INSTRUCTIONS FOR PURCHASING ONLINE TRAINING

1. After reading these instructions, click here to print this page.

2. If at any time you need assistance, please call 1-800-261-6248 between 9am - 6 pm.

3. Click here to go to the Online Child Care Training Academy.

4. First, scroll down to enter your program's Westchester zip code. Click "Go."

5. Choose the number of hours of training you wish to purchase (2, 3, 5, 8, 10, 12 or 20 hours).

6. Click on the green "Customize Courses" button to select your courses. For CDA renewal courses, click on "CDA Renewal."

7. Read all of the course titles. Place your cursor over the course title to read the course description.

8. Select the appropriate number of courses that matches the number of hours you wish to purchase. You may go back at any time and increase or decrease the number of course you wish to purchase.

9. At the bottom of your computer screen, you will see:
   - The Number of hours You Selected
   - The Number Of Hours Remaining To Select
   - Show/Hide Selected Courses
   - X Clear All Courses
   - Total Cost
   - Add To Cart

10. If you are finished selecting your courses, click on "Add to Cart."

11. The Order Summary page shows you the courses you have selected. To change your selection, click on "Empty Cart" and start the process from the beginning.

    Be sure to read the Order Summary page for registration and refund policies.

12. To pay by credit card, choose "Process Your Order Securely Online" and click "Check Out". Be sure to follow the instructions.

13. To pay by mail or fax, choose "Printable Order Form (Postal Mail/Fax)" and click "Check Out". Be sure to follow the instructions.