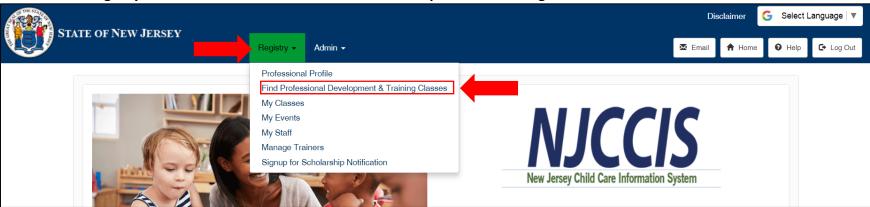


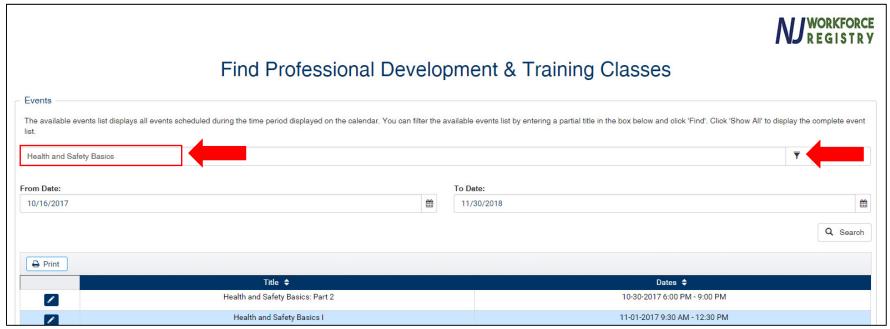
## **How to Search Trainings**

Go to www.NJCCIS.com and log in to your account.

Click on the "Registry" tab and click on "Find Professional Development & Training Classes"

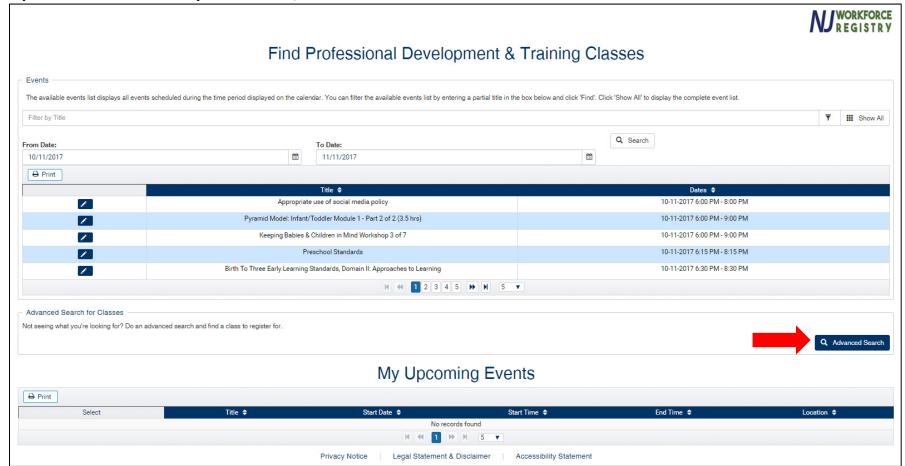


If you know the title of the training, you want to register for enter in the "Filter by Title" field and click the filter icon.



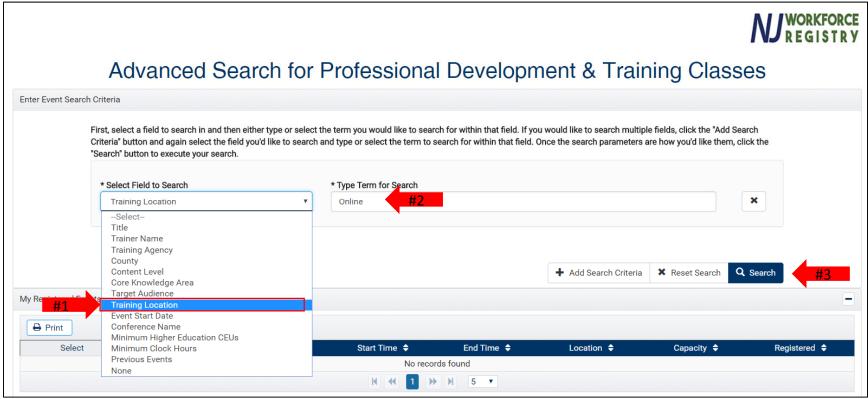


If you would like to search by other criteria, scroll down and click on the "Advanced Search" button

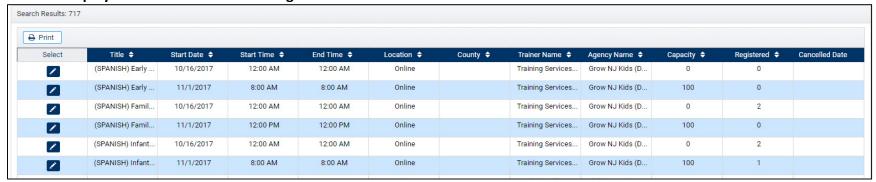




- #1: Go to "Select Field to Search" dropdown menu and choose "Training Location"
- #2: Once you've selected "Training Location", type "Online" into the field next to it.
- #3: Click "Search"



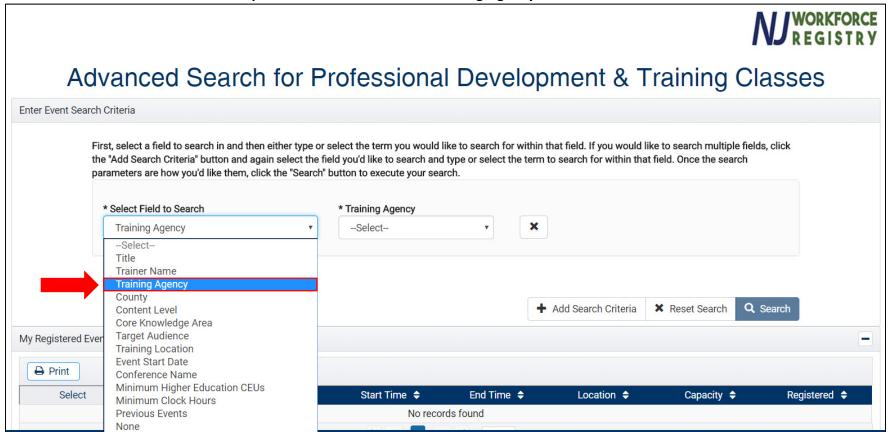
## This will display all available online trainings:





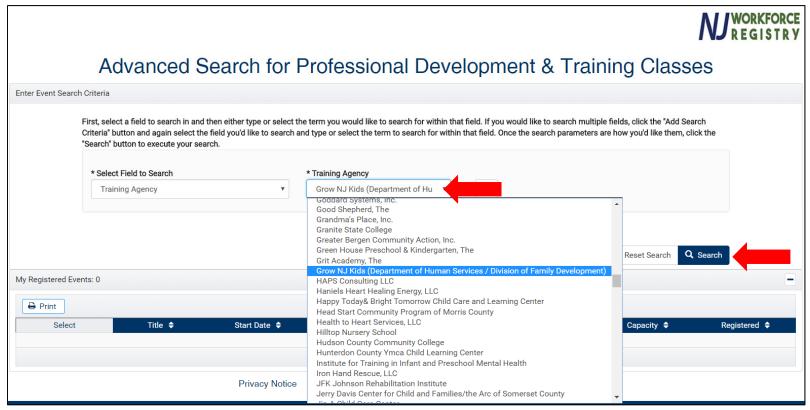
## **To Search by Training Agency:**

Go to the "Select Field to Search" dropdown menu and choose "Training Agency"





Once you've selected "Training Agency", use the drop down menu to the right to select type the Training Agency name and then select "Search"



This will display all available trainings for selected Training Agency:

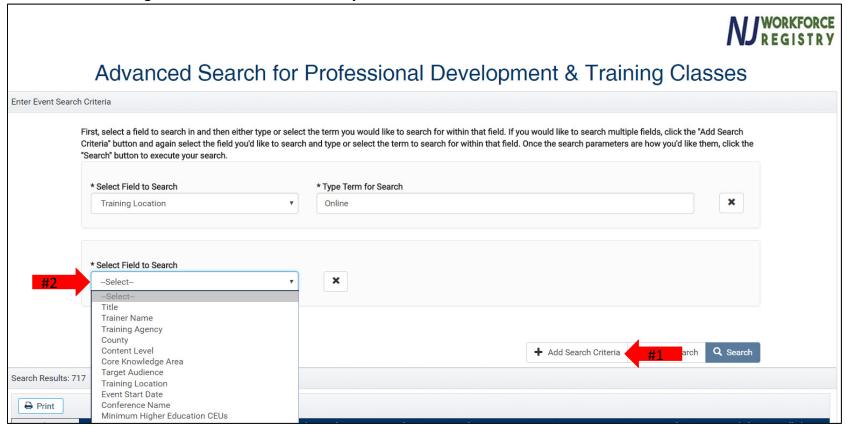
Search Results: 147											
₽ Print											
Select	Title <b>♦</b>	Start Date 💠	Start Time 💠	End Time 💠	Location 💠	County \$	Trainer Name	Agency Name	Capacity \$	Registered 💠	Cancelled Date
	(SPANISH) C	11/28/2017	9:00 AM	4:00 PM	The Urban Le	Hudson	Training Servi	Grow NJ Kids	30	1	
	(SPANISH) C	1/20/2018	9:00 AM	4:00 PM	4C's of Passa	Passaic	Training Servi	Grow NJ Kids	30	13	
1	(SPANISH) C	12/18/2017	9:00 AM	4:00 PM	The Urban Le	Hudson	Training Servi	Grow NJ Kids	30	1	
	(SPANISH) E	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi	Grow NJ Kids	0	0	
1	(SPANISH) E	11/1/2017	8:00 AM	8:00 AM	Online		Training Servi	Grow NJ Kids	100	0	
	(SPANISH) F	10/16/2017	12:00 AM	12:00 AM	Online		Training Servi	Grow NJ Kids	0	2	



You can further narrow down your search by:

#1: Selecting the "Add Search Criteria"

#2: and then selecting additional criteria to search by.



If you need further help visit <a href="https://www.njccis.com/njccis/help">https://www.njccis.com/njccis/help</a>