

Registering On-line for Florida Child Care Classes

Once you access the Internet, please follow these instructions:

- 1) Go to www.myflorida.com/childcare/training (The “**Training Requirements**” page will be displayed);
- 2) Click on “**Training Coordinating Agencies**” (A map of Florida will be displayed);
- 3) Click on the area on the map representing your County (The Training Coordinating Agency(ies) in your Department of Children and Families’ district will be displayed);
- 4) Click on “**Training Schedule**” under *the name of your Training Coordinating Agency* (The training schedule will be displayed);
- 5) Enter the Class Reference # (*Reference # of Course*) in the search box and click on the “**Find**” button (A “**Training Schedule**” screen for the class will be displayed);
- 6) Click on the “**Register Pencil**” for the Class titled (*Name of Class*) with Reference # (*Reference # of Course*) (The “**Registration**” page will be displayed);
- 7) Enter your social security number and last name and click “**Search**” (The “**Registration Information**” page will be displayed);
- 8) If your demographic information is not already in the system, you will be asked to provide certain information on the “**Registration Information**” page before you are able to register for the class. If you already have training information in the system the “**Registration Information**” page will display that information. Upon completing all required items and any optional items you choose to complete, please click on “**Submit**” to register yourself in the class. *If you are already in the system, please update any incorrect information before clicking “**Submit**”;*
- 9) A “**Registration Information Check**” page will appear that you may print if you choose. However, once you can view the “**Registration Information Check**” page, this means you are registered in the class pending receipt of class fees, if applicable. Upon viewing/printing the “**Registration Information Check**” page, you may return to the “**Training Schedule**” by clicking on that choice or return to the “**Training Requirements**” page by clicking on the “**Exit**” button on the bottom of the page.

If you need further assistance please call:
Jane Spotten at (850) 833-9336 or Loleta Jones at (850) 595-5960