

## 2019-2020 Registered Family Child Care (FCC) Mandatory Orientation Schedule

**Orientation is now a mandatory process for prospective providers who plan on becoming State-Registered (along with their substitute, assistant, and alternate).**

During this three-hour orientation, you will review the *Manual of Requirements for Family Child Care* and start completing the paperwork required for Family Child Care. You will receive credit for three hours of training. **You will need to sign up through the NJ Workforce Registry, which is required in order for you to attend training and complete the process of becoming a provider.**

*Orientations are held on the following dates:  
9:30 a.m. - 12:30 p.m.*

|                               |                             |
|-------------------------------|-----------------------------|
| Wednesday, July 17, 2019      | Wednesday, January 15, 2020 |
| Wednesday, September 18, 2019 | Wednesday, March 18, 2020   |
| Thursday, November 7, 2019    | Wednesday, May 20, 2020     |

***Orientation is now a mandatory process for prospective providers and their substitutes, assistants, and alternates who plan to care for children whose parents receive a child care subsidy through the State.***

**\*You must identify a substitute provider (18 years of age or older) prior to attending orientation\*\***

**\*\*\*You and your staff (substitute, assistant or alternate) must be registered with New Jersey Workforce Registry prior to attending orientation. \*\*\***

For more information or assistance with the New Jersey Workforce Registry, call (609) 989-7938.

**TO BECOME A MEMBER of the Registry:**

**Step 1** Go to [www.NJCCIS.com](http://www.NJCCIS.com)

**Step 2** Click "Log-In" on the upper right-hand side then under the "Registry tab" select Find Professional Development Trainings & Classes, and search for the orientation class.

**Step 3** NEW users -click on "New to the NJCCIS? Create your account now" and proceed by entering the requested user information.

**Step 4** Under "Child Care provider roles" select "Home Based Provider (FCC)". Under "Registry Roles" select "other professional".

**Step 5** Click 'Register'; a validation link will be sent to the e-mail address you provided. Log into your e-mail, open the e-mail from no- [reply@njccis.com](mailto:reply@njccis.com), and click the validation link. [Make note of your Registry number.]

**Step 6** Log into your NJ Registry account using the full e-mail address you provided and the password you created.

**\*\*How-to" guides are available by clicking the HELP button at the top. \*\***

**\*\*\*\*\*Unfortunately, due to the length of time and the need for participants to devote their full attention to the training, children will not be permitted to attend the training. \*\*\*\*\***

**18 HOURS OF PRE-SERVICE TRAINING IS REQUIRED FOR FAMILY CHILD CARE REGISTRATION.  
MANDATORY ORIENTATION IS INCLUDED AS PART OF THE 18 HOURS OF PRE-SERVICE TRAINING.**