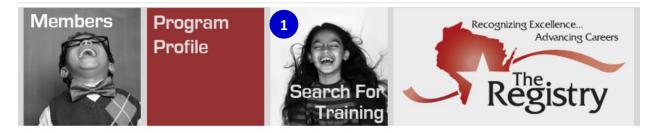
How to Search for Training



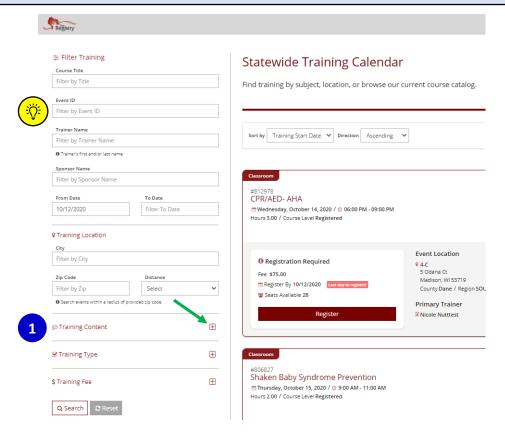
This guide is for individuals looking for Registry approved training using the Registry Statewide Training Calendar. The Registry Statewide Training Calendar is a digital bulletin board of upcoming training events provided by training sponsor organizations.

Registry Statewide Training Calendar



 Go to The Registry website <u>www.the-registry.org</u> and click on the box that says **SEARCH FOR TRAINING**.

Search by Training Content



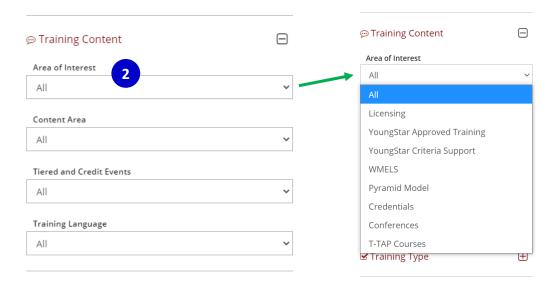
 To search for specific training using the Registry Statewide Training Calendar, use the Filter Training menu on the left side of the screen. Click on the red plus sign to filter by **TRAINING CONTENT**.



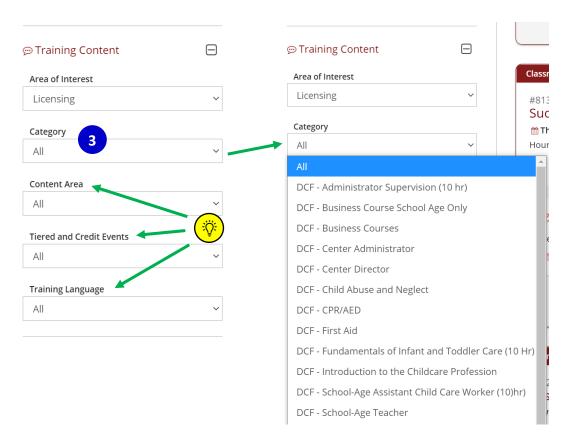
If you have the **EVENT ID** number for a specific training, you can search for the specific event using the Filter Training menu on the left side of the screen.

How to Search for Training





2. By expanding the **TRAINING CONTENT** navigation, you can search by an **AREA OF INTEREST**.

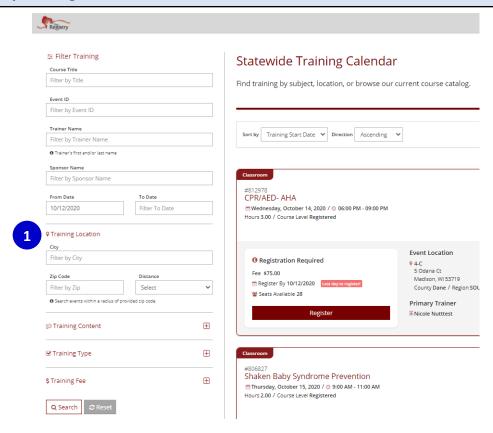


3. Once an **AREA OF INTEREST** is selected, the search can be further refined by selecting a **CATEGORY** and click the **SEARCH** button at the bottom of your screen.

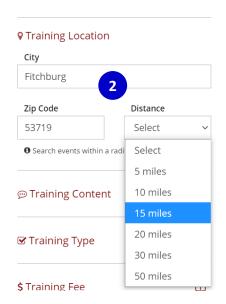
You can also search **TRAINING CONTENT** by Content Area, Tiered and Credit Events, and Training Language.



Search by Training Location



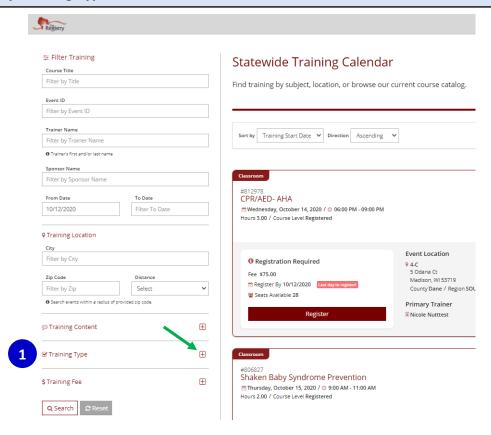
1. To search by **TRAINING LOCATION** using the Registry Statewide Training Calendar, use the Filter Training menu on the left side of the screen.



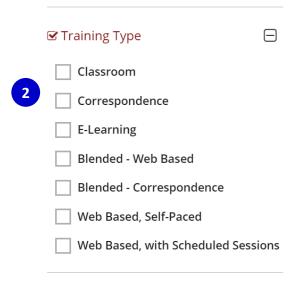
2. Type in your city, zip code, and distance from your city you are willing to travel for training to generate a list of training near you and click the **SEARCH** button at the bottom of your screen.



Search by Training Type



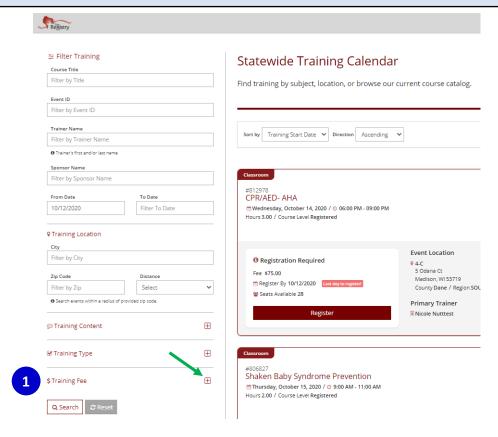
1. To search for training by type (classroom, correspondence, web-based, etc.) using the Registry Statewide Training Calendar, use the Filter Training menu on the left side of the screen. Click on the red plus sign to filter by **TRAINING TYPE**.



2. Select one or more from the list of training types to further refine your training search and click the **SEARCH** button at the bottom of your screen.



Search by Training Fee



1. To search for training by fee using the Registry Statewide Training Calendar, use the Filter Training menu on the left side of the screen. Click on the red plus sign to filter by **TRAINING FEE**.



2. Type in the maximum training fee you are willing to pay to further refine your training search. To search for FREE training, type \$0 and click the **SEARCH** button at the bottom of your screen.