



## How to Register for a Class

1. Go to <https://stage.worklivesystems.com/ProfessionalDevelopmentClassSearch> or <https://stage.worklivesystems.com/training/39>.
2. Then select any of the different filters to narrow your search, specifically by Date and County then click Find.
3. Available Classes will populate and show up depending on the View Selected on the top, which will either be in List, Calendar, or Map View for your reference.

The screenshot displays the 'My Search for Training' interface. On the left, there are filter options for 'Classroom Training' and 'Online Training'. A red box highlights the text: 'Filter classes in different areas and or by county/date.' Below this, there are dropdown menus for 'Select Classroom Type' (set to 'Professional Development Opportunities'), 'I'd like to gain knowledge in:' (set to '---All---'), 'Between these dates:' (12/03/2020 to 02/03/2021), and 'Select area to search for classes:' (radio buttons for 'Counties with Classes' and 'Near an Address', with 'Counties with Classes' selected). A dropdown for 'What county would you like to search in?' is set to 'All'. A green 'Find' button is at the bottom right of the filter panel.

On the right, the 'Calendar View' is active, showing a calendar for December 2020. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 25th is highlighted in blue, and a red box highlights the class details: '(06:00 pm) Addressing Hawaii's Health Standards (513)(Seats Open: 30)'. At the top right of the calendar view, there are buttons for 'List View', 'Calendar View', and 'Map View'. At the top left of the calendar view, there are navigation arrows and a 'today' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

4. Select Class Date to View Class Details and Register.

View Class Details ✕

**Addressing Hawaii's Health Standards (513)**

12/25/2020

Building Name:	Oahu PATCH Training Room	Address:	560 N. Nimitz Highway Ste. 218, Honolulu, HI 96817
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Description:  
An overview of Hawaii State regulations pertaining to health standards for family child care homes. (HSN, SA1 - 3hrs) (HS - 3hrs) Basic FCC Series

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Class Type:	Classroom	Core Competence:	Health and Safety
Organizer:	Gina Sayers	Trainer:	TBA (To Be Announced)
Telephone:	(808)833-6866	Email:	gsayers@patch-hi.org
Start Date:	12/25/2020	End Date:	12/25/2020
Start Time:	06:00 pm	End Time:	09:00 pm
Location Details:	Training Room Located Next Door by Front Office		
Prerequisite:			
Capacity:	30 (Seats Open: 30)	Total Class Hours:	3.00

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Notes:

Class Fee:	\$5.00	Payment Information:	*Each class requires a \$5.00 refundable registration deposit fee. Registration is pending until registration deposit is received. Call your local PATCH Training Office for details and confirmation.
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Register Cancel

5. Register for Class by first selecting the options in the drop down menu, I am a:

Register for this Class ✕

**Addressing Hawaii's Health Standards (513)**

12/25/2020

I am a:

Please select ▼

- Please select
- Center Director Registering Staff
- Employee of a Child Care Program
- Family Child Care Home
- Interested Early Childhood Professional or Parent

**Please Note:** For New Trainee's, ex. Potential Providers, or trainee's not associated with a school and those who have no license ID- please select **Interested Early Childhood Professional or Parent**.

\*All other options will require a license ID to be entered to complete registration. Trainee may also search for their school or license ID if applicable.

Cancel

6. Lastly, complete the registration form and [Submit](#).

(A confirmation registration email will be auto-generated and sent to email.)

https://stage.worklivesystems.com/ProfessionalDevelopmentClassSearch

Register for this Class

### Addressing Hawaii's Health Standards (513)

12/25/2020

I am a:	License ID who you work for:	Email:
<input type="text" value="Employee of a Child Care Program"/>	<input type="text"/>	<input type="text"/>
	<a href="#">Find Provider's License ID</a>	
First Name:	Last Name:	Telephone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	City:	State:
<input type="text"/>	<input type="text"/>	HI
	Zip:	County:
	<input type="text"/>	<input type="text"/>
Date of Birth:	Gender:	Accept Subsidy pay?
<input type="text"/>	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Age Group:	Child Age Group you serve:	Number of Children:
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text"/>
Highest Education Level Completed:	Job Title	What racial category best describes you:
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>	<input type="text" value="Please select"/>

7. Please contact your local PATCH Training Office for details and Confirmation.

**Please Note: Registration is pending until \$ 5.00 Registration Deposit is received.**