

TS: CCFS: Searching and Retrieving Provider Records

Computer-based training (CBT) is now available on TrainingSpace

Course Description

This self-directed, online course available on TrainingSpace explores the provider search features of the Child Care Facility System (CCFS). Topics include:

- Types of searches
- Searching techniques
- Retrieving provider records for both Legally Exempt and Licensed/Registered providers

Registration

Pre-registration is required.

OCFS staff who do not have access to STARS can view course schedule, registration information, and submit a registration request at the OCFS Bureau of Training (BT) Announcement website, at <http://emerald/TrnAnnounce/ta.cfm>.

Local district and voluntary agency staff should consult their Staff Development Coordinator for registration and course information.

There are two versions of the course available:

- *TS: CCFS: Searching and Retrieving Provider Records (Desktop Users)*
- *TS: CCFS: Searching and Retrieving Provider Records (ThinkPad Tablet Users)*

Please register for the course relevant to the type of equipment you currently utilize.

Accessing the Course

Once registered, you can access this course via TrainingSpace at <http://www.trainingspace.org/>. Access to TrainingSpace courses is achieved through a Directory Services account (or LDAP), which is different than your HSEN account.

If you have questions about your Directory Services account, or do not have one, contact your agency/district LAN administrator or the New York State Enterprise Help Desk (1-800-697-1323).

For other questions or registration assistance please contact Timothy J. Buddenhagen at tbuddenhagen@pdp.albany.edu or 518-956-7820.