



## **PDS ONLINE USER GUIDE FOR EARLY CARE AND EDUCATION PROFESSIONAL USERS**

Step One: Create a PDS Online Self-Registration Account Here:

[https://pdsonline.csod.com/selfreg/register.aspx?c=self\\_reg\\_default](https://pdsonline.csod.com/selfreg/register.aspx?c=self_reg_default)

Once submitted, you will receive an email to the address you entered.

Hello,

Thank you for registering!

To complete your registration and activate your account, please verify your email address by clicking the link below:  
<https://pdsonline.csod.com/selfreg/SelfRegActivation.aspx?token=ea883394-4f61-4cdc-8c30-a90db0aa73c&corp=pdsonline&uid=106862>

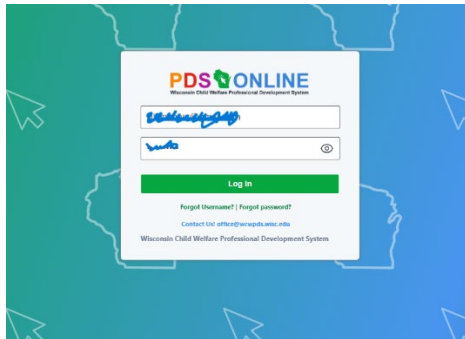
If you did not initiate this registration, you can safely ignore this email.

Please whitelist [do-not-reply@csod.com](mailto:do-not-reply@csod.com) to make sure that you get all notification emails.

Thank you.

**PDS ONLINE**  
Wisconsin Child Welfare Professional Development System

Click on the link, which will take you to this login screen. Enter the email and password you used to create your account:



Once logged in, you will be directed to take a learner profile. This will allow you to see what you need to see in the system. You will select “Early Care & Education Professional”

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 please click on your role to update your PDS Online learner profile.

NOTE: Are you helping a foster or adoptive parent update their profile? If so, you need to sign in using that parent's login information.

If you have questions or need help, [contact WCWPDS](#)

Directions

Foster/Adoptive Parent Learners

Early Care & Education Professionals

All Other Learners

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Fill out the learner profile, using the tips and suggestions below:

Early Care and Education Professional\_v2

All fields marked with an asterisk are required.

First Name \*

Last Name \*

Email

Cell

Address Line 1

Please enter an email that you check regularly, and if you have a Registry account please use the same email.

City

State

WI

Zip

53212

User ID

1017073

Primary Employee Type

Early Care & Education Professional (PDSEECF)

Employer Name

Manager

Registry ID

Cancel

Submit

You will ALWAYS select "Early Care &amp; Education Professional for your Primary Employee Type to see the CCFT Trainings

Please list the organization you work for here.

If known, please include your Registry ID. This can be updated at any time and will help in reporting back your completion information accurately.

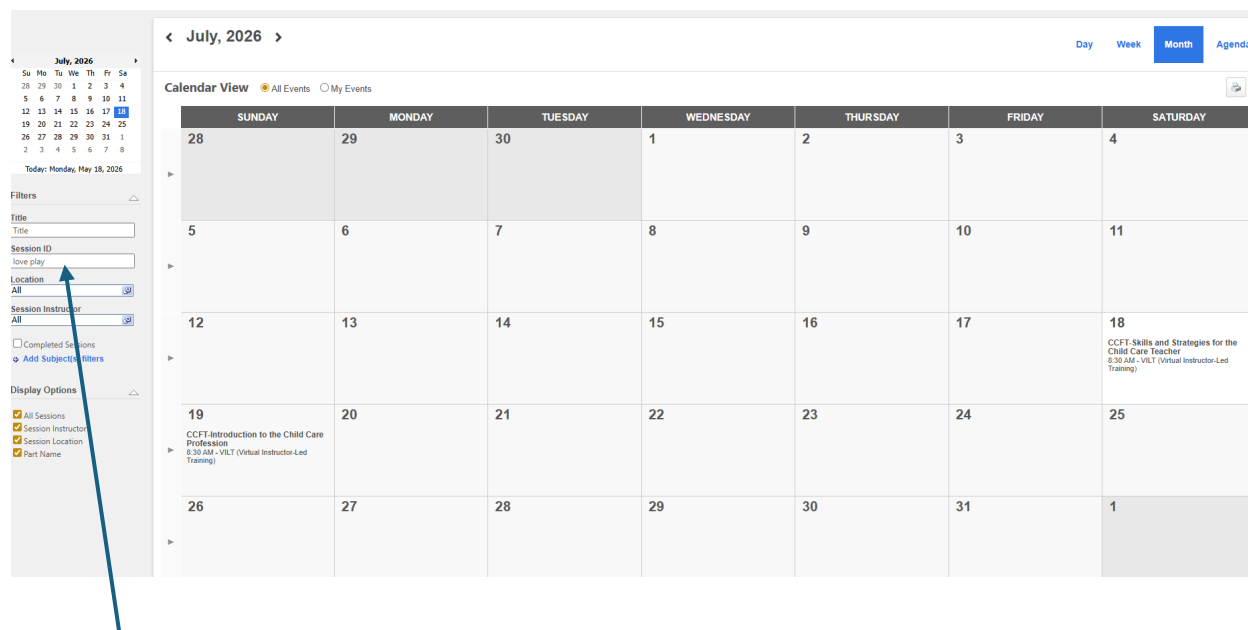
Once completed, click submit.

Please allow the system 3-4 hours to update your profile before attempting to search or register for trainings.

Once updated, you can find a training several ways:

1. If your TSO provided you a direct link to training, you can follow that link and hit “Request”.
2. You can search from the interactive calendar on the PDN-CCFT website, which will link you directly to the training:
3. You can search the event calendar in PDS Online.

TIP: You can narrow your search by looking up your TSO in the Session ID filter on the left side of the page:



This example is the TSO “Love Play Learn LLC”

By registering for the session, you will be put into the matching cohort for that training. The cohort is also tied to a community where the interactive portion of your learning will take place within the PDS Online LMS. These cohorts will live in your transcripts, located under the Learning Tab>View Your Transcript.

From there, it will appear in your transcript one of two ways:

1. If training is in the future (before the set cohort start date), it will appear as “View Training Details”
2. Once the training is set to start (the cohort start date opens it up) it will appear as “launch”

Filter by Training Status Sort by Filter by Training Type

Active Date Added All Types

Search by Keyword

Search

Search Results (3)

**CCFT TEST (PDN TEAM DEMO) (Starts 5/13/2026 2:10 PM CST)**  
Due : No Due Date Status : Registered Training Type : Cohort Training Status : Active [Launch](#)

**CCFT- Fundamentals of Family Child Care**  
Due : No Due Date Status : In Progress Training Type : Curriculum Training Status : Active [Open Curriculum](#)

**CCFT- Fundamentals of Family Child Care (Childcaring-26420) (Starts 9/21/2026 12:00 AM CST)**  
Due : No Due Date Status : Registered Training Type : Cohort Training Status : Active [View Training D...](#)

READY TO GO

WAITING TO LAUNCH/TRAINING IN THE FUTURE

You will click launch when the training is ready to begin, bringing you here, which is the “community” your “cohort” will live in.

Communities > CCFT TEST (PDN TEAM DEMO)

**CHILD CARE FOUNDATION TRAININGS**  
A PROGRAM OF PDN-WCWPDS MILWAUKEE

**PRINCIPLES OF CHILD CARE CERTIFICATION**

CCFT TEST (PDN TEAM DEMO) [Options](#)

Main Topics Learning Members

Search within community

Provides foundational knowledge and skills training for individuals as they begin, or consider, a career in caring for children in a home setting. Content includes exploring the basics of family child care intentionally planning to support growth, development, health, and safety for mixed-age groups to foundational business practices. Learners explore rules and regulations governing family child care businesses and programming. Practices and strategies will be explored to reflect the diverse

more

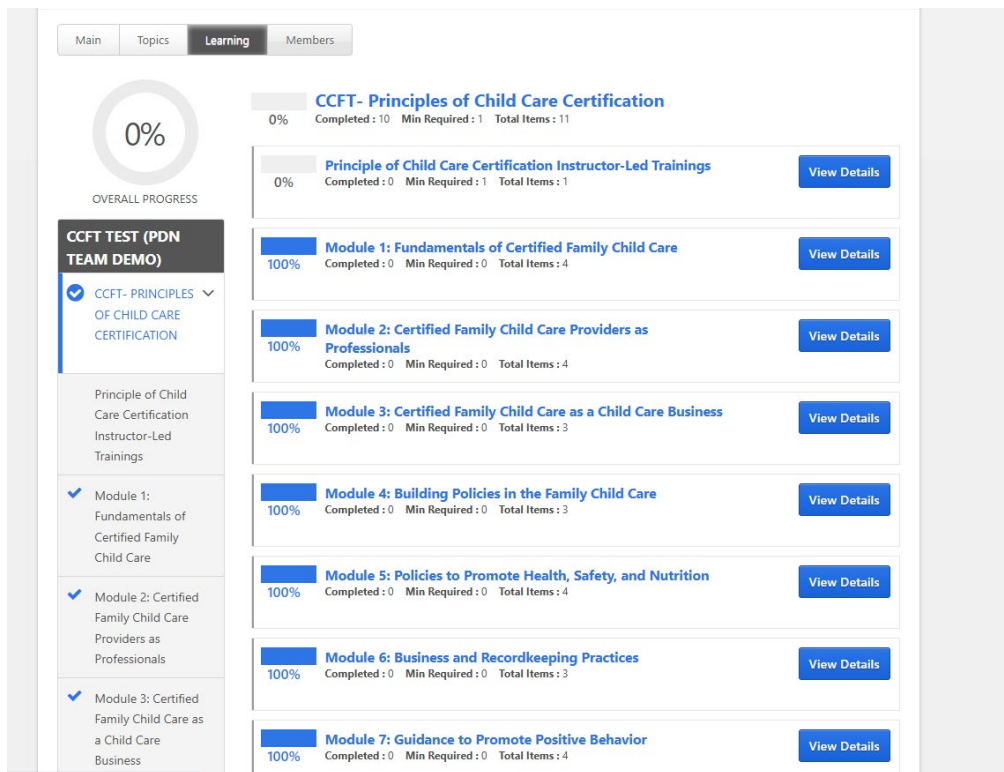
0 MEMBERS [View all](#)

[Featured](#)

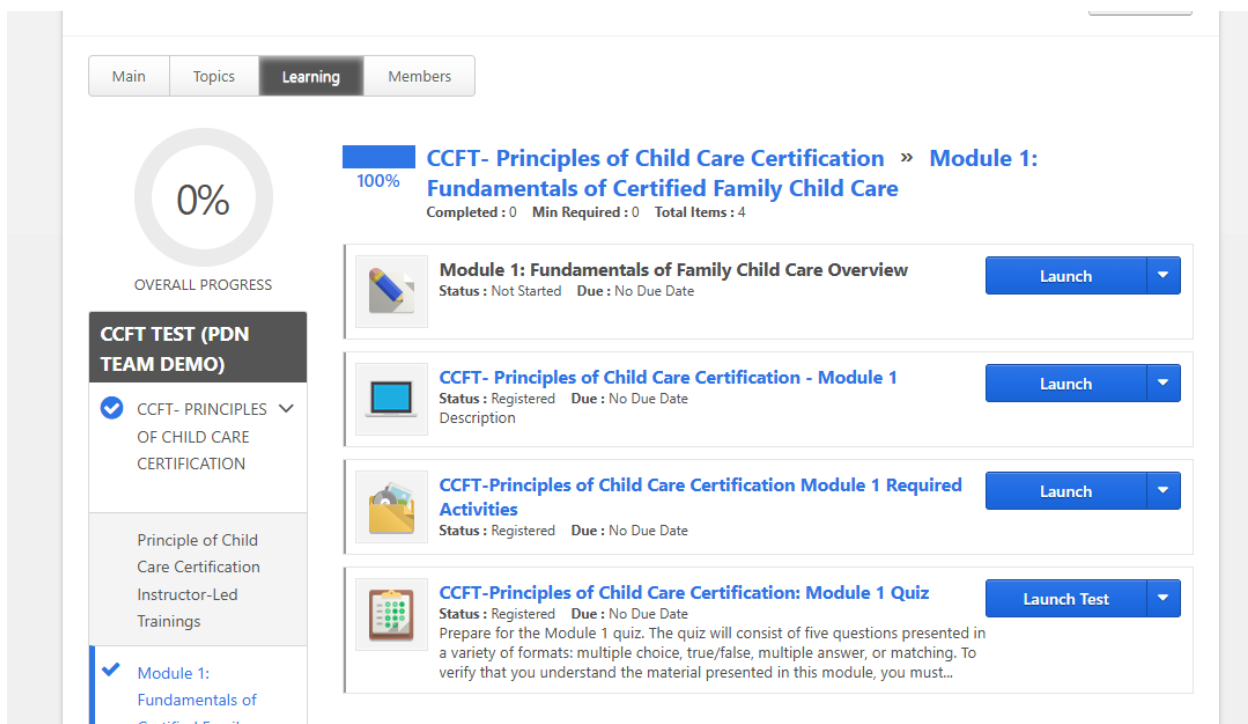
The **main page** is customizable, where your trainer can highlight materials, discussions, introductions, etc.

The **topics page** is also customizable, where your trainer will build out folders based on resources you have, assignments, etc.

The learning page is where your learning progress is displayed:



Each TSO and instructor will setup their course differently based on what online modules and elements they will use and what they will train face-to-face, so views may vary, but options include:



You may see a section overview:



### Module 1: Fundamentals of Family Child Care Overview

Status : In Progress   Due : No Due Date

#### Notes

Module 1 Topics:

- Define course
- Course requirements
- Student expectations
- Agency expectations

Module 1 Required Activities:

- Required Activity: Licensed vs. Certified Family Child Care

[Close](#) [Mark Complete](#)

You may launch the asynchronous module (opens in a new page):

CCFT- Principles of Child Care Certification - Module 1 



# Certification - Module 1

[START COURSE](#)





### Overview

Welcome to the **Principles of Child Care Certification** training! Understanding course expectations builds the foundation of a successful learning experience.

You may launch the materials packet (in a separate window PDF):

Principles of Child Care Certification

Module 1

★ Required Activity

What are the key takeaways from this content?

Summarize

By using AI Assistant, you agree to the [Generative AI User Guidelines](#).

Child Care

Principles of Child Care Certification

Module 1: Fundamentals of Certified Family Child Care

Required: 0 Total Items: 4

Fundamentals of Family Child Care Overview Launch

Principles of Child Care Certification - Module 1 Launch

Principles of Child Care Certification Module 1 Required Mark Complete

Principles of Child Care Certification: Module 1 Quiz Launch Test

And you may launch and take the quiz. Your trainer will guide you what is and is not included in their instance of the training, and completion of the training will be based on attendance at the face-to-face (required) portions of the training, and completion of all required assignments, quizzes, and instruction set forth by the trainer.