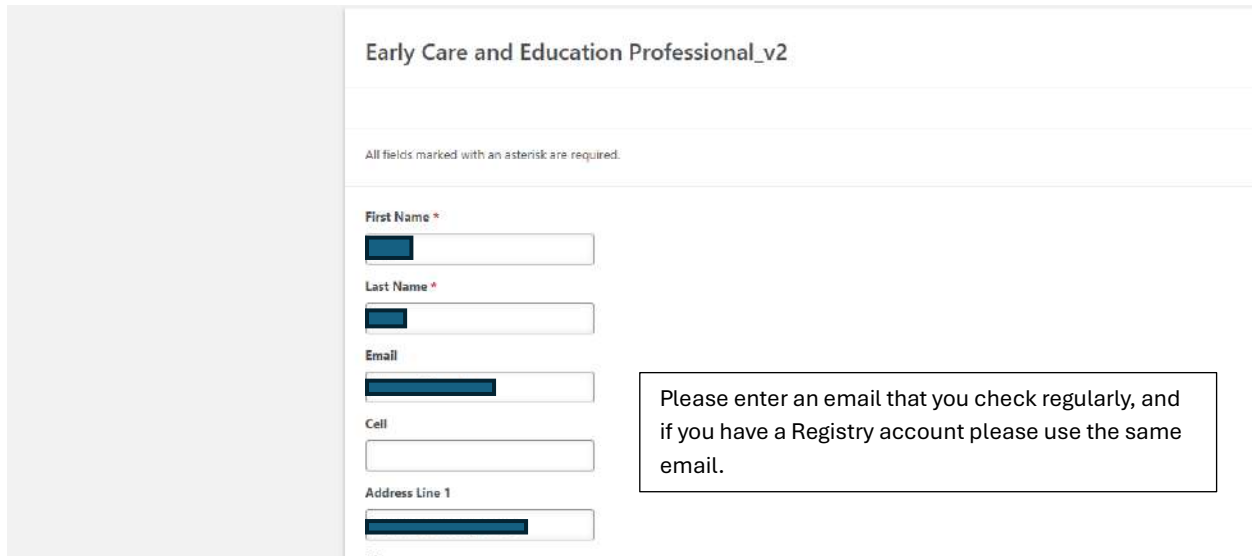
Click on the link, which will take you to this login screen. Enter the email and password you used to create your account:



Once logged in, you will be directed to take a learner profile. This will allow you to see what you need to see in the system. You will select “Early Care & Education Professional”



Fill out the learner profile, using the tips and suggestions below:



Early Care and Education Professional\_v2

All fields marked with an asterisk are required.

First Name \*

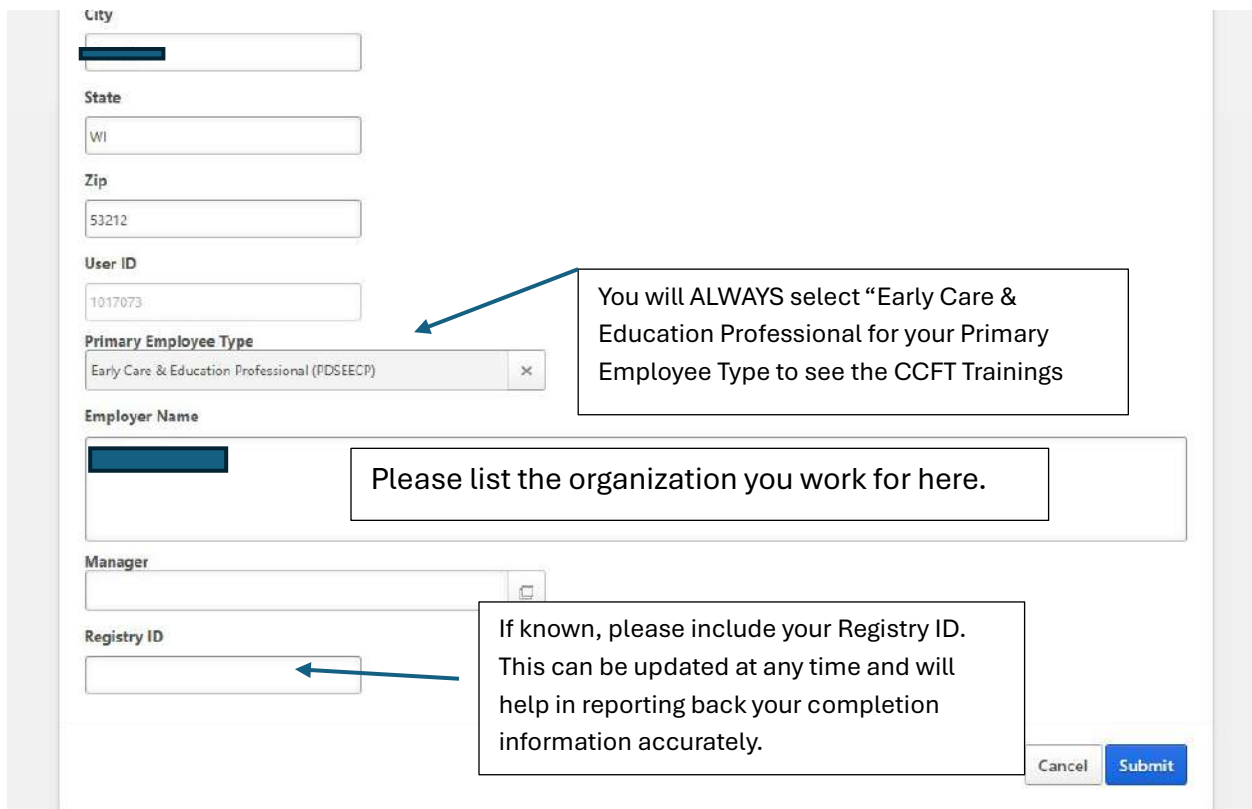
Last Name \*

Email

Cell

Address Line 1

Please enter an email that you check regularly, and if you have a Registry account please use the same email.



City

State

Zip

User ID

Primary Employee Type

Employer Name

Manager

Registry ID

You will ALWAYS select "Early Care & Education Professional for your Primary Employee Type to see the CCFT Trainings"

Please list the organization you work for here.

If known, please include your Registry ID. This can be updated at any time and will help in reporting back your completion information accurately.

Cancel Submit

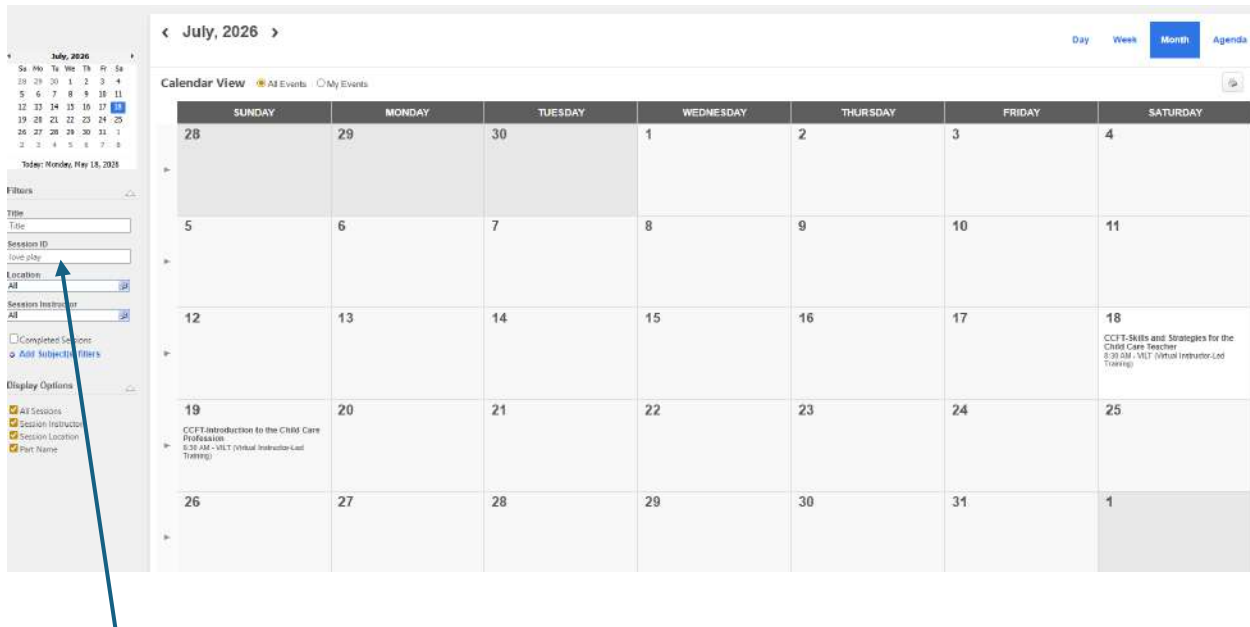
Once completed, click submit.

Please allow the system 3-4 hours to update your profile before attempting to search or register for trainings.

Once updated, you can find a training several ways:

1. If your TSO provided you a direct link to training, you can follow that link and hit “Request”.
2. You can search from the interactive calendar on the PDN-CCFT website, which will link you directly to the training:
3. You can search the event calendar in PDS Online.

TIP: You can narrow your search by looking up your TSO in the Session ID filter on the left side of the page:



This example is the TSO “Love Play Learn Learn LLC”

By registering for the session, you will be put into the matching cohort for that training. The cohort is also tied to a community where the interactive portion of your learning will take place within the PDS Online LMS. These cohorts will live in your transcripts, located under the Learning Tab>View Your Transcript.

From there, it will appear in your transcript one of two ways:

1. If training is in the future (before the set cohort start date), it will appear as “View Training Details”
2. Once the training is set to start (the cohort start date opens it up) it will appear as “launch”

You will click launch when the training is ready to begin, bringing you here, which is the “community” your “cohort” will live in.

The **main page** is customizable, where your trainer can highlight materials, discussions, introductions, etc.

The **topics page** is also customizable, where your trainer will build out folders based on resources you have, assignments, etc.

The learning page is where your learning progress is displayed:

The screenshot shows a learning management system interface. At the top, there are navigation tabs: 'Main', 'Topics', 'Learning' (selected), and 'Members'. On the left, a sidebar displays 'OVERALL PROGRESS' with a '0%' indicator and a list of course items under 'CCFT TEST (PDM TEAM DEMO)'. The main content area shows the course title 'CCFT- Principles of Child Care Certification' with a '0%' completion status. Below this, a list of modules is shown, each with a '100%' completion status and a 'View Details' button. The modules are: 'Principle of Child Care Certification Instructor-Led Trainings', 'Module 1: Fundamentals of Certified Family Child Care', 'Module 2: Certified Family Child Care Providers as Professionals', 'Module 3: Certified Family Child Care as a Child Care Business', 'Module 4: Building Policies in the Family Child Care', 'Module 5: Policies to Promote Health, Safety, and Nutrition', 'Module 6: Business and Recordkeeping Practices', and 'Module 7: Guidance to Promote Positive Behavior'.

Each TSO and instructor will setup their course differently based on what online modules and elements they will use and what they will train face-to-face, so views may vary, but options include:

This screenshot provides a more detailed view of the learning progress page. The navigation tabs are the same. The sidebar shows the course items, with 'Module 1: Fundamentals of Certified Family Child Care' selected. The main content area shows the course title 'CCFT- Principles of Child Care Certification' with a '100%' completion status. Below this, the specific module 'Module 1: Fundamentals of Certified Family Child Care' is highlighted. A list of activities is shown, each with a 'Launch' or 'Launch Test' button. The activities are: 'Module 1: Fundamentals of Family Child Care Overview' (Status: Not Started, Due: No Due Date), 'CCFT- Principles of Child Care Certification - Module 1' (Status: Registered, Due: No Due Date), 'CCFT-Principles of Child Care Certification Module 1 Required Activities' (Status: Registered, Due: No Due Date), and 'CCFT-Principles of Child Care Certification: Module 1 Quiz' (Status: Registered, Due: No Due Date). The quiz description states: 'Prepare for the Module 1 quiz. The quiz will consist of five questions presented in a variety of formats: multiple choice, true/false, multiple answer, or matching. To verify that you understand the material presented in this module, you must...'.

You may see a section overview:



### Module 1: Fundamentals of Family Child Care Overview

Status : In Progress   Due : No Due Date

#### Notes

Module 1 Topics:

- Define course
- Course requirements
- Student expectations
- Agency expectations

Module 1 Required Activities:

- Required Activity: Licensed vs. Certified Family Child Care

[Close](#) [Mark Complete](#)

You may launch the asynchronous module (opens in a new page):

CCFT- Principles of Child Care Certification - Module 1 

[Exit Course](#)

# Certification - Module 1

[START COURSE](#)



### Overview

Welcome to the **Principles of Child Care Certification** training! Understanding course expectations builds the foundation of a successful learning experience.

You may launch the materials packet (in a separate window PDF):

The image shows a web interface for child care certification. On the left, a PDF viewer displays the Wisconsin Department of Children and Families logo and the title "Principles of Child Care Certification - Module 1" with a "Required Activity" star. Below the title, an AI assistant prompt asks "What are the key takeaways from this content?" with a "Summarize" button. On the right, a course navigation menu lists several items with "Launch" or "Mark Complete" buttons: "Fundamentals of Family Child Care Overview", "Principles of Child Care Certification - Module 1", "Principles of Child Care Certification Module 1 Required", and "Principles of Child Care Certification: Module 1 Quiz".

And you may launch and take the quiz. Your trainer will guide you what is and is not included in their instance of the training, and completion of the training will be based on attendance at the face-to-face (required) portions of the training, and completion of all required assignments, quizzes, and instruction set forth by the trainer.