

Provider Database Instructions

Go to <http://www.klrn.org/providers>

Early ON Sign On

Provider: Sign On

First Name:

Last Name:

Birth Date: Example: mm/dd/yyyy

Log In

Not registered? [Click Here](#)

klrn
THE LEARNING PLACE

Click here to register.

Early ON Sign Up

Provider: Sign Up

*Fields marked with * are required.*

*First Name:

*Last Name:

*Birth Date: Example: mm/dd/yyyy

Name of Childcare Center:

*Address:

Your Google Toolbar can fill this in for you. Select AutoFill

*City:

*State: Example: TX

*Zip Code:

*Phone:

Fax:

Email:

Signup Cancel

klrn
THE LEARNING PLACE

Fill out all **required** information

Click the "Sign Up" button

Your name will appear here

Click here to register for available courses

This will now be your very own **Welcome Page**. On this page you will see your current and past course history. You will also be able to download packets and receive feedback on the status of each packet. Certificate information, course notes and your final grade for each course will also be provided on your **Welcome Page**.

Notice since this is your very first time signing on, you are currently not registered in any courses. To register for a course simply click **Click Here to Register for Courses** and you will be directed to a page where you can enroll/register for available courses.

Select desired course

Click for more information about the course

Click "Enroll" button to register

Select course and select **Training Hours** for your Credit Type
Click the **Enroll** button

*****Please make sure all selections are correct before you click Enroll.*****

Early ON Welcome

Welcome: John Doe

[Welcome Page](#) | [Update My Profile](#) | [Course Information](#) | [Register for Courses](#) | [Help](#) | [Logoff](#)

Registration Confirmation

You are currently enrolled in the following courses:

Date Enrolled	Course	Credit Type	Credit Hours
02/24/2009	New Test Course	Training Hours	4

[Continue](#) [Back](#)

Once you hit "Enroll" you will now be directed to a "Registration Confirmation page"

Hit the "Continue Button"

This page verifies your requested course and credit type.

Early ON Welcome

Welcome: John Doe

[Welcome Page](#) | [Update My Profile](#) | [Course Information](#) | [Register for Courses](#) | [Help](#) | [Logoff](#)

Pre-Test Packet(s):

Based on your request, you are required to complete the following Pre-Test Packet(s).

Please print out, complete, and submit all Pre-Test(s) by the deadline(s). Incomplete test(s) will not be processed.

****Warning:** Link(s) will automatically become deactivated after deadline is passed.
**** You must meet all requirements of your Pre-Test Packet(s) in order to gain access to Post-Test Packet(s)****

Course	Credit Type	Pre-Test Packet(s)	Deadline(s)
New Test Course	Training Hours	Pre-Test Packet	3/6/2009

Please refer to your "Welcome Page" for further details.

Click to download Pre-Test Packet

After you click continue you will be directed to a **Pre-Test Packet Page**. On this page you will see the course you registered for and a link to your corresponding Pre-Test Packet.

Click the link for your Pre-Test Packet. Follow instructions and complete all information online.

Once completed click **Welcome Page**

Welcome: John Doe

[Welcome Page](#) | [Update My Profile](#) | [Course Information](#) | [Register for Courses](#) | [Help](#) | [Logoff](#)

Your Current Course(s)/Credit Enrollment

Date Enrolled	Course	Credit Type	Credit Hours	Status: Pre-Test Packet	Status: Post-Test Packet	Certificate	Course Notes	Course Grade
02/24/2009	New Test Course	Training Hours	4	Pre-Test Packet Deadline: 03/06/2009	Pending Deadline: 03/14/2009	n/a	In Progress	

[Click Here to Register for Courses](#)



On your **Welcome Page** you will see the course you registered for now displayed on **Your Current Course(s)/ Credit Enrollment Table**.

Table Information

Date Enrolled:

Displays the date you enrolled in a course.

Course:

Displays the name of course and provides a link in which to read more information /episode descriptions about the course.

Credit Type/Credit Hours:

Displays the type of credit you are registered for and the amount of hours you will receive.

Status: Pre-Test Packet:

Pre-Test Packet Link is displayed for easy access.

Status: Post-Test Packet:

Link will also be displayed on your **Welcome Page**, upon meeting **Pre-Test Packet** requirements and deadlines.

Certificate:

Upon successful completion of a course a link will appear in your **Certificate Column** allowing you to print out your certificate.

Course Notes/Grade:

These columns are reserved to give you feedback and your final grade.

Welcome: John Doe

[Welcome Page](#) | [Update My Profile](#) | [Course Information](#) | [Register for Courses](#) | [Help](#) | [Logoff](#) — [Log Off](#)

Your Current Course(s)/Credit Enrollment

Date Enrolled	Course	Credit Type	Credit Hours	Status: Pre-Test Packet	Status: Post-Test Packet	Certificate	Course Notes	Course Grade
02/24/2009	New Test Course	Training Hours	4	Pre-Test Packet Deadline: 03/06/2009	Pending Deadline: 03/14/2009	n/a	In Progress	

[Click Here to Register for Courses](#)



Click the **Log Off** link at the top to log off your account.

Provider: Sign On

First Name:

Last Name:

Birth Date: Example: mm/dd/yyyy

Not registered? [Click Here](#)

To log back into you account, Type in your First Name, Last Name, and Birth date.
Click the **Log In** button

You will be directed back to your **Welcome Page**

Remember to log back onto your account regularly for updates and access to post-test packets.