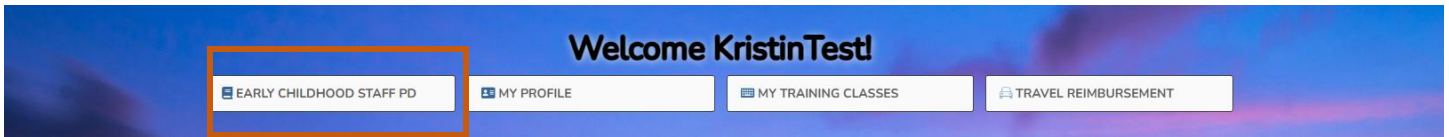


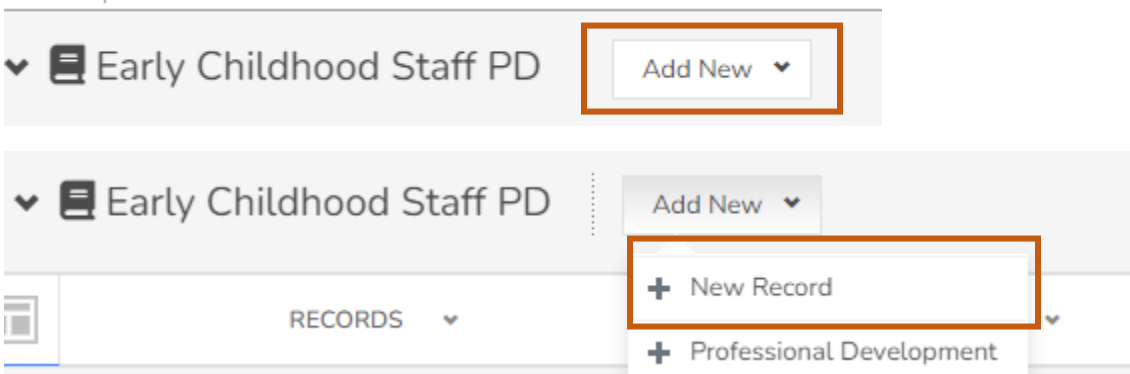
Early Childhood Staff PD Instructions

Log into WebAuthor and click on the module “Early Childhood staff PD.”

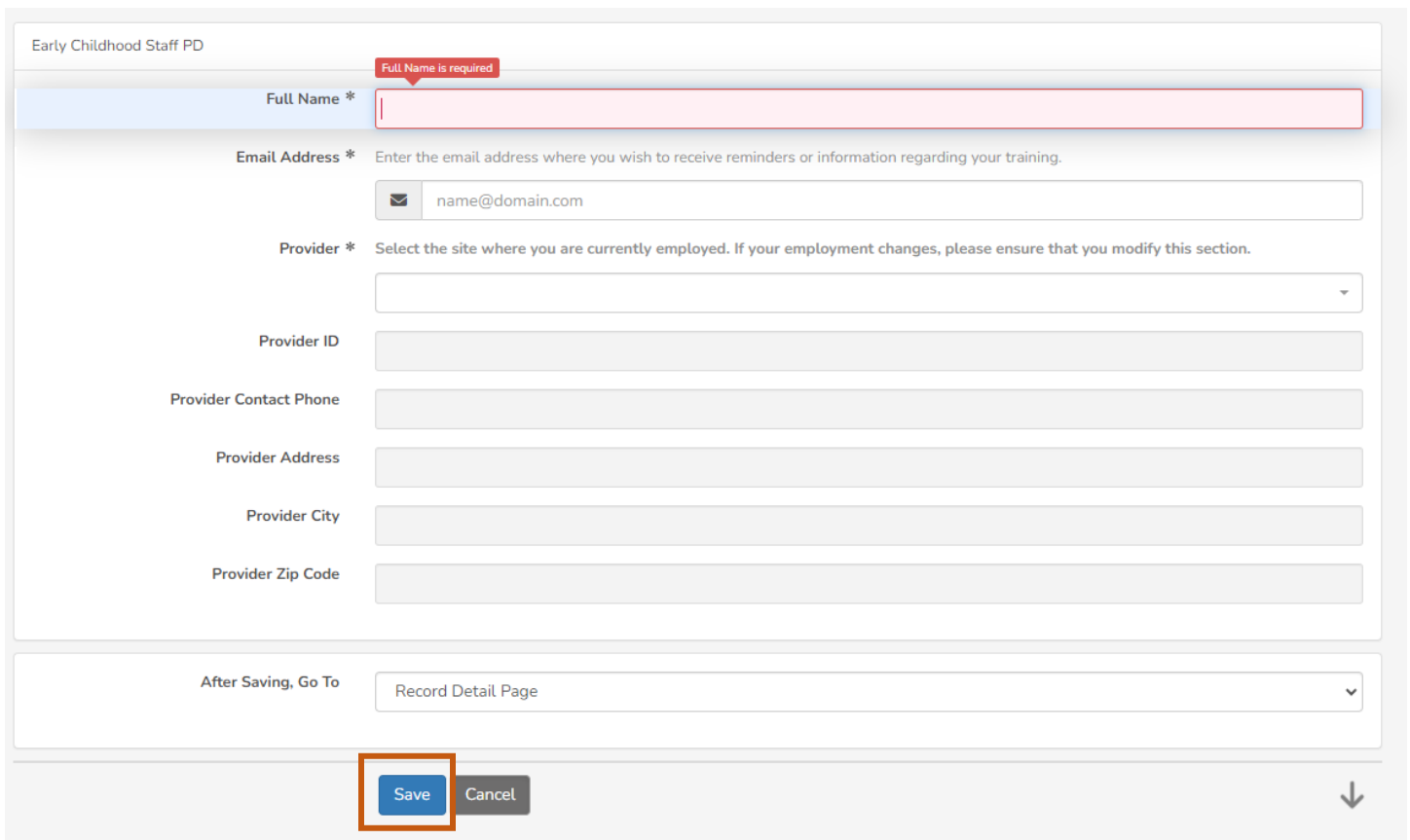


New Participants

If this is your first time adding a certificate, click “Add New” and then Click on “New Record”. This will create your personal training log to enter all future trainings.

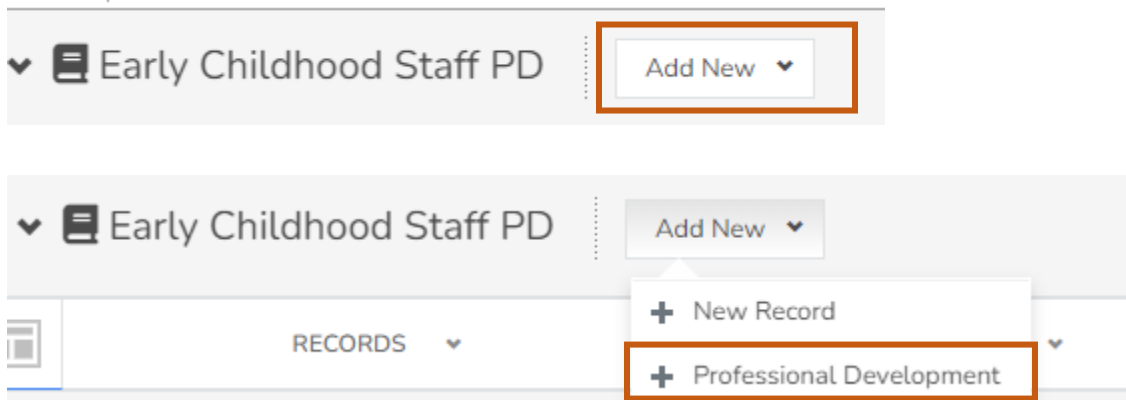


Fill out the form with your name and email address. Select your site from the list which will fill out the rest of the form. Then select “save”.

A screenshot of the 'Early Childhood Staff PD' form. The form has a header 'Early Childhood Staff PD'. Below it, there are several fields: 'Full Name *' (with a red error message 'Full Name is required'), 'Email Address *' (with a placeholder 'name@domain.com'), 'Provider *' (with a dropdown menu), 'Provider ID', 'Provider Contact Phone', 'Provider Address', 'Provider City', and 'Provider Zip Code'. At the bottom, there is a section 'After Saving, Go To' with a dropdown menu set to 'Record Detail Page'. The 'Save' button is highlighted with an orange box, and the 'Cancel' button is next to it. A downward arrow is in the bottom right corner.

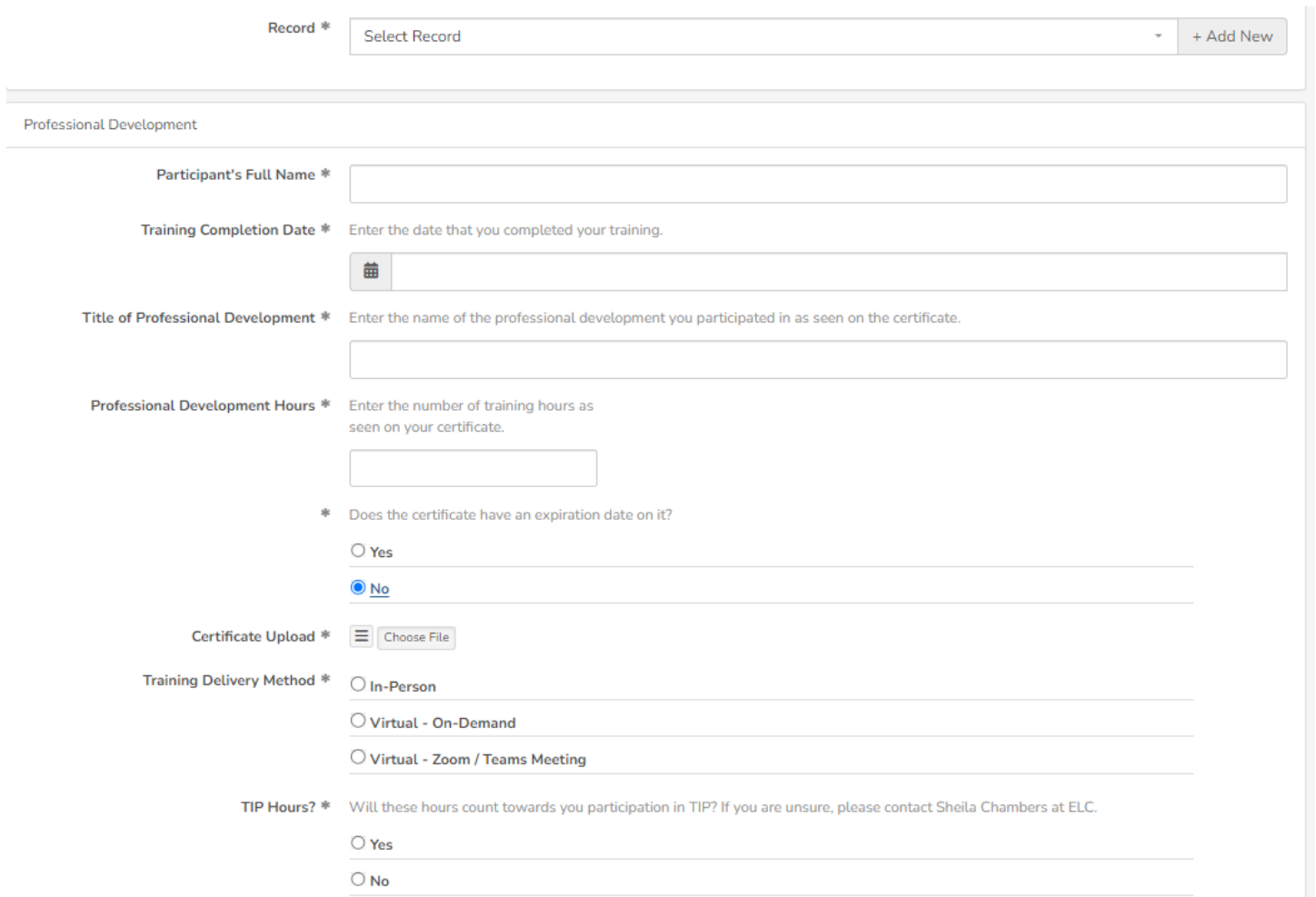
Adding Training Certificates

Select “Add New” and then select “Professional Development.”



The screenshot shows the 'Early Childhood Staff PD' header. A red box highlights the 'Add New' button. Below it, a dropdown menu is open, showing two options: '+ New Record' and '+ Professional Development', with the latter highlighted by a red box.

In the record box, select your name. Fill out the form as instructed and upload your certificate.



The form is titled 'Professional Development'. It includes the following fields and options:

- Record ***: A dropdown menu with 'Select Record' and a '+ Add New' button.
- Participant's Full Name ***: A text input field.
- Training Completion Date ***: A date picker with the instruction 'Enter the date that you completed your training.'
- Title of Professional Development ***: A text input field with the instruction 'Enter the name of the professional development you participated in as seen on the certificate.'
- Professional Development Hours ***: A text input field with the instruction 'Enter the number of training hours as seen on your certificate.'
- Does the certificate have an expiration date on it?**: Radio buttons for 'Yes' and 'No' (selected).
- Certificate Upload ***: A 'Choose File' button.
- Training Delivery Method ***: Radio buttons for 'In-Person', 'Virtual - On-Demand', and 'Virtual - Zoom / Teams Meeting'.
- TIP Hours? ***: Radio buttons for 'Yes' and 'No' with the instruction 'Will these hours count towards you participation in TIP? If you are unsure, please contact Sheila Chambers at ELC.'

Once your certificate is submitted, it will be sent to the PD Coordinator or Director for approval. When your certificate has been reviewed, you will receive an email informing you if it has been approved or rejected.

Should you have any questions about the module, please email HelpDesk@elcpolk.org. Should you have any questions about the PD program, please email NancyMoses@elcpolk.org