Frequently Asked Questions
CCEI Online Training via OEC Registry Accounts

Who can access the training library?

The following care and education providers of Connecticut children can access the training library:

- Licensed family home providers
- Unlicensed family home providers (relative care)
- Staff members in licensed and license-exempt group homes, centers, and school-based programs (under the auspices of the Office of Early Childhood) with confirmed employment in their OEC Registry account.

How can I access the training?

Log in to your OEC Registry account at www.ccacregistry.org. Your account must be active so if you have an inactive account, you must first update your account information and make your account active.

Once you do that, click the left navigation button that says 'Online Training'. When you click this button, one of the following will happen:

1. If you already have an active training subscription, set up previously, that has been linked to your registry account, the online training system will open in a new window and you will be able to register for and take training courses.
2. If you do not yet have a training subscription and you are in the eligible group, the system will prompt you and your subscription will be assigned. If you are missing key information, you may receive a prompt to contact the CCEI Customer Support Help Desk to assist in getting your accounts linked.
3. If you are not in the eligible group, you will get a message informing you of that status.

Which online health and safety training should you take?

Where you work…	Training you should take…
Licensed family home providers (DCFH)	CT-OEC100: Connecticut Health and Safety Basics – English (2 hours) **OR** ESP_CT-OEC100: Los Fundamentos de Salud y Seguridad de Connecticut - Español (2 hours) Both are available by selecting Connecticut Health and Safety Courses in the Course Categories menu when you click the the 'Register for Professional Development Courses' link in the left navigation menu.
Center, group home, or school-based providers who also have or plan to completed OEC Approved first aid, CPR and medication administration.	CT-OEC101: CT CCDF Orientation (5 hour) – available by selecting Connecticut Health and Safety Courses in the Course Categories menu when you click the 'Register for Professional Development Courses' link on the left navigation menu..
Center, group home, or school-based providers who do NOT have and do NOT plan to complete OEC Approved first aid, CPR and medication administration.	Connecticut Health and Safety Orientation Certificate (18 hour) – available by clicking the 'Register for Certificates' link on the left navigation menu.

What does "confirmed employment" mean?

Confirmed employment means that an authorized administrator of the program has access to the program's profile in the Registry, and has confirmed who works there. When you pick your employer in the Registry, you show on the Staff Confirmation page of the program. Administrative access is detailed in the instructions for Program Administrators under the log in section on www.ccacregistry.org.

What is the cost to take these trainings?

The Office of Early Childhood is covering the cost of your OEC Registry account AND the training access for eligible providers. There is no cost to you.

Do completions count toward OEC licensing professional development?

Yes.

Do completions count toward the Care4Kids annual requirements?

Yes.

How do I know if I successfully completed a course?

You will be asked a set of questions at the end of the training. You will need a score of 70% or higher to pass the course and receive a certificate. If you do not achieve a passing score you will be given additional opportunities to retake the exam.

Should I keep the completion certificate?

Yes. You should always personally maintain a log and file of certificates. But, when you complete a course, the information is automatically transferred nightly into your registry account.