

ONLINE GUIDE FOR CHILD CARE FOUNDATIONAL TRAININGS (CCFTS)

The Department of Children and Families (DCF) has transitioned to a new vendor for Foundational Trainings. CCFTs are now available through the Professional Development Network (PDN). PDS Online, is the learning management system you will use to create your account, register for trainings and complete coursework.

New to PDS Online? Follow the steps below to create your account and get started.
If you already have an account, skip to **Step 5** to access your training.

Step 1: Create Your PDS Online Account

Click [here](#) to create an account. After submitting, check your email for a confirmation message. Click the link to activate your account, then log in with your email and password.

Tip: Use the same email address connected to your Wisconsin Registry account.

Step 2: Complete Your Learner Profile

After logging in, complete your Learner Profile to access CCFT trainings:

- **Email:** Use the same email as your Wisconsin Registry account. Don't have one? Create a Registry account for free [here](#).
- **Employee Type:** Select Early Care & Education Professional.
- **Employer:** Enter your employer, program, or your name.

Step 3: Allow Your Account to Update

After creating your account and completing your Learner Profile, allow 3–4 hours for your information to update. Once updated, you can register for a CCFT.

Step 4: Find & Register for a CCFT

Visit the Child Care Foundational Training calendar [here](#). To make trainings easier to find, select List View and use the Search box to search for the full training name.

Step 5: Log In & Access Your Training

Select **View Transcript** to see your registered training.

PDS Online is a learning management system where you will register for training sessions. This system stores information about your courses in order to track the sessions and hours you have completed.



Step 6: Find the course you are enrolled in and select the blue LAUNCH button.

CCFT-Introduction to the Child Care Profession (Childcaring-26579)

Due : No Due Date **Status :** Registered **Training Type :** Cohort **Training Status :** Active

Launch

Step 7: Once the course is launched there are 4 tabs associated the course:

- **Main Tab:** Announcements or discussion posts
- **Topics:** Module discussions & homework uploads
- **Learning:** Access & complete learning modules
- **Members:** Instructor & participant information

CCFT-Introduction to the Child Care Profession (Childcaring-TEST)

Main

Topics

Learning

Members

Step 8: To begin the online learning content:

1. Click **Learning**
2. Then **CCFT – Course Name**
3. Choose the **Module #**
4. Click **Launch**.

Repeat this process to access all 10 modules.

1

Main Topics **Learning** Members



CCFT-Introduction to the Child Care Profession (Childcaring-TEST)

2

CCFT-INTRODUCTION TO THE CHILD CARE PROFESSION

3

Module 1: Introduction to Class and Protocols

100% CCFT-Introduction to the Child Care Profession » Module 1: Introduction to Class and Protocols

Completed : 1 Min Required : 1 Total Items : 1

CCFT-Introduction to the Child Care Profession - Module 1
Status : Completed Due : No Due Date
Description

Launch

4

Step 9: Complete Each Module Section

Scroll to the bottom to continue. If the next lesson does not appear, make sure all activities, text bubbles, and interactive exercises are complete.

When ready to move on, scroll to the bottom and choose the next lesson.



Wisconsin Department of Children and Families

Lesson 2 - Introduction to the Course

You must score 80% or higher on each module quiz to successfully complete the module.

After passing the quiz, click the blue Exit Training button to return to your Transcript page. To access the next module, repeat the steps outlined in Step 8.



Exit Training

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