

Find & Register For The CCGP Basic Training Course:

After you have logged into OnTrack follow these step-by-step instructions:

Identify the yellow tabs located toward the top of your screen. Choose **“Professional Learning”**

Learning Opportunities Search

In the Course Title field enter: CCGP Basic Training – Fall 2011 -- OR -- In the Course # field enter: 33457
Hit “Enter” –OR-- Press the “Find Courses” button bottom right corner.

Hint: Do not “List All Courses” as you will be provided with a full catalog list of all courses in OnTrack. You will have to then scroll down to locate the CCGP Basic Training – Fall 2011 course.

Course Catalog

Search Results

Course CCGP Basic Training – Fall 2011	Credit Types 0.5 Credits 8 Hours	USOE USOE	Audience All
View Sections			

We suggest you click on the blue title link CCGP Basic Training – Fall 2011 for additional information regarding each of the section dates and their offered locations. In this view you have the opportunity to see a class roster of others that have already registered and you can readily see how many seats remain in each section.

Hint: Do not choose “View Sections” button.

Course Catalog

Details

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Learning Opportunity Title:	CCGP Basic Training - Fall 2011
Course #:	33457
Learning Opportunity Description:	Basic Training provides administrators and school counselors an overview of the important elements of an effective CCGP Program. This day long training will review elements of the Utah CCGP Model, including data projects, performance reviews, and all program management.
Prerequisites:	
Notes:	Please bring your copy of the Utah Model for Comprehensive Counseling and Guidance: K-12 Programs. There will be a charge of \$10 if you need to purchase The Utah Model.
Credit Types:	Credits Hours General USOE 0.5 8.0 \$0.00
Flat Fees:	RI Show/Hide Fees
Learning Focus:	CTE/Comprehensive Guidance
Type of Learning Opportunity:	Face-to-Face Course/Workshop

Sections

Section Status	#	Section Title	Start Date	Section Cost	Instructor(s)	Roster	Max Class Size	Registered	Room Number
Register	34732	CCGP Basic Training - Canyons Location	September 20, 2011 - September 20, 2011 8:00 AM - 4:00 PM See all times	-	Lillian Tsosie-Jensen lillian.tsosie-jensen@schools.utah.gov	View Roster	45	1	Canyons District Admin Bldg, Auditorium, Sandy, UT
Register	34733	CCGP Basic Training - Davis Location	September 27, 2011 - September 27, 2011 8:00 AM - 4:00 PM See all times	-	Lillian Tsosie-Jensen lillian.tsosie-jensen@schools.utah.gov	View Roster	45	0	Davis District PD Bldg, Farmington, UT
Register	34734	CCGP Basic Training - Alpine Location	October 4, 2011 - October 4, 2011 8:00 AM - 4:00 PM See all times	-	Lillian Tsosie-Jensen lillian.tsosie-jensen@schools.utah.gov	View Roster	45	0	Alpine District PDC, American Fork, UT
Register	34735	CCGP Basic Training - Washington Location	October 11, 2011 - October 11, 2011 8:00 AM - 4:00 PM See all times	-	Lillian Tsosie-Jensen lillian.tsosie-jensen@schools.utah.gov	View Roster	40	0	Washington District Office
Register	34736	CCGP Basic Training - Weber Location	November 15, 2011 - November 15, 2011 8:00 AM - 4:00 PM See all times	-	Lillian Tsosie-Jensen lillian.tsosie-jensen@schools.utah.gov	View Roster	45	0	Weber School District Office

Choose the section you wish to attend by selecting the “Register” button on the left.

You are not finished yet.

Course Catalog

Course Registration

Registering for Course: CCGP Basic Training - Fall 2011

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information	
Course Title: CCGP Basic Training - Fall 2011	Room Number: Canyons District Admin Bldg, Auditorium, Sandy, UT
Section: CCGP Basic Training - Canyons Location	Facility Street Address: 9150 South 500 West
Credit Types: Credits Hours General	Facility City: Sandy
How much do I have? USOE 0.5 E.O. \$0.00	Facility State: UT
Section Notes:	Facility Zip:
Class Dates: 09/20/2011 - 09/20/2011	

[Map](#)

Next

You need to take notice of the small blue “Map” link found at the bottom right. This will be an opportunity to print a map to your selected course location.

Please confirm your course selection and continue by using the “Next” button found on the bottom right.

Congratulations! You have successfully registered for CCGP Basic Training.

You will know that you are registered correctly when you will receive a confirmation notice to the email address you provided. Please continue to watch your email inbox for any additional information Lillian Tsosie-Jensen may choose to distribute before the course.

Please notice that you have an opportunity at this point to see your “My Course List” and review all the courses you have registered to attend in OnTrack. That screen will give you an opportunity to “Withdraw” from any course. That screen will also provide the entire course roster. Feel free to log in and check up on your team to make sure everyone is registered from your school.

FYI – If you register for one section of Basic Training you will not be able to see the “register” button again. This prevents you from signing up for additional sections of the same course.

If you need to change your reservation use the “Withdraw” feature first.

Course Catalog

Menu

- My Courses
- Search Courses

My Courses

Registered Courses

Course Information	Show/Hide
Actions ▼	+ 33457: CCGP Basic Training - Fall 2011
Withdraw	
View Roster	

Waiting List

Course Information

To exit the system the “sign out” button at the very top of your screen is an excellent choice.

Please contact Patti Godfrey 801-538-7865 patrice.godfrey@schools.utah.gov if you require any assistance after reading these instructions.