

WWW.NJCCIS.COM

TO REGISTER:

- Visit www.njccis.com
- Select “New to the NJCCIS? Create your account” on the top right corner
- Fill out your information
- Select *Child Care Provider/Registry Roles*: choose role that applies to you
- Select Register
- An email will be sent to the email you provide
- Open your email account, find the email sent and follow the instructions
- The link will confirm your email and send you to set up your password automatically

Password must be:

- Minimum 8 Characters
- Contains at least 2: letters, numbers, and special characters
- Contains both uppercase and lowercase characters

TO FIND CLASSES:

- Visit www.njccis.com and *Log in*
- Select *Registry*
- Then select *Find Professional Development & Training Classes*
- Search criteria: (by event id, county, training agency)
- Select *Search*

The drop down will be a list of trainings currently available. You can scroll through the pages until you find the class you are interested in taking. Select the class and then select *Register for this event.*