

# Help Center

Just a click away!



## Professional Development

e-book

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**ChildPlus**  
Online

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800.888.6674  
[childplus.com](http://childplus.com)

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# The Help Center and Agency Customization

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The articles in the Help Center and videos in the Learning Library are based on the default setup of ChildPlus and assume full security access to all platforms, modules, features and fields. If you cannot find or access a feature referenced in an article, be aware that your agency's specific customization of ChildPlus determines:

- Your access to each platform
- Your access to specific modules or features
- Security or location restrictions for your level of access to ChildPlus
- Whether a module or feature has been turned on
- Which fields are available in each module
- The content of drop-down fields

Contact your ChildPlus administrator to verify your security access and the availability of a feature referenced in an article.

If you are a ChildPlus administrator and need to configure security access or turn on a feature, see [User Security Groups](#) or [contact us](#) for additional assistance.

## Help Center Updates and ChildPlus Platforms

The Help Center is continually updated to reflect the current version of ChildPlus. Ensure that you are using the [latest version of ChildPlus](#) and referencing an article for the appropriate ChildPlus platform. Instructions for modules often differ between ChildPlus Online and ChildPlus Desktop and are unique for the Attendance App.

- To find out which version of ChildPlus you are using, see [About ChildPlus](#).
- For more information about the different platforms and how to access them, see [Platform Comparison](#).
- To learn about the differences between the modules in ChildPlus Desktop and ChildPlus Online, see [Module Comparison](#).

# Table of Contents

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Professional Development .....	5
Trainings .....	6
Add a New Training .....	6
Add Staff Members to a Training Event .....	7
Delete a Training Event .....	7
Attendees .....	8
Add a Training Event to a Staff Member's Record .....	8
Delete a Training Event from a Staff Member's Record .....	8

# Professional Development

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Use **Professional Development** to track and enter staff trainings and attendees.





# Trainings

Use **Trainings** to track and add training events. You can also use this section to add multiple staff members to a training event at the same time.

## Add a New Training

Use **Trainings** to add a new training event for staff members.

1. Go to **ChildPlus Online >> Management >> Professional Development >> Trainings**.
2. Click or tap **Add Training**.
3. Complete the [fields](#).

Field	Description
Name	Enter a name for the training
 Topic	Select the topic of the training
Active	ChildPlus activates the new training by default
Agency	Select the agency that the training applies to
 Service Area	Select the service area that the training applies to
Level	Select the geographic level at which the training takes place
 Location	Select where the training will take place
Location Note	Enter any details about the location of the training, such as the name of the facility if it is off-site
 Format	Select the format in which the training will be delivered
Credit Type	Select the type of credit provided by the training
Credit Hours	Enter the number of credit hours provided by the training
Hours	Enter the length of the training in hours
Training Notes	Enter any additional details about the training



ChildPlus administrators can configure the settings for this field in **ChildPlus Desktop >> Setup >> System Setup >> [Customize Dropdown Choices](#)**.

4. Click or tap **Save**.

# Add Staff Members to a Training Event

Use this section to add a training event for multiple staff members at the same time.

1. Go to **ChildPlus Online >> Management >> Professional Development >> Trainings**.
2. Select the training event that you want to add staff members to.
3. Go to **Attendees**.
4. Click or tap **Add Attendees**.
5. Enter the date of the training event.
6. Edit the details of the training event as needed for the selected staff members.
7. Use the **Attendee Notes** field to enter any additional details about the staff members.
8. Select the staff members to add to the training event.
9. Click or tap **OK**.
10. Click or tap **Save**.

# Delete a Training Event

Use this section to delete a training event from **Professional Development**.

1. Go to **ChildPlus Online >> Management >> Professional Development >> Trainings**.
2. Select the training event that you want to delete.
3. Click or tap **More ...**.
4. Select **Delete Training**.
5. Enter **DELETE** to confirm that you want to delete the training event.
6. Click or tap **Delete**.

# Attendees

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Use this section to track and add training events for individual staff members.

## Add a Training Event to a Staff Member's Record

Use this section to add a training event to a staff member's record.

1. Go to **ChildPlus Online >> Management >> Professional Development >> Attendees**.
2. Select the staff member you want to add a training event for.
3. Click or tap **Add Training**.
4. Select a training event. ChildPlus automatically populates the fields with the information entered in **Trainings**.
5. Enter the date of the training event.
6. Edit the details of the training event as needed.
7. Use the **Attendee Notes** field to enter any additional details about the staff member.
8. Click or tap **Save**.



Training events originally added through ChildPlus Desktop are not available for selection when you click or tap **Add Training** and staff members cannot be added to them.

## Delete a Training Event from a Staff Member's Record

Use this section to delete a training event from a staff member's record.

1. Go to **ChildPlus Online >> Management >> Professional Development >> Attendees**.
2. Select the staff member you want to work with.
3. Select the training event that you want to delete.
4. Click or tap **More ...**.
5. Select **Remove Training**.
6. Click or tap **Delete** to confirm that you want to delete the training.