

## Changes Are Coming August 2021(new date!) Register now for training

## How can I prepare now for CAPS Online?

Register now for Training: Register online at <a href="https://earlychildhoodny.org/capsonline/">https://earlychildhoodny.org/capsonline/</a>. All child care programs and providers are urged to register early for training. The earlier you sign up for training, the easier it will be to pick a time that works for you. Training will be available in English and Spanish. Topics covered in trainings include creating an NYC ID which providers will use to access CAPS Online.

**Update your browser:** In order to access CAPS Online, you must use one of the latest versions of Edge, Chrome, Firefox, Safari or Internet Explorer 11.

## Why should I attend a training?

The CAPS Online training is optional, but is Quality Assured in the Aspire Registry, and is an OCFS-approved training. The training will provide 1 hour of professional development in Core Competency Area 7 (Administration and Management) or OCFS Training Topic 5 (Business record maintenance and management).

Trainings cover topics such as:

- Creating an NYC ID to access CAPS Online
- Tracking current attendance
- Using the placement roster

## **Questions about CAPS Online?**

- For more information and future updates, visit: <a href="https://www1.nyc.gov/site/acs/early-care/voucher-other-providers.page">https://www1.nyc.gov/site/acs/early-care/voucher-other-providers.page</a>
- When CAPS Online launches on August 1<sup>st</sup>, you'll be able to access it at <a href="https://a069-capsonline.nyc.gov">https://a069-capsonline.nyc.gov</a>. Consider bookmarking the link for quick access!
- To reach the CAPS Online Helpdesk, call 1-212-835-7610 and press \* or email <u>capsonline@earlychildhoodny.org</u>