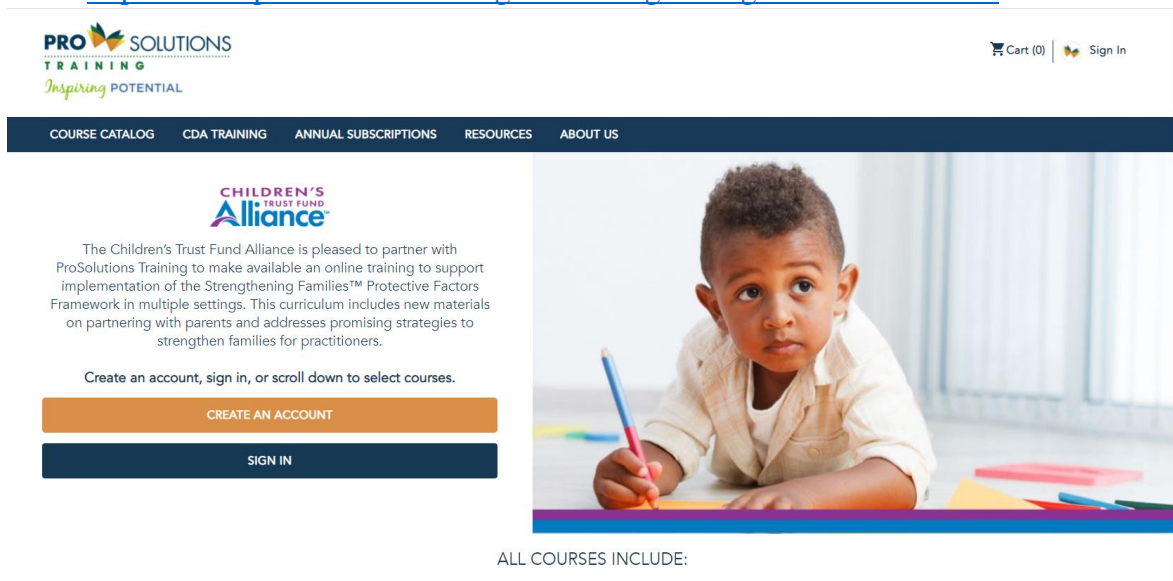


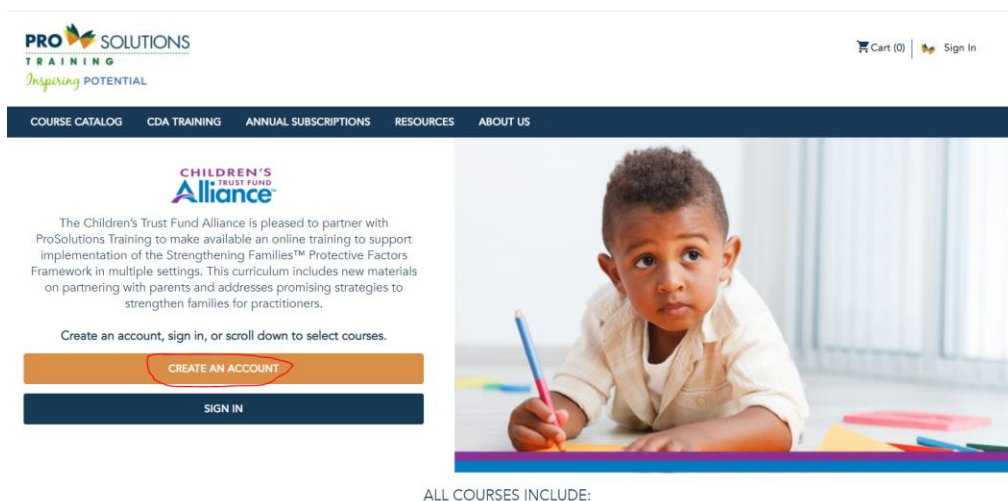
How to Access the Self-Paced Protective Factors Training

The Children's Trust Fund Alliance created this self-paced course on the Five Protective Factors for Strengthening Families called *Bringing the Protective Factors Framework to Life In Your Work.* This course is available to the public on their website. This document goes over how to access the training. Please note that the Child Abuse Prevention Center **does not**

- have any form of administrative access over this training. If you require technical assistance with the training or with accessing your certificate, please reach out to the training website host, ProSolutions, at support@prosolutionstraining.com.
 - have access to certificates for this training and cannot view a participant's progress through the course.
1. Go to <https://www.prosolutionstraining.com/strengtheningfamilies/index.cfm>



2. Click *CREATE AN ACCOUNT*.



3. Enter your information to create your account. Please note that the Child Abuse Prevention Center **does not**
 - have any form of administrative access over this training. If you require technical assistance with the training or with accessing your certificate, please reach out to the training website host, ProSolutions, at support@prosolutionstraining.com.
 - have access to certificates for this training and cannot view a participant's progress through the course.

You will need to remember your log in information to access your account as CAPC will never be able to provide it for you.

Create Your New ProSolutions Training Account ×


If you don't yet have an account with ProSolutions Training, please fill in your first and last name (as you would like them to appear on your certificate when you complete a course), an email address, and a password. Your email address will be your username whenever you return to the site, and we will use it to contact you, if necessary. To protect your information, you should use your personal email account, and not an address you share with other people.

This account is all you need to get started: purchase courses, view coursework, take tests, and print certificates!


First Name*

Last Name*

Email*




ReType Email Address*




Password*

Password must contain at least 8 characters




ReType Password*



State*

Choose State



Zip Code*

4. You do not need to enter a State Registry ID. Select the box next to the statement “I choose to opt out of sending my completed training hours to my state registry for credit.”

You have indicated that you live in California. To ensure that your completed courses are included in the California Early Care and Education Workforce Registry, your 9-digit state Registry ID# is required. This is a one-time only requirement. Enter your Registry ID# in the “State Registry ID” box below.

To find your state registry ID#, login to your California ECE Workforce Registry account and click “My Tools & Settings” and “My Membership Card”. For help in locating your Registry ID#, Registry staff are available by Chat or Support on their website and at caregistry@ccala.net.

If you do not wish to receive credit in the California Early Care and Education Workforce Registry for your training hours, check the opt out box.

Registry users are not required to upload ProSolutions Training certificates to the CA Registry; hours will appear on your Education and Training report automatically. Please note, however, that the hours may take up to 30 days to show on your report.

State Registry ID

☒ I choose to opt out of sending my completed training hours to my state registry for credit.

5. Once you have created an account, you will be taken to the Course Catalog. Click on *Strengthening Families Protective Factors*.

The screenshot shows the ProSolutions Training website. The header includes the logo "PRO SOLUTIONS TRAINING Inspiring POTENTIAL" and a user profile for "Ashley" with a shopping cart icon showing "Cart (0)". The navigation bar has links for "My Courses", "My Subscription", "My CDA Training", "My Transcript", and "Course Catalog". Below the navigation bar is a search bar with the text "Find Courses in California" and a dropdown menu set to "All". The main content area displays the "CHILDREN'S TRUST FUND Alliance" logo and the text "California Course Catalog". There are four filter buttons: "CDA", "New!", "Packages", and "Strengthening Families Protective Factors". The "Strengthening Families Protective Factors" button is highlighted with a yellow background.

6. There is one course for you to complete:
- Bringing the Protective Factors Framework to Life In Your Work: Introduction and Overview*

Please note that there are two versions of the course. One cost \$15 and the other is free. You do **NOT** need to purchase the course. **Please enroll in the free version.**

2 HOURS
\$15.00


Bringing the Protective Factors Framework to Life In Your Work: Introduction and Overview

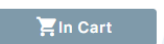



2 HOURS
\$0.00

Bringing the Protective Factors Framework to Life In Your Work: Introduction and Overview (No CEUs or State Credit)



2 HOURS
\$15.00

Concrete Support




2 HOURS
\$0.00

Concrete Support (No CEUs or State Credit)




2 HOURS
\$15.00


Knowledge of Parenting and Child Development





2 HOURS
\$0.00

Knowledge of Parenting and Child Development (No CEUs or State Credit)



7. Add the course to your cart.

2 HOURS
\$0.00

Bringing the Protective Factors Framework to Life In Your Work: Introduction and Overview (No CEUs or State Credit)



8. Scroll to the top of the page and navigate to your cart.

9. Click *Purchase Now*.

The screenshot shows the ProSolutions Training website header with the logo and navigation links. Below the header is a progress bar with five steps: 1. BEGIN ORDER, 2. ACCOUNT SIGN IN, 3. PAYMENT INFORMATION, 4. ORDER SUMMARY, and 5. ORDER CONFIRMATION. The first step, '1. BEGIN ORDER', is highlighted in dark blue. Below the progress bar, the product name is 'Bringing the Protective Factors Framework to Life In Your Work: Introduction and Overview (No CEUs or State Credit)'. The total price is \$0.00, and the payment type is FREE. A red 'Remove' button is next to the total. A message states: 'Your order total is \$0. Please click the Purchase Now button below to continue and place the courses in your account. You will not be asked for payment information.' Below this message are two buttons: 'Purchase Now' (circled in red) and 'Continue Shopping'.

10. Click *Complete Order*.

The screenshot shows the ProSolutions Training website header with the logo and navigation links. Below the header is a progress bar with five steps: 1. BEGIN ORDER, 2. ACCOUNT SIGN IN, 3. PAYMENT INFORMATION, 4. ORDER SUMMARY, and 5. ORDER CONFIRMATION. The fourth step, '4. ORDER SUMMARY', is highlighted in dark blue. Below the progress bar, the 'ORDER SUMMARY' section shows the product name, price (\$0.00), and total (\$0.00). The payment type is FREE. A red 'Edit' button is next to the total. To the right, the 'PAYMENT SUMMARY' section shows the order total (\$0.00) and payment type (N/A). Below this, a message states: 'Please click below to complete your order.' Below this message is a blue 'Complete Order' button (circled in red).

11. To start taking the courses, click *Continue*.

The screenshot shows the ProSolutions Training website header with the logo and navigation links. Below the header is a progress bar with five steps: 1. BEGIN ORDER, 2. ACCOUNT SIGN IN, 3. PAYMENT INFORMATION, 4. ORDER SUMMARY, and 5. ORDER CONFIRMATION. The fifth step, '5. ORDER CONFIRMATION', is highlighted in dark blue. Below the progress bar, the 'ORDER CONFIRMATION' section shows the order number: 1538861. A message states: 'Thank You! Your order has been processed and your courses are now available on your Training Account screen. You'll be able to access these courses at any time by signing in to the ProSolutions Training site by clicking on "Sign In" at the top right corner of the screen.' Below this message is a blue 'Continue' button (circled in red). To the right, a message states: 'An order confirmation has been sent to your email address'. A 'Print Receipt' button is also visible.

12. After you complete the course, you can navigate to the *My Courses* section of your account to access your certificates. Click *Print Certificate* to access your certificate.

PRO SOLUTIONS
TRAINING
Inspiring POTENTIAL

Cart (1) Ashley

My Courses My Subscription My CDA Training My Transcript Course Catalog

Search My Courses Search

Sort by Course Order

1. This page shows all courses and packages that you have added from My Subscription or Course Catalog.
2. The button will change colors to show your progress. Click the button for direct access to where you left off. If you want to review the slides, click the course title.

Current Courses

1 HOUR
EXPIRES: 12/4/2021
Strengthening Families Wrap Up: Moving from Knowledge to Action (No CEUs or State Credit)
Print Certificate

2 HOURS
EXPIRES: 12/4/2021
Social and Emotional Competence of Children (No CEUs or State Credit)
Print Certificate

2 HOURS
EXPIRES: 12/4/2021
Concrete Support (No CEUs or State Credit)
Print Certificate

13. You will then be taken to the *Download & Print Your Course Certificate(s)* page. Click *"Download & Print Your Certificate."*

My Courses My Subscription My CDA Training My Transcript Course Catalog

Download & Print Your Course Certificate(s)

Strengthening Families Wrap Up: Moving from Knowledge to Action (No CEUs or State Credit) awarded on 12/04/2020

Download & Print Your Certificate

14. Your certificate will open as a PDF and you can save it or print a copy. Please note that the Child Abuse Prevention Center **does not**
- have any form of administrative access over this training. If you require technical assistance with the training or with accessing your certificate, please reach out to the training website host, ProSolutions, at support@prosolutionstraining.com.
 - have access to certificates for this training and cannot view a participant's progress through the course.

