



Child Care Training Higher Reach Registration

Online Payments

To register for a Child Care Training courses go to: <http://higherreach.polk.edu/modules/>, and use the instructions below:

1. Click on **Polk Course Registration** link at the top of the Child Care Training web page.
2. Click on Corporate College View Catalog.
3. Click on Child Care Training
4. Click on course number to open the course and view the available sections.

COURSE CATALOG
Child Care Training

Course	Description
CCT2310A	Preschool Appropriate Practices This course is designed for child care professionals responsible for the care of children 3 to 5 years old. The course provides an overview of the need for quality care, stages of development, learning environments, health and safety practices, enhance development and learning, creating a positive, caring community of learners, positive g MORE
CCT2320	Infant and Toddler Appropriate Practices (ITP) This 10-hour course is designed for child care professionals responsible for the care of children birth through 36 months. The course provides an overview of the need for quality care, stages of development, appropriate interactions, learning environments and experiences, health and safety practices, positive guidance strategies, observat MORE
CCT2330	School-Age Appropriate Practices (SAP) This 10 hours course is designed for child care professionals responsible for the care of children 5 to 12 years old. The course provides an overview of the need for quality care, stages of development, learning environments and experiences, methods for creating a positive, caring community of learners, positive guidance strategies, obser MORE
CCT4010	Fall Conference Early Childhood Professional Development Fall Conference 5.5 hours. .55 CEUs
CCT4020	UWOCF Success By 6 Master Teacher CEU's

5. Select the Section that you wish to register for by clicking on the section link.

CCT4010	Fall Conference Early Childhood Professional Development Fall Conference 5.5 hours. .55 CEUs					
Section	Start Date	Time	Location	Cost	Availability	Action
CCT4010.(2)	Oct 12, 2013	8:00 AM	Winter Haven	\$ 7.50	99	
CCT4020	UWOCF Success By 6 Master Teacher CEU's					

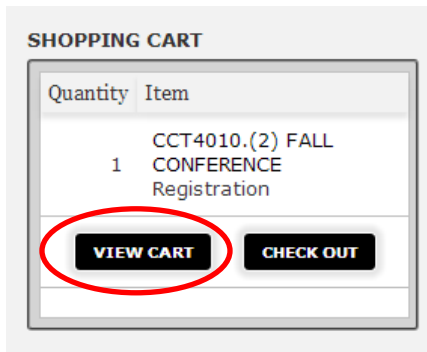
6. The next screen will reveal the Registration screen for this section of this course. Please check the quantity. If you are only registering yourself, leave the value at one.

Quantity:

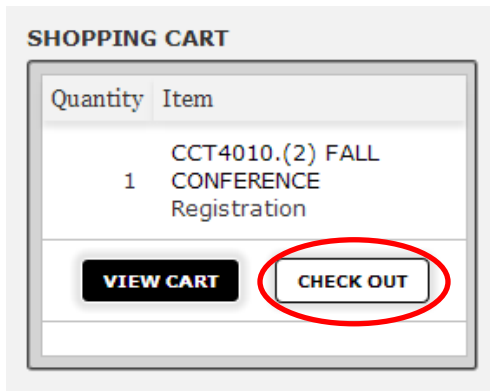
7. If you are ready to register for this section of the course, press the ADD TO CART button.

ADD TO CART

8. Check the Shopping Cart on the right to confirm that the course is listed in your shopping cart.



9. Click on the Check Out button in the shopping cart.



10. If you are a new customer, then you will need to “Create a New Customer Account”.

Create a new Customer Account

[Click here](#) to create a new account.

Please note:

- The user name is case sensitive, and must have at least 9 characters.
- The pass word is case sensitive, and must have at least 8 characters.

11. If you are an existing customer, you will need to login to proceed to the checkout screen.

Customer Account Log In

Please log in using your login when you created your account, or contact your program representative found in the contact us section below for the login to your account.

Login:

Password:

[LOGIN](#)

[Contact Us](#) | [Privacy](#) |

12. After creating a new customer account click on **Create button**, you will be brought to the Customer Account Log In screen where you will use the login and password you created. Please remember/record this information as you will need it to log in again in the future.

Customer Account Log In

Please log in using your login when you created your account, or call registrar office for the login to your account

Login:

Password:

LOGIN

13. In the Check Out screen you can Remove a section of a course with the Remove button, or proceed to payment with the Make Payment button.

PAYING ONLINE: Click on Make Payment

The screenshot shows a 'PAYMENT CHECKOUT' page with a navigation bar at the top containing links for 'Find a Course', 'Find a Program', 'Academics', 'Enrollment', 'My Account', and 'Cart'. Below the navigation bar, the page title 'PAYMENT CHECKOUT' is displayed. The main content area features a table with the following columns: Item, Quantity, Cost, Due Amount, and Action. The table contains one row for 'CCT4010.(2) FALL CONFERENCE - Registration' with a quantity of 1, a cost of \$ 7.50, and a due amount of \$ 7.50. A 'REMOVE' button is located in the Action column for this row. Below the table, the 'Total Due' is listed as \$ 7.50. There is a 'Promo Code' input field with an 'APPLY' button. At the bottom of the main content area, the 'Payment Options' section shows 'Credit Card' selected, and a 'MAKE PAYMENT' button is circled in red. A disclaimer at the bottom of the main content area reads: 'When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.'

Item	Quantity	Cost	Due Amount	Action
CCT4010.(2) FALL CONFERENCE - Registration	1	\$ 7.50	\$ 7.50	REMOVE

Total Due: \$ 7.50

Promo Code: APPLY

Payment Options: Credit Card **MAKE PAYMENT**

When you click the Make Payment button you will be redirected to our payment gateway site. Upon completion of your payment transaction you will be redirected back to our website to complete any remaining enrollment requirements.

The Make Payment button brings you to the payment screen. Complete all fields and press the Submit Payment button.

14. **Congratulations!** You have registered for a Child Care Training course.