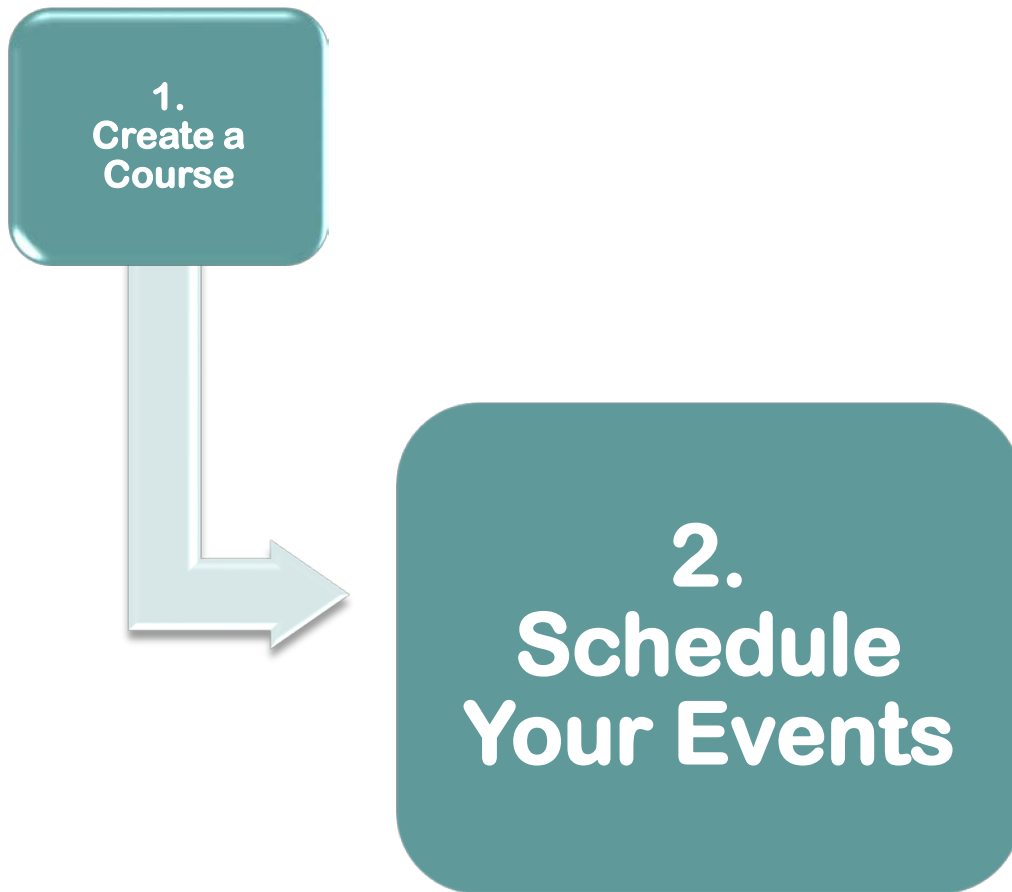


## Scheduling a Course as a Professional Development Event

Scheduling an approved course as a professional development event is the second step you will need to complete in order to have your trainings reviewed and be listed on New York Works for Children's Statewide Training calendar.



1. Go to the New York Works for Children website to login to your Aspire Training Organization account or into your Individual Professional Profile.

### Aspire Sign In

---

Account Type:  Individual Professional Profile  
 ECE Program/Training Organization

Aspire Organization ID: \*

Password: \*

[Forgot user id or password?](#)

**Don't have an account?**  
[Create an Individual Professional Profile](#)  
(Directors, Providers, Teachers & Trainers)

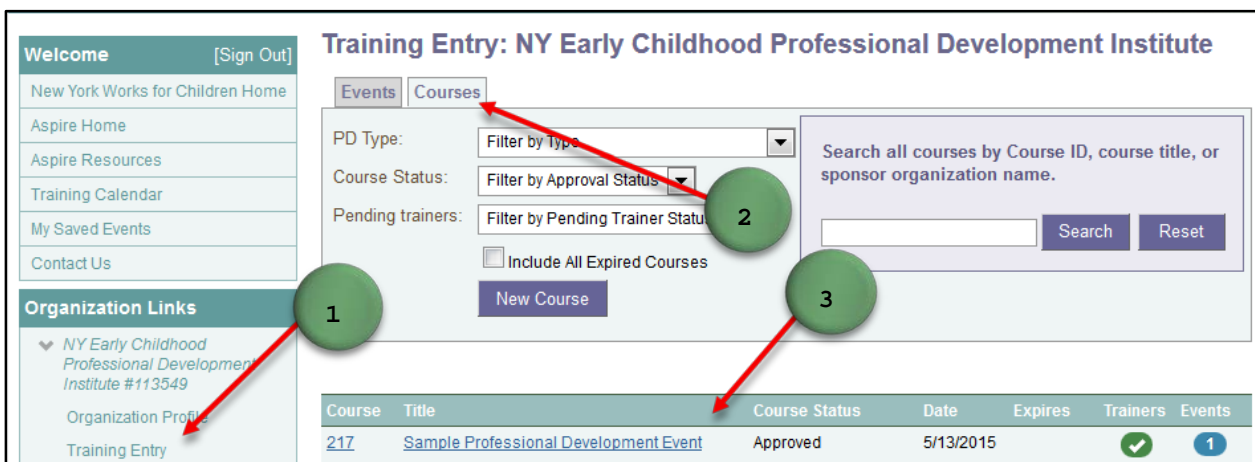
[Create an Organization Account](#)  
(ECE Programs & Training Organizations)

*Once you are logged in you will be able to:*

- [Schedule a new event \(pg. 4\).](#)
- [Duplicate an existing approved event \(pg. 8\).](#)
- [Schedule SUNY Health & Safety and MAT courses \(pg. 9\).](#)

## SCHEDULING A NEW EVENT

1. Choose the Approved Course to be scheduled.



The screenshot shows the 'Training Entry: NY Early Childhood Professional Development Institute' page. The 'Courses' tab is selected. The interface includes a sidebar with 'Training Entry' highlighted (1), a main content area with filter options and a search bar, and a table of courses. A course with ID 217 and title 'Sample Professional Development Event' is highlighted (3) as it has an 'Approved' status. A red arrow points from the 'Courses' tab (2) to the search bar.

Course	Title	Course Status	Date	Expires	Trainers	Events
217	<a href="#">Sample Professional Development Event</a>	Approved	5/13/2015		✓	1

1. Go to TRAINING ENTRY.
2. Click on the COURSES tab.
3. Click on the approved course that will be scheduled as an event.

*Note: If you have a previously approved course that has now expired. You must renew and resubmit this course for approval prior to scheduling your event.*

## 4. Schedule the Approved Course

### Course Details

**Schedule Event** **Revise/Renew** **Exit Details**

Sample Professional Development Event Course ID: 217


**Course Details** **Approved Trainers**

Entered By: 5/13/2015 11:48 AM  
Diana Diaz  
NY Early Childhood Professional  
Development Institute  
Organization ID: 113549  
[info@nyworksforchildren.org](mailto:info@nyworksforchildren.org)  
16 Court Street - 31 Floor  
Brooklyn NY 11241

Updated: 7/6/2015 1:59 PM  
Registry Admin

Course Notes (0)  
No Notes Exist

Description:



1. Click on SCHEDULE EVENT

## 5. Choose the trainer

1. Click **ADD TRAINER**.
  - a. If you added trainers when you submitted this course, there will be a drop-down list with the approved trainers for you to select.  
*Note: If you were logged in as a trainer, when you created the course, you will show up as the primary facilitator for this event.*
  - b. If you did not assign a trainer(s) when you submitted the course for approval, you will have to add that information to your event here and this submission will go through an event review process.  
*Note: Only trainers with active accounts can be assigned to events.*
2. Check this box if you wish to share the administrative tasks with this trainer. The trainer will be able to: enter the roster, reschedule the event, both you and the trainer will receive all notifications and reminders. The designated trainer will not be able to edit the course.
3. Choose the **TRAINING LANGUAGE**.
4. If you are signed in as a trainer you will be asked to search for and select the training sponsor organization.
5. Click **NEXT**.

6. Enter Assessment and Instructional Methods.
7. Enter Event Location, Date and Time.
8. Registration

1. Click here to use the Registry Online Registration. You will set this up later.

*NOTE: You will not have this option unless you are an organization with a Premium account. If you would like to set up a premium account, please send this request to [training@nyworksforchildren.org](mailto:training@nyworksforchildren.org).*

2. Check the contact information and change if necessary.

3. Click **SAVE EVENT**.

*Note: If trainers have been previously approved with the course submission, this event will automatically be approved.*

*If new trainers have been assigned to this event, this submission will go through review for approval.*

## **DUPLICATING AN EVENT**

- If you would like to set up an event similar to one you've offered in the past, you can find it in your events list and select, **DUPLICATE EVENT**.
- Please note that when you duplicate an event some fields cannot be changed. You will only be able to update certain details about that event such as the instructional methods, date, time, location, and contact information, without requiring approval.
- If you would like to edit other fields, such as adding or assigning a different trainer to the event, you will need to unlock the event. Clicking the "Unlock Event" button will allow you to edit trainers and assessments as well as specify whether the event is self-paced and/or web-based.

## **Scheduling SUNY Health and Safety and MAT Courses**

To schedule events for SUNY Health & Safety and MAT courses:

1. Select **NEW EVENT**.
2. Select **MY COURSE CATALOG**.
3. Expand on the **List of Curricula for which an Endorsement is Required** and select the appropriate course.
4. Schedule the course as an event and follow the steps for creating a new event.

Questions?

[training@nyworksforchildren.org](mailto:training@nyworksforchildren.org)