

Online Course Enrollment Guide

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

Child Care Training Information Menu

Personal Menu

My Student Information

- Transcript
- CEUs
- Course Enrollment History
- Exam Enrollment History
- Job Openings
- Florida Pathway

Courses Enroll/Unenroll

- Instructor Led Courses Enroll
- **Online Courses Enroll**
- Unenroll from Courses
- Course Descriptions

Register for Competency Exams

- Competency Exams Enroll
- Unenroll from Exams

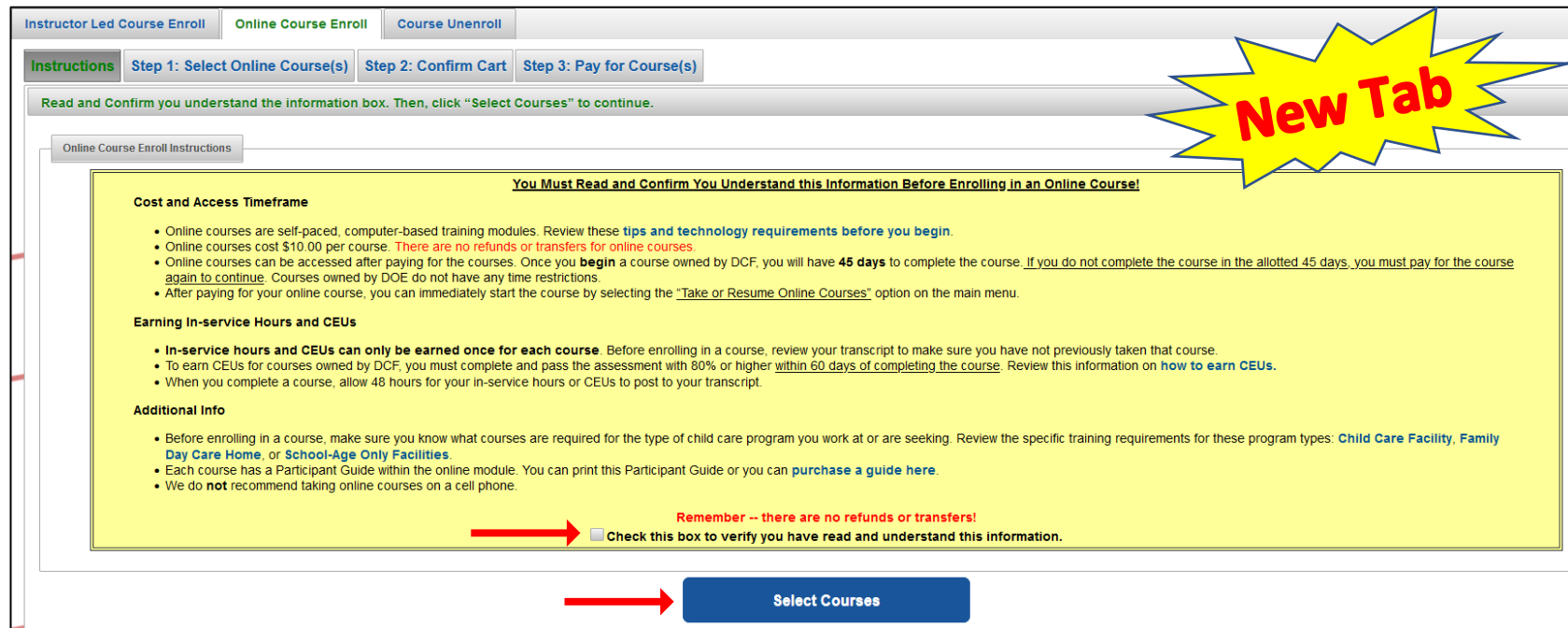
Pay for Unpaid Courses and Exams

Take or Resume Online Courses

Apply Online: Credential Application Portal

- Video Tutorial

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.



The screenshot shows the 'Online Course Enroll' page. At the top, there are tabs for 'Instructor Led Course Enroll', 'Online Course Enroll' (which is active), and 'Course Unenroll'. Below these are steps: 'Instructions', 'Step 1: Select Online Course(s)', 'Step 2: Confirm Cart', and 'Step 3: Pay for Course(s)'. A message reads: 'Read and Confirm you understand the information box. Then, click "Select Courses" to continue.' Below this is a section titled 'Online Course Enroll Instructions'. Inside this section is a large yellow box with the heading 'You Must Read and Confirm You Understand this Information Before Enrolling in an Online Course!'. The yellow box contains three sections: 'Cost and Access Timeframe', 'Earning In-service Hours and CEUs', and 'Additional Info'. At the bottom of the yellow box is a checkbox with the text 'Remember -- there are no refunds or transfers! Check this box to verify you have read and understand this information.' Below the yellow box is a blue button labeled 'Select Courses'. A yellow starburst graphic with the text 'New Tab' is positioned on the right side of the page. Red arrows point to the 'Online Courses Enroll' menu item in the top right, the checkbox in the yellow box, and the 'Select Courses' button.

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Online Course Enroll Instructions

You Must Read and Confirm You Understand this Information Before Enrolling in an Online Course!

Cost and Access Timeframe

- Online courses are self-paced, computer-based training modules. Review these [tips and technology requirements before you begin](#).
- Online courses cost \$10.00 per course. **There are no refunds or transfers for online courses.**
- Online courses can be accessed after paying for the courses. Once you **begin** a course owned by DCF, you will have **45 days** to complete the course. If you do not complete the course in the allotted 45 days, you must pay for the course again to continue. Courses owned by DOE do not have any time restrictions.
- After paying for your online course, you can immediately start the course by selecting the ["Take or Resume Online Courses"](#) option on the main menu.

Earning In-service Hours and CEUs

- **In-service hours and CEUs can only be earned once for each course.** Before enrolling in a course, review your transcript to make sure you have not previously taken that course.
- To earn CEUs for courses owned by DCF, you must complete and pass the assessment with 80% or higher within 60 days of completing the course. Review this information on [how to earn CEUs](#).
- When you complete a course, allow 48 hours for your in-service hours or CEUs to post to your transcript.

Additional Info

- Before enrolling in a course, make sure you know what courses are required for the type of child care program you work at or are seeking. Review the specific training requirements for these program types: [Child Care Facility](#), [Family Day Care Home](#), or [School-Age Only Facilities](#).
- Each course has a Participant Guide within the online module. You can print this Participant Guide or you can [purchase a guide here](#).
- We do **not** recommend taking online courses on a cell phone.

Remember -- there are no refunds or transfers!

☐ Check this box to verify you have read and understand this information.

Select Courses

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 Course\(s\)](#)
[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.

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

[Add to Cart](#)

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[View Cart](#)

New Multiple Course Enrollment

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.

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  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