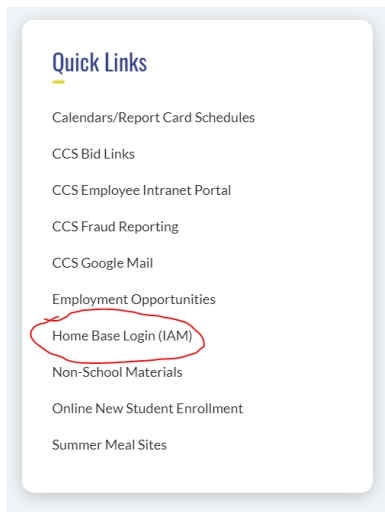


How to Register for Courses in Unified Talent

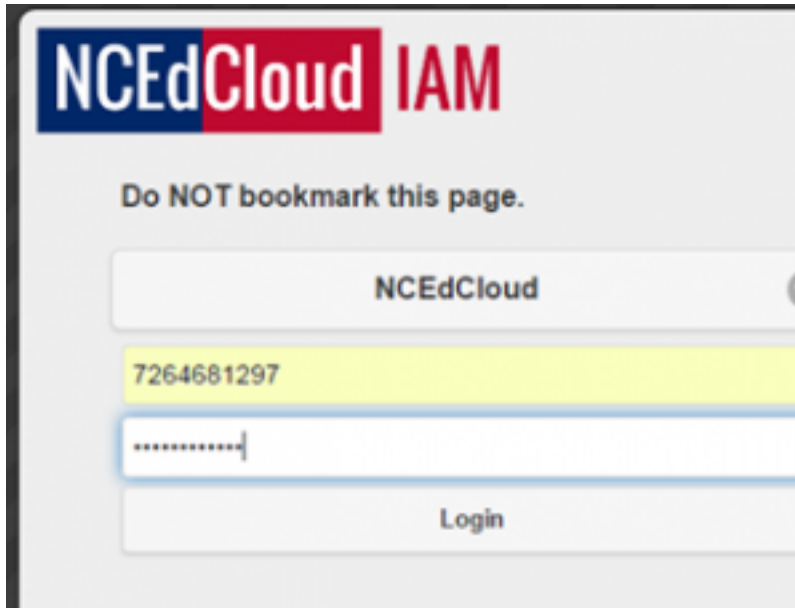
Course Registration:

If you need help with course registration, please view the step-by-step screenshots below:

Registration for CCS Face-to-Face and Instructor-Led Online Professional Development courses are located in HomeBase. In order to see course descriptions and register for courses, you will first need to enter Unified Talent, where the online PD platform is located. To find course descriptions, register for courses, and participate in some online courses, start by clicking on the Home Base login at the bottom of the CCS home page. (Please note that course names/descriptions will not appear in the platform until registration opens and will no longer appear once registration for a course is full. The system has been set up this way by NCDPI).



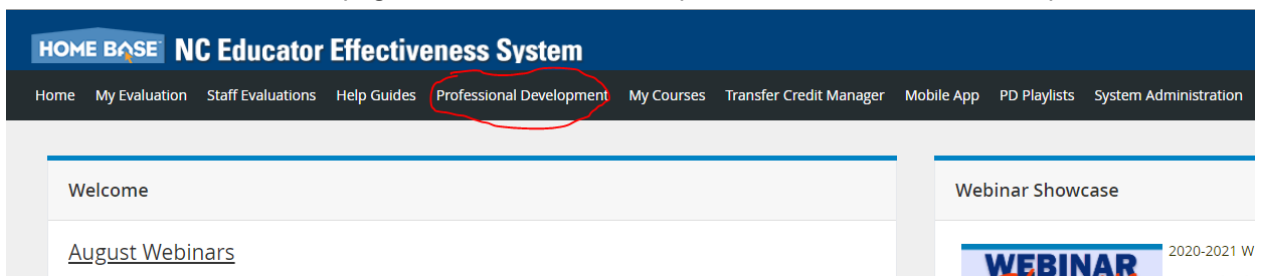
Once you click on the Home Base link, please type in your user information to log into Home Base. You must be an active, full-time CCS educator to be issued an NCID and to have access to this professional development system. If you do not have this access, but need to register for a CCS PD course, please call the CCS Professional Development Office at (910) 678-2708 to discuss other possible options for PD.

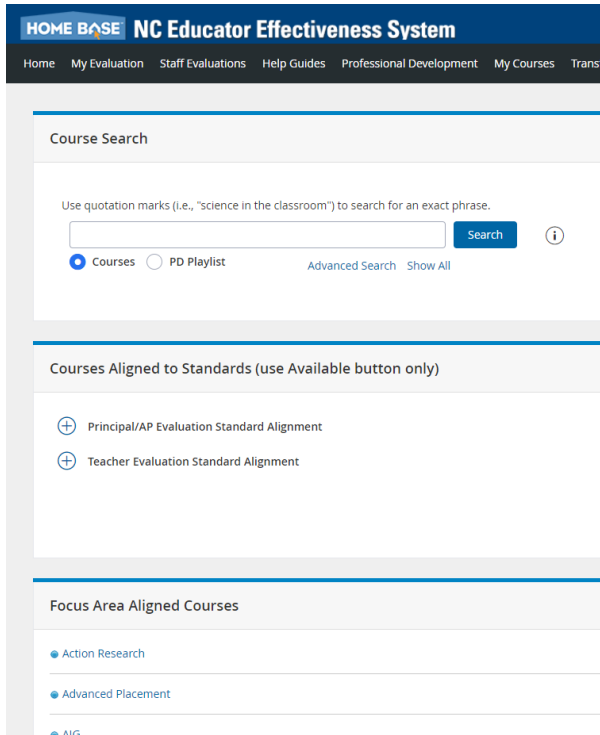


Once you've logged into Home Base, you will see several choices. Please click on the Unified Talent link.



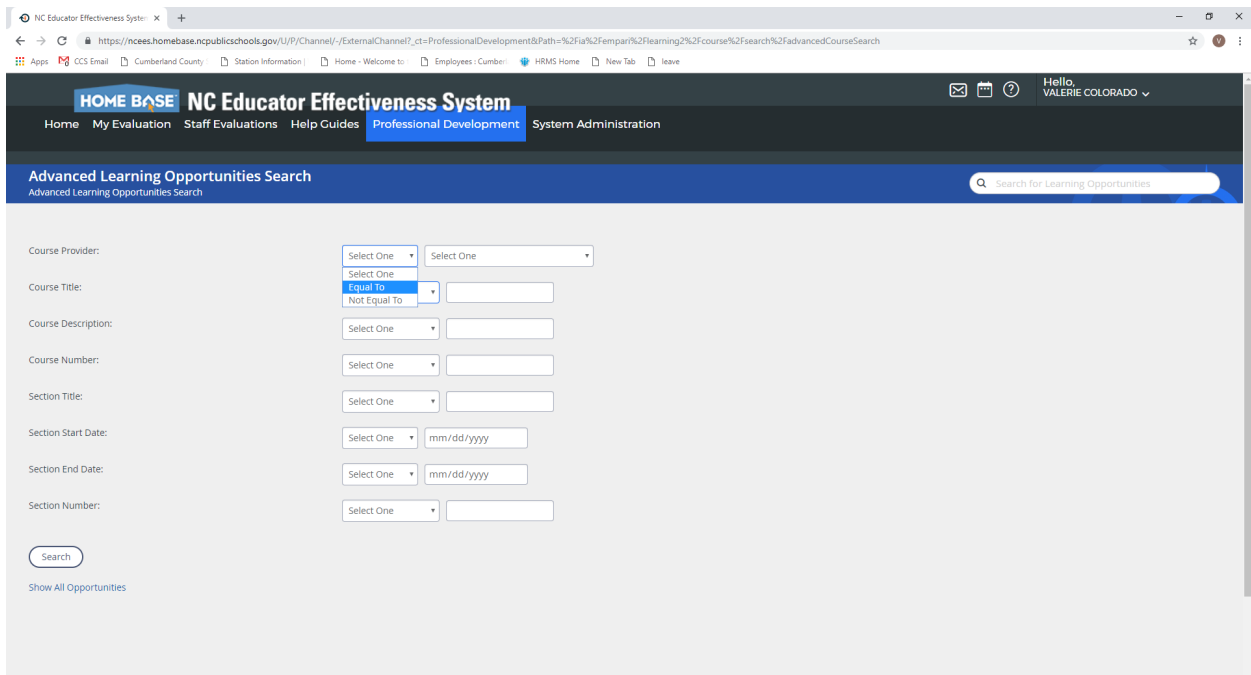
Once on this "NCEES" homepage, select the tab at the top, labeled "Professional Development".



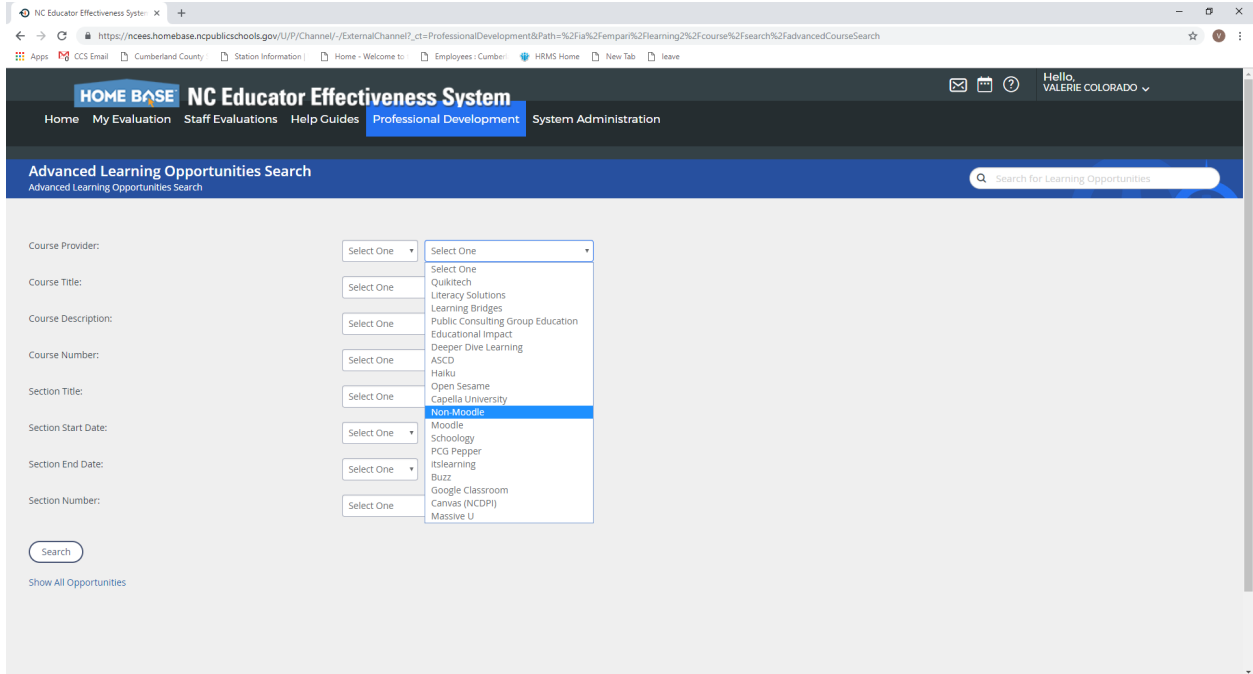


You will see a box called, “Course Search”. If you know the exact title of your course, you may enter it in the search bar. If not, click on “Advanced Search”.

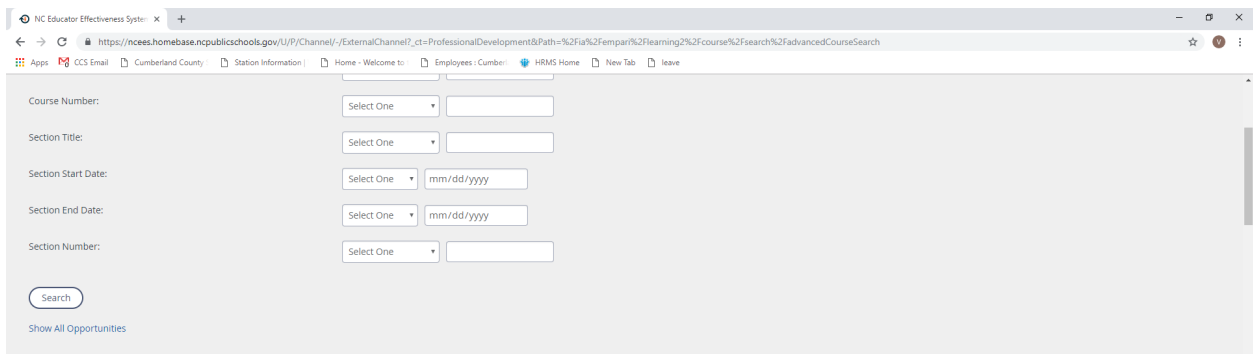
From this screen on the left you will see “Course Provider” click the drop down in “Select One” and click “Equal to.”



For course provider (Left side) choose equal to and Non-Moodle (drop down boxes).



Next, click search (Left side of screen). You will need to scroll to the bottom of the screen to see your search results.



On the left side of your screen click on PD type.

The screenshot shows a web browser window with the URL <https://nces.homebase.ncpublicschools.gov/UP/Channel/ExternalChannel?ct=ProfessionalDevelopment&Path=%2Fvia%2Fempar%2Flearning%2Fcourse%2Fsearch%2FadvancedCourseSearch>. The page displays search results for PD types. On the left, there is a 'REFINE BY' section with a 'Reset All' button. Under 'PD Type', there is a 'Reset' button and a list of checkboxes: 'F2F event registration' (checked), 'Self-paced online modules', 'Self-paced online mini-modules', 'Instructor-led online courses', 'Instructor-led MOOCs', and 'Instructor-led blended opportunities'. The main content area shows '(4) Results for Advanced Search, F2F event registration'. The first result is for course '#10501 BLEND YOUR LEARNING WITH HYPERDOCS!'. It is an 'Instructor Led' course. The description states: 'Do you like being in control? Design your own learning in this session about blended instruction. Experience this practice and the tools that support it as you work your way through self-selected activities in a blended learning Hyperdoc! CEU can be combined with other offerings in the "STUDENT-CENTERED PRACTICES" collection to total 1.0 credits toward the "DIGITAL LEARNING COMPETENCIES" LICENSURE REQUIREMENT.' Below the description, there is a 'Credit' button and 'Views 0'. A 'Select a section to register' section shows a table with one entry: '#17629 BLEND YOUR LEARNING WITH HYPERDOCS!' with a date of '11/13/2018 @ 4:00 PM' and 'Seats:11 left of 30'. A 'Register' button is visible next to this entry. The second result is for course '#10537 CLASSROOM MANAGEMENT INTENSIVE SESSION 3'. It is also an 'Instructor Led' course. The description states: 'This course takes teachers on an in-Depth analysis of classroom management Theory and its subsequent application. Teachers will explore the foundations of conscious discipline behavioral management theory, the influence of poverty, culture and diversity and the latest discoveries in brain research as they pertain to classroom management. Teachers will apply their learning to their own classrooms and analyze the impact. This course will be offered as a hybrid 30 hour/3 Read More'. Below the description, there is a 'Credit' button and 'Views 0'. A 'Select a section to register' section shows a table with one entry: '#17628 CLASSROOM MANAGEMENT INTENSIVE SESSION 3' with a date of '01/04/2019 @ 4:00 PM' and a 'Full' status. A 'Register' button is not visible next to this entry.

If a course has reached its maximum capacity, if the registration window is closed, or if you have already enrolled in the course previously, but have not completed it, the registration button may not be available to you. If this occurs, please contact the CCS Professional Development department for assistance. Courses are only visible in the registration system when they are open for registration.