

In-Service Training Catalog

The in-service system has been revised and moved to CATPAWS. It is now available for you to review and enroll in sessions. Please read the procedure and description of new features before you begin enrolling.

PROCEDURE

- ❖ The catalog has been moved to CATPAWS. Enter the CATPAWS system using your Login ID & password.
- ❖ Select “CES In-service Training” from the bar on the left.
- ❖ You will immediately see any future training sessions in which you are currently enrolled
- ❖ To enroll in a future session, select “Upcoming Training Catalog” from the top of the page
- ❖ To read the session description and/or to enroll in this in-service, click on the ID number (highlighted in blue)
- ❖ Click on “enroll for this training event” on the description page – you are enrolled!
- ❖ To return to the catalog, click on the “Back” button or “Upcoming Training Catalog” on the top and repeat the process.

OTHER FEATURES

- ❖ The new system will not allow you to enroll more than once.
- ❖ You will automatically receive an e-mail message confirming your enrollment for each session.
- ❖ Any time you enter the “CES In-service Training” program from CATPAWS you will see “My Upcoming Trainings,” a listing of all sessions in which you are enrolled. These will be listed in chronological order, with the next training session on top.
- ❖ To “cancel” your enrollment in an upcoming training, go to the description on your “Upcoming Trainings” page. If you are within the window for cancelling (7, 14, 21, or 30 days) you will see, “Cancel My Enrollment for this training.” Click on this link and you will see a message indicating “Your enrollment has been cancelled.” An e-mail message will confirm your cancellation. After the cancellation date, please notify the contact person for the session. The session will remain on your transcript if you cancel after the “last day to cancel” and attendance will be unconfirmed.
- ❖ The description of each in-service session includes a roster of those already enrolled.
- ❖ You will automatically receive an e-mail message notifying you of the upcoming training 7 days prior to each in-service training in which you are enrolled.
- ❖ To review your transcript, select “My historical Training Transcript” on the top of the screen. Trainings and attendance will be listed in chronological order.
- ❖ If you fail to enroll in a session that you attend, you can do so after the fact as long as it is not the actual day of the training. Select the “Past Sessions” link at the top of the page and proceed to register for the appropriate training. You may have to contact the instructor and request they return to the roster to confirm your attendance.
- ❖ The “Upcoming Training Catalog” and the “Past Sessions” links will allow you to sort the list by ID, Training Date, Title or Location/Time.

If you have any questions or problems using the system, please feel free to contact the Program & Staff Development office at (859) 257-7193.