

Enrollment into Child Welfare Courses in the KIDS system

Level I

- Immediately post-CORE, participants are given a list of their Level I workshops.
- For rescheduling of a Level I workshop, a **supervisor** will need to send an email with the name of the participant along with the number and date of the workshop to childwelfaretraining@okdhs.org.

Level II, III or Misc

- Open KIDS. Click on 'Training', then on 'Enroll'.
- Click on the little blue bear with CWCTP under it. CW Staff should already be selected and your name should appear in the boxes.
- Click the button 'Find' on the right side of the page and double-click your name when it appears underneath in blue.
- On the right of the next page, click the 'Find' button and enter either the date of the workshop if you know it or the CW # in the 'Workshop No:' box along with a date range if you know that and click 'Find'.
- Finally, double click the workshop that you want and it will enroll you. You will get a message that states: “You have been enrolled in this workshop.”

No-Shows

- The names of those that ‘no-show’ for CW Trainings are forwarded on to County Directors for follow-up periodically.
- It’s important to notify the training staff by email (childwelfaretraining@okdhs.org) as soon as possible when a scheduled workshop will not be attended.

If you have any problems, don't hesitate to email the training staff and we will be happy to help you.