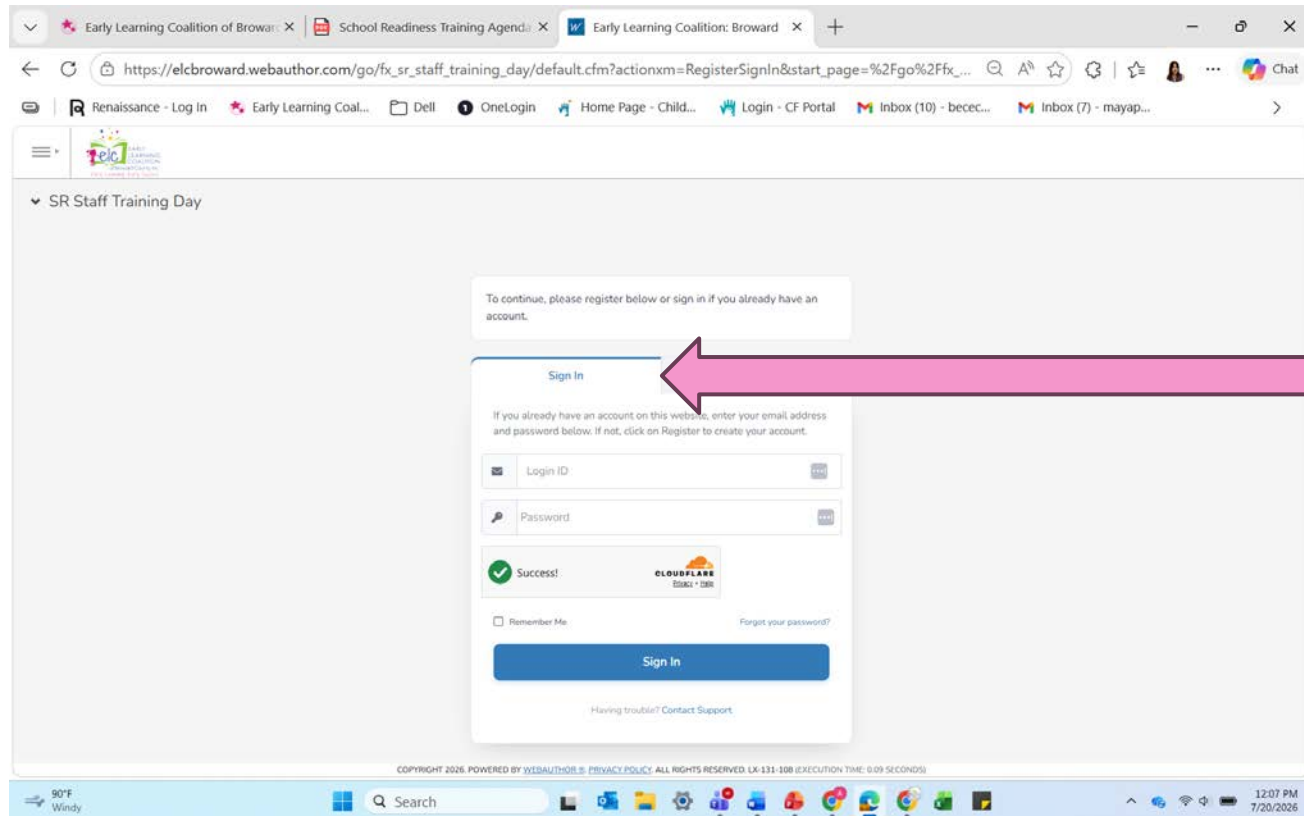


Step 1 – Log Into the CRM using the link

https://elcbroward.webauthor.com/go/fx_sr_staff_training_day/

Click Sign In.

If you cannot access and receive an error message, email elcbtraining@elcbroward.org to reset the password.



Step 2 – Click New SR Staff Training Record

The screenshot displays a web browser window with the URL https://elcbroward.webauthor.com/modules/fx_sr_staff_training_day/default.cfm?_cms404=true&fnf=%2Fgo%2Ffx_sr_staff.... The browser's address bar and tabs are visible at the top. The page header includes the Early Learning Coalition of Broward logo and navigation links. A pink arrow points to the '+ New SR Training Request' button in the top navigation bar. Below the navigation bar, the main content area is titled 'SR Staff Training Days' and includes a search bar and a '0 records' indicator. The bottom section of the page features a 'FOR YOU, ALLISON' personalized dashboard with four tiles: 'IN YOUR QUEUE' (0 all clear), 'PICK UP WHERE YOU LEFT OFF' (Record #1025), 'NEW & UPDATED' (0 since 3d ago), and 'TRENDING THIS WEEK' (SR Staff Training Day).

Early Learning Coalition of Broward

School Readiness Training Agenda

Early Learning Coalition: Broward

https://elcbroward.webauthor.com/modules/fx_sr_staff_training_day/default.cfm?_cms404=true&fnf=%2Fgo%2Ffx_sr_staff...

Renaissance - Log In

Early Learning Coal...

Dell

OneLogin

Home Page - Child...

Login - CF Portal

Inbox (10) - becec...

Inbox (7) - mayap...

Chat

ALLISON TESTER

SR Staff Training Day

+ New SR Training Request

Home / SR Staff Training Day / Dashboard

SR TRAINING REQUEST

MY QUEUE

VIEW

SR Staff Training Days

School Readiness provider training records & approval status

Search provider or title...

All

0 records

No records match your criteria.

FOR YOU, ALLISON PERSONALIZED

IN YOUR QUEUE

0 all clear

Nothing currently routed to you for action.

PICK UP WHERE YOU LEFT OFF

Record #1025

in SR Staff Training Day

Open →

NEW & UPDATED

0 since 3d ago

No changes since you last looked — you're caught up.

TRENDING THIS WEEK

SR Staff Training Day

2 views in the last 7 days — the most active area right now.

Explore SR Staff Training Day →

90°F Windy

Search

12:09 PM 7/20/2026

Step 3 - Fill out the required information

**Provider ID which is your EFS ID below.
(This number can be found on your EFS Mod Dashboard Page)**

The school's information will auto populate.

Must submit the proposed staff training agenda for approval **at least** 30 days prior to the training date.

Fiscal Year *	
Provider ID *	Please enter your EFS provider ID below. (This number can be found on your EFS Mod Dashboard Page)
Provider Name *	
Address *	
Director Name *	
Total # of SR Staff *	
Email Address *	name@domain.com
Phone Number *	000-000-0000
Operational Hours	
Proposed Training Date *	
Upload Agenda *	Click the green button to download the template provided for your agenda. Choose File Download SR PD Agenda Template



Step 3 - Fill out the required information

The school's information will auto populate.

Total # of Staff should be reflected in QPS

Must submit the proposed staff training agenda for approval at least 30 days prior to the training date.

Fiscal Year *

Provider ID * Please enter your STS provider ID below (This number can be found on your STS Mail Dashboard Page)

Provider Name *

Address *

Director Name *

Total # of STS Staff *

Email Address * marneth@domains.com

Phone Number * (408) 555-0000

Operational Hours *

Proposed Training Date *

Upload Agenda * Click the green button to download the template provided for your agency.

Download STS STS Agenda Template

Save & Submit Cancel

Quality Performance System (QPS)



Early Learning Coalition of Broward | ekbroward.webauthor.com/modules... | flsportal.flde.org/educators/appl... | Quality Performance System

qps.floridaeearlylearning.com/provider/3242/staff-roster

HOME PROGRAM ASSESSMENT SPIECE

PA Home Staff Roster

Provider 9925 CHARLEE PRESCHOOL & CHILDCARE OF HOLLYWOOD

PA HOME PROVIDER PROFILE STAFF CLASSROOMS REGISTRATIONS COMPOSITE SCORES IMPROVEMENT PLANS NOTIFICATIONS

Role	Email Address	Reliability Certificate	Classroom	Actions
Instructional Director	[REDACTED]	No	Fish	[Edit] [Delete]
Teacher	[REDACTED]	No	Road	[Edit] [Delete]
Administrative Director	[REDACTED]	No	None	[Edit] [Delete]
Teacher	[REDACTED]	No	Butterflies	[Edit] [Delete]
Teacher	[REDACTED]	Miriam.Perez_TSO Reliability.pdf	Bears	[Edit] [Delete]

ADD TEACHERS

Submit Monthly Roster

Click the button below to submit your staff roster for the monthly requirement. All providers receiving composite scores are required to update their rosters at least monthly in the Quality Performance System.

https://qps.floridaeearlylearning.com/provider/3242/staff-roster

Search

Step 4 – Download the SR PD Agenda Template

Must submit the proposed staff training agenda for approval **at least** 30 days prior to the training date.

Fiscal Year *

Provider ID *

Please enter your EFS provider ID below. (This number can be found on your EFS Mod Dashboard Page)

Provider Name *

Address *

Director Name *

Total # of SR Staff *

Email Address *

name@domain.com

Phone Number *

000-000-0000

Operational Hours

Proposed Training Date *

Upload Agenda *

Click the green button to download the template provided for your agenda.

Choose File

Download SR PD Agenda Template

Save & Submit

Cancel

Fill in the document and save to your computer.

Remember:
Hours must be 50% of your operation day.

Choose the alignment using the drop down



School Readiness Training Agenda

Provider Name: Charlee Hollywood Training Date: 9/1/26

Topic Start Time	Topic End Time	Training Topic	Trainer Name(s)	*Alignment to Standards or DCF Training Course (choose 1 per topic line)
9am	11am	safety in the playground	Jennifer Aniston	FELDS Standard 1: Health, Safety & Nutrition ▼
11:30am	1:30pm	Curriculum Implementation in the classroom	Monica Gellar	FELDS Standard 2: Child Development and Learning ▼
2pm	4pm	CLASS overview for all ages	Phoebe Buffet	FELDS Standard 6: Content Knowledge in Early Childhood ▼
				FSKC Standard 9: Professionalism and Leadership ▼
				FSKC Standard 9: Professionalism and Leadership ▼

*Florida Early Learning and Developmental Standards <https://flbt5.floridaeearlylearning.com/>

*Florida Standards and Key Competencies https://www.flvcpkonline.org/OEL/_media/FCDA/content/documents/DirectorsPDStandards.pdf

*Department of Children and Families trainings can be accessed at <https://childcaretraining.myflfamilies.com/studentsite/admin/signin>

Step 5 -Upload your completed agenda for review and save & submit

Must submit the proposed staff training agenda for approval **at least 30 days** prior to the training date.

Fiscal Year *

Provider ID *

Please enter your EFS provider ID below. (This number can be found on your EFS Mod Dashboard Page)

Provider Name *

Address *

Director Name *

Total # of SR Staff *

Email Address *

name@domain.com

Phone Number *

000-000-0000

Operational Hours

Proposed Training Date *

Upload Agenda *

Click the green button to download

Choose File

Download SR PD Agenda Template

Save & Submit

Status Shows as Submitted view after submitted

Wait for ELC staff to approve

The screenshot displays the 'SR Staff Training Day' interface. At the top, there is a navigation bar with the ELC logo, a search icon, a notification bell, and the user name 'ALLISON TESTER'. Below this, a breadcrumb trail shows 'Home / SR Staff Training Day / Records (SR Training Request)'. The main content area features a tabbed interface with 'SR TRAINING REQUEST' selected. A large pink arrow points to the 'Submitted' status of a request for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027'. The request details show a status of 'Submitted' and a progress bar at 0%. The progress bar is divided into two sections: 'SR Staff Training Day' and 'After Training Documentation', both marked as 'Not Started'.

CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027

ID 1027 WF STATUS Submitted

Details Notes Calendar

Section Counts

SR Staff Training Day

Files + Add New

Progress 0%

SR Staff Training Day Not Started

After Training Documentation Not Started

Status Shows as Submitted view from Dashboard

Wait for ELC staff to approve

The screenshot displays the 'SR Staff Training Days' dashboard. At the top, there is a navigation bar with the ELC logo, a search icon, a notification bell, and the user name 'ALLISON TESTER'. Below this is a breadcrumb trail: 'Home / SR Staff Training Day / Dashboard'. The main content area has a header 'DASHBOARD' in a pink bar. Underneath, the section is titled 'SR Staff Training Days' with a subtitle 'School Readiness provider training records & approval status'. A search bar is present with the text 'Search provider or title...'. To the right of the search bar are two buttons: 'All' and 'Submitted'. The 'Submitted' button is active, and a '1 record' indicator is shown. A single record is listed: 'CharLee Preschool & Childcare of Hollywood - 9025 - 2...'. Below the record name, it shows 'ID: 9025' and 'Proposed Training Date: Sep 1, 2025'. To the right of the record, there are two buttons: 'SUBMITTED' and 'Open'. The bottom of the dashboard shows a pagination bar with the number '1'.

SR Staff Training Days

School Readiness provider training records & approval status

Search provider or title...

All Submitted

1 record

> CharLee Preschool & Childcare of Hollywood - 9025 - 2...

ID: 9025 Proposed Training Date: Sep 1, 2025

SUBMITTED Open

1

Once ELC has approved you will be notified view of Dashboard approved item

The screenshot displays the SR Staff Training Days dashboard. At the top, there is a navigation bar with the ELC logo, a search icon, a notification bell, and the user name 'ALLISON TESTER'. Below the navigation bar, there is a breadcrumb trail: 'Home / SR Staff Training Day / Dashboard'. The main content area is titled 'DASHBOARD' and features a section for 'SR Staff Training Days' with the subtitle 'School Readiness provider training records & approval status'. A search bar is present with the placeholder text 'Search provider or title...'. To the right of the search bar, there are two tabs: 'ALL' and 'Approved Needs Post Training Docs'. The 'Approved Needs Post Training Docs' tab is selected, and it shows '1 record'. The record is for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2...' with ID: 9025 and a proposed training date of Sep 1, 2026. The record has a red status label 'APPROVED NEEDS POST TRAINING DOCS' and two buttons: 'Post Training Docs' and 'Open'.

SR Staff Training Days

School Readiness provider training records & approval status

Search provider or title...

ALL Approved Needs Post Training Docs

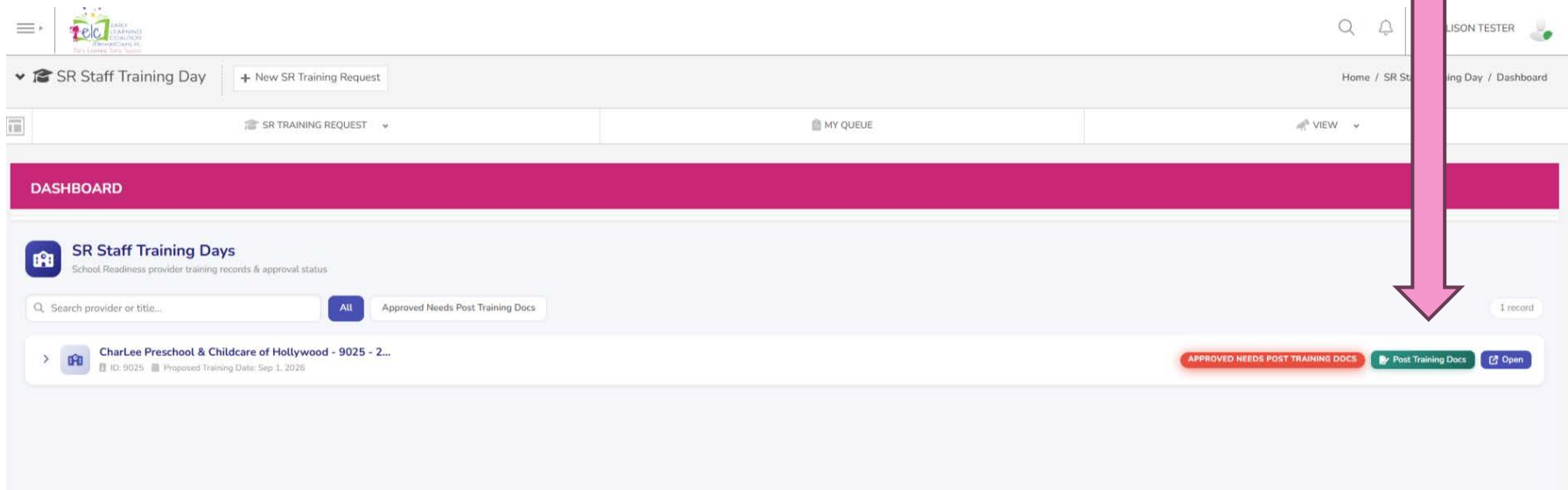
1 record

CharLee Preschool & Childcare of Hollywood - 9025 - 2...

ID: 9025 Proposed Training Date: Sep 1, 2026

APPROVED NEEDS POST TRAINING DOCS Post Training Docs Open

After the training, POST Training Documents must be added.
Click the Green button



The screenshot shows the 'SR Staff Training Days' dashboard. At the top, there's a navigation bar with a search icon, a notification bell, and the user name 'JASON TESTER'. Below this is a breadcrumb trail: 'Home / SR Staff Training Day / Dashboard'. The main content area has a header 'DASHBOARD' and a section titled 'SR Staff Training Days' with the subtitle 'School Readiness provider training records & approval status'. A search bar is present with the text 'Search provider or title...'. There are two tabs: 'ALL' and 'Approved Needs Post Training Docs'. The 'Approved Needs Post Training Docs' tab is active, showing a list of training records. The first record is for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2...' with ID 9025 and a proposed training date of Sep 1, 2026. To the right of this record, there are three buttons: a red button labeled 'APPROVED NEEDS POST TRAINING DOCS', a green button labeled 'Post Training Docs', and a blue button labeled 'Open'. A large pink arrow points down to the green 'Post Training Docs' button.

Complete the required information

Post Training Documentation
CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027

Overview Attendance Attestation Sign-in Review

1 Training Overview
Please review the training details below before submitting post-training documentation.

PROVIDER CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027

PROVIDER ID 9025

DIRECTOR Felicia Walker

PROPOSED TRAINING DATE Sep 1, 2026

TRAINING HOURS

STATUS APPROVED NEEDS POST TRAINING DOCS

Step 1 of 5

Next >

DASHBOARD

SR Staff Training Days
School Readiness provider training records & approval status

Search provider or title... **ALL** Approved Needs Post Training Docs

CharLee Preschool & Childcare of Hollywood - 9025 - 2...
ID: 9025 Proposed Training Date: Sep 1, 2026

MY RECENT RECORDS
CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027 (#1027)

MY CHECKLIST
No pending items

VIEWS
You have no saved views

APPROVED NEEDS POST TRAINING DOCS Post Training Docs Open

Add Staff Training Number

Reminder – total # of staff will be matched to your QPS

The screenshot shows a web application interface for 'SR Staff Training Day'. A modal window titled 'Post Training Documentation' is open, displaying a progress bar with five steps: Overview, Attendance, Attestation, Sign-In, and Review. The 'Attendance' step is currently active. Below the progress bar, the modal contains the following fields:

- Training Attendance**: Enter the actual number of SR staff who attended the training session.
- TOTAL # OF SR STAFF**: Input field with a placeholder 'e.g. 15'.
- TOTAL # SR STAFF AT TRAINING**: Input field with a placeholder 'e.g. 12'.
- TRAINING HOURS**: Input field with a placeholder 'e.g. 4.5'.

At the bottom of the modal, it indicates 'Step 2 of 5' and includes 'Back' and 'Next' navigation buttons. The background dashboard shows a search bar, a list of training records for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2025 - 2026', and sections for 'MY RECENT RECORDS', 'MY CHECKLIST', and 'VIEWS'.

Add Staff Training Number

Reminder – total # of staff will be matched to your QPS

Post Training Documentation
CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027

0 Overview 2 Attendance 3 Attestation 4 Sign-In 5 Review

Training Attendance
Enter the actual number of SR staff who attended the training session.

TOTAL # OF SR STAFF
6

TOTAL # SR STAFF AT TRAINING
5

TRAINING HOURS
6

Step 2 of 5 Back Next

qps.floridaeearlylearning.com/provider/3242/staff-roster

HOME PROGRAM ASSESSMENT BPIECE

PA Home > Staff Roster

Staff Roster

Provider: CHARLEE PRESCHOOL & CHILDCARE OF HOLLYWOOD

PA HOME PROVIDER PROFILE STAFF CLASSROOMS REGISTRATIONS COMPOSITE SCORES IMPROVEMENT PLANS NOTIFICATIONS

Enter your master list. Use this list to maintain your roster as things change. The Quality Performance System will populate any new registrations or improvement plans on this version of this list.

Role	Email Address	Reliability Certificate	Comments	Actions
Instructional Director	[REDACTED]	No	Falt	[Edit] [Delete]
Teacher	[REDACTED]	No	Bees	[Edit] [Delete]
Administrative Director	[REDACTED]	No	None	[Edit] [Delete]
Teacher	[REDACTED]	No	Out-of-office	[Edit] [Delete]
Teacher	[REDACTED]	Miriam.Perez_TSO Reliability.pdf	Bees	[Edit] [Delete]

[ADD TEACHERS](#)

1 item per page All 1 of 1

Submit Monthly Roster
Click the button below to submit your staff roster for the monthly requirement. All providers receiving composite scores are required to update their rosters at least monthly in the Quality Performance System.

<https://qps.floridaeearlylearning.com/provider/3242/staff-roster>

6 staff in QPS and 5 attended the training

Sign and attest to the information

The screenshot displays a web application interface with a modal window titled "Post Training Documentation" for "CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027". The modal has a progress bar with five steps: Overview, Attestation, Attestation, Sign-in, and Review. The current step is "Attestation Signature".

Attestation Signature
Please sign below to attest that all information submitted for this training record is accurate and complete.

DRAW YOUR SIGNATURE *

A signature box contains a handwritten signature. Below the box is a checkbox labeled "Signatures complete" which is checked, and a "Clear" button.

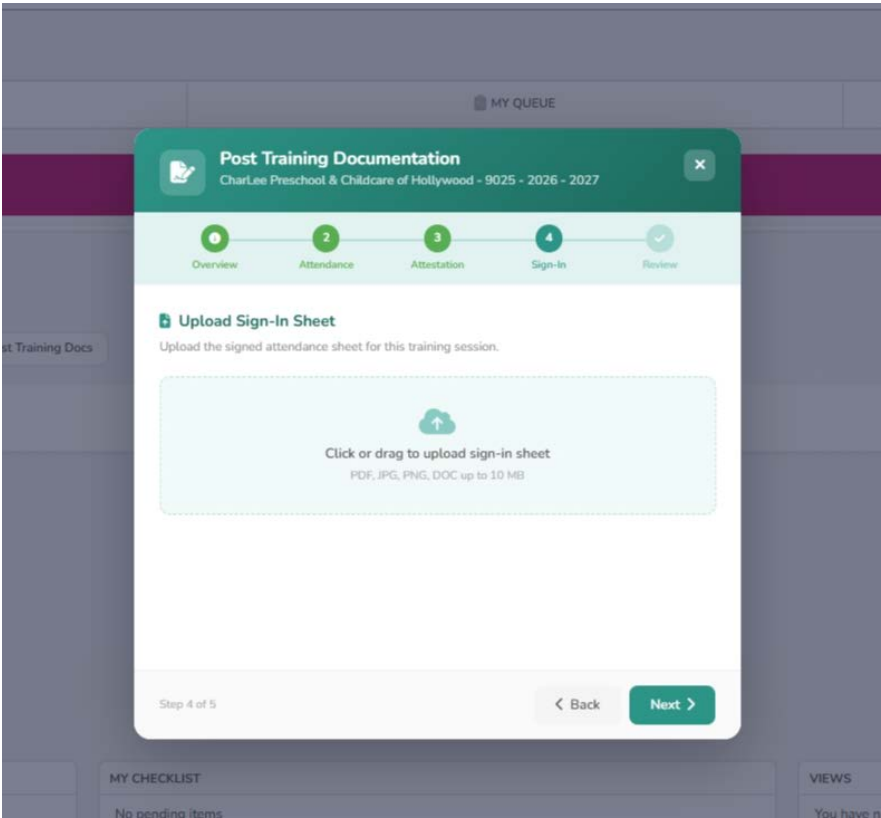
Step 3 of 5

< Back Next >

The background interface includes a "SR Staff Training Day" header, a "New SR Training Request" button, and a "Dashboard" section. The dashboard shows "SR Staff Training Days" with a search bar and a list of training days. The bottom of the page features a grid with sections: "MY RECENT RECORDS", "MY CHECKLIST", "VIEWS", "MY ASSIGNED", "MY TASKS", and "MY UPDATE REQUESTS".

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Upload your sign in sheet



School Readiness 13th Day Training
Sample Sign-In Sheet
Program Name: _____
Date: _____

Participant Name	Sample Signature	Time In	Time Out
Rachel Green	<i>R. Green</i>	8:00 AM	4:00 PM
Monica Geller	<i>Monica G.</i>	8:02 AM	4:00 PM
Phoebe Buffay	<i>P. Buffay</i>	7:58 AM	4:00 PM
Joey Tribbiani	<i>Joey T.</i>	8:01 AM	4:00 PM
Chandler Bing	<i>C. Bing</i>	8:00 AM	4:00 PM

Click Save Record

MY QUEUE

Post Training Documentation

CharLee Preschool & Childcare of Hollywood - 9025 - 2026 - 2027

1 Overview 2 Attendance 3 Attestation 4 Sign-In 5 Review

Review & Save

Review your entries below. Click Save to submit the post-training documentation.

TOTAL # SR STAFF	6
SR STAFF AT TRAINING	5
TRAINING HOURS	6
ATTESTATION	
SIGN-IN SHEET	QPS hid names pdf.pdf

Step 5 of 5

[< Back](#) **Save Record**

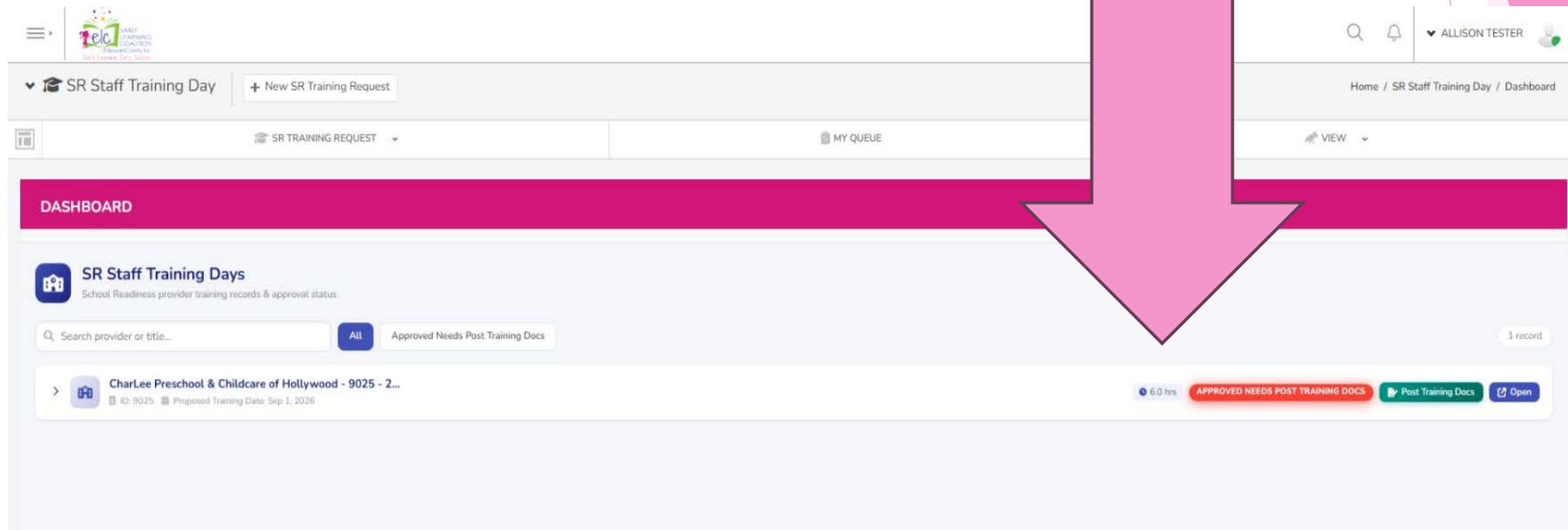
MY CHECKLIST

No pending items



Wait for the ELC to approve

of hours are now so it is waiting for approval



The screenshot shows the 'SR Staff Training Days' dashboard. At the top, there's a navigation bar with a menu icon, the 'elc' logo, and a search bar. Below this, a breadcrumb trail reads 'Home / SR Staff Training Day / Dashboard'. The main content area has a pink header labeled 'DASHBOARD'. Underneath, the 'SR Staff Training Days' section is visible, featuring a search bar and a filter dropdown set to 'All'. A single record is listed for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2...'. The record details include 'ID: 9025' and 'Proposed Training Date: Sep 1, 2026'. To the right of the record, there's a blue icon for '6.0 hrs', a red button labeled 'APPROVED NEEDS POST TRAINING DOCS', a green button for 'Post Training Docs', and a blue 'Open' button. A large pink arrow points from the top right towards the red button.

SR Staff Training Day

+ New SR Training Request

Home / SR Staff Training Day / Dashboard

SR TRAINING REQUEST

MY QUEUE

VIEW

DASHBOARD

SR Staff Training Days

School Readiness provider training records & approval status

Search provider or title...

All

Approved Needs Post Training Docs

1 record

> CharLee Preschool & Childcare of Hollywood - 9025 - 2...

ID: 9025

Proposed Training Date: Sep 1, 2026

6.0 hrs

APPROVED NEEDS POST TRAINING DOCS

Post Training Docs

Open

Approved for Payment

The screenshot displays the 'SR Staff Training Days' dashboard. At the top, there is a navigation bar with a logo on the left and a user profile 'LISON TESTER' on the right. Below the navigation bar, there is a breadcrumb trail: 'Home / SR Staff Training Day / Dashboard'. The main content area has a pink header labeled 'DASHBOARD'. Below this, there is a section titled 'SR Staff Training Days' with a subtitle 'School Readiness provider training records & approval status'. A search bar is present with the text 'Search provider or title...'. To the right of the search bar are two buttons: 'All' and 'Approved for Payment'. Below the search bar, there is a list of training requests. The first request is for 'CharLee Preschool & Childcare of Hollywood - 9025 - 2...' with a status of 'APPROVED FOR PAYMENT' and a duration of '6.0 hrs'. A large pink arrow points down to the 'APPROVED FOR PAYMENT' status.

SR Staff Training Day

New SR Training Request

SR TRAINING REQUEST

MY QUEUE

VIEW

DASHBOARD

SR Staff Training Days

School Readiness provider training records & approval status

Search provider or title...

All

Approved for Payment

CharLee Preschool & Childcare of Hollywood - 9025 - 2...

6.0 hrs

APPROVED FOR PAYMENT

Open

Next Steps

- ▶ The ELC's finance department will be notified that your site has successfully completed their SR Training with all the required documents and will pay you the next time your attendance is submitted and verified.

Questions

Email – ametsch@elcbroward.org