

Fairfax County

**O** **F** **C** Office for Children

**Institute for Early Learning  
Professional Development and Training**

**Changes to  
Registration System**

**Effective December 2013**

## **REGISTRATION FOR CLASSES** will be on a **MONTHLY BASIS**

beginning in December 2013.

**Registration will begin at 8:30 a.m.** on the **second Wednesday of each month.**

For example:

**In December**, classes that begin in **January** will be available for registration.

- Registration for January 2014 classes will begin Wednesday, December 11, 2013 at 8:30 a.m.

**In January**, classes that begin in **February** will be available for registration.

- Registration for February 2014 classes will begin Wednesday, January 8, 2014 at 8:30 a.m.

**In February**, classes that begin in **March** will be available for registration.

- Registration for March 2014 classes will begin Wednesday, February 12, 2014 at 8:30 a.m.

**Child care professionals** may register for **six (6) Institute for Early Learning courses per year** (January through December).

**Family child care providers** may register for an **additional six (6) Family Child Care Business courses per year** (January through December).

**Registration in webinars, symposiums, professional development days** will be available **in addition** to the six Institute and six Family Business courses.

**An Institute for Early Learning flyer will be mailed to family child care providers and child care centers.**

**The IFEL flyer will also be available online on the Office for Children's website:**

**[www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc)**

The **flyer** will include:

- a **listing of classes** that begin in the next month,
- information about the **date that registration** begins for the upcoming month, and
- a **registration form** (for use by those who do not register online).

Registration is available online through the Institute for Early Learning training database.

[www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc)

Registration may also be processed via the **automated phone line**, by **FAX**, or by **mailing a registration form** to the Institute for Early Learning. These are the **same systems** that are currently being used for registration.

The Institute for Early Learning email address has changed from **dfsifel@fairfaxcounty.gov** to **childcareclasses@fairfaxcounty.gov**.

Please add the new IFEL email address to your contact list as soon as you receive an email from the Institute for Early Learning.

To **REGISTER ONLINE** via the Institute for Early Learning database, go to the Office for Children web page: [www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc).

On the left side menu, click on “Register for Training.”

Inc  
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On Home Page  
A for Children  
C for Early  
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Care Center  
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ing Here Doing Business Visiting Departments & Agencies

Search Site:

Printer Friendly A A A Text Size Text Only

homepage > ofc:  
**Child Care Central**  
Fairfax County  
**O F C** Office for Children  
Search for child care.

**THIS MONTH**

- Transition to Kindergarten with [School Readiness Books](#)
- Register for [Kindergarten](#).
- Learn About [Choosing Child Care](#).
- [Summer Indoor Fun Ideas](#).
- Help us Learn About [Child Care Needs](#) in our Community.
- Help for parents seeking [quality child care](#).
- [Help your child love to learn](#).
- Find news and photos [on Facebook](#).
- [Update Newsletter](#) for Family Child Care Providers.

**FAMILIES**

- Choose a child care provider with a permit.
- Learn current child care rates.
- Learn the signs of quality child care.
- Find afterschool care for middle-school students.
- Learn tips for keeping children safe during emergencies.
- Support child care at the workplace.
- Get assistance with paying for child care.
- Explore child care options.
- Make sure your child care provider gives your child healthy food.
- Maintain your child care arrangements.
- Start a family child care business or a child care center.

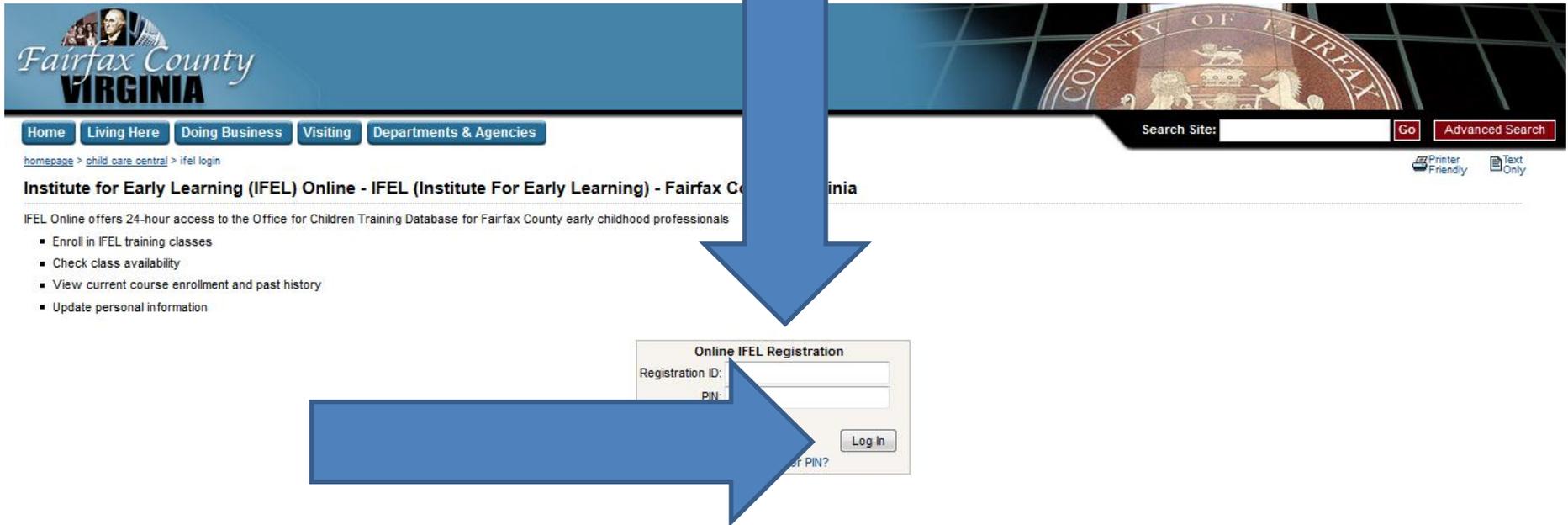
Online Services  
Our Government  
News and Events  
Maps, Facts & Stats



<http://www.fairfaxcounty.gov/ofc/>

# Enter your **REGISTRATION ID AND PERSONAL IDENTIFICATION NUMBER (PIN).**

Click on “Log In.”



The screenshot shows the Fairfax County Virginia website header with navigation links: Home, Living Here, Doing Business, Visiting, and Departments & Agencies. A search bar is located on the right. The main content area is titled "Institute for Early Learning (IFEL) Online - IFEL (Institute For Early Learning) - Fairfax County Virginia". Below the title, it states "IFEL Online offers 24-hour access to the Office for Children Training Database for Fairfax County early childhood professionals" and lists four options: Enroll in IFEL training classes, Check class availability, View current course enrollment and past history, and Update personal information. A large blue arrow points from the top text down to a "Log In" button on a form titled "Online IFEL Registration". The form has fields for "Registration ID:" and "PIN:" and a "Log In" button. A second blue arrow points from the left towards the "Log In" button.



[Website Feedback](#)



[Language Translations](#)

To **VIEW** or **EDIT** your **Contact Information** in the IFEL database, click on **“Contact Information”** above your name on your account page. Please update your **Contact Information** **before** registering for classes.

IFEL (Institute For Early Learning) Home

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#)

Contact Information

Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

**Current Enrollment**

Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Position	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013		Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013		TBA	Enrolled
1496-01	Fostering Family Engagement	11/06/2013		Main Street, Room 213	Waitlist

**IFEL Online - Contact Information**

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#)

Name: KAREN QUIST  
IFEL ID: 13927

(\* indicates required fields)

Address: \* 12011 GOVERNMENT CENTER PKWY, STE 920

City: \* FAIRFAX

State: \* VA

Zip Code: \* 22035

Contact Phone Numbers (At Least One Required): \*  
Example: 703-555-5555

Home Phone 703 324 8233

Work Phone

Cell Phone

Position: \* Other

E-mail: \* karen.quist@fairfaxcounty.gov

Communication: e-mail

(Receive communication regarding the training catalog and course enrollment by e-mail or postal mail.)

Address

Email Address

Phone Number(s)

Communication Preference – System Defaults to Email  
Communication if an Email Address is Entered in the Contact Information, even if Postal Mail is Selected

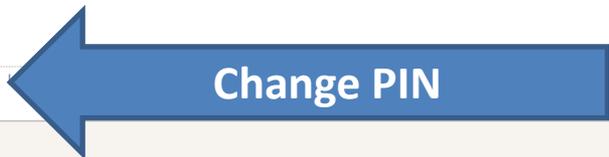
Click "Save" When Finished Updating Information

Save Cancel

To **CHANGE** your **PIN (Personal Identification Number)** in the IFEL database, click on **“Change PIN”** above your name on your account page.

### IFEL (Institute For Early Learning) Home

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#)



Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

#### Current Enrollment

Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013	Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013	TBA	Enrolled
1496-01	Fostering Family Engagement	11/06/2013	Main Street, Room 213	Waitlist

### IFEL Online - Change PIN

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#)



- Your PIN is your Personal Identification Number.
  - Your PIN is used in combination with your Registration ID to log in.
  - The PIN must contain only 4 numbers.
  - Please type the same PIN number into the 'New PIN' area and the 'Verify New PIN' area. Then click 'Save':
- (\* indicate required fields)

New PIN: \*

Verify New PIN: \*



**Click “Save” when finished changing your PIN or “Cancel” if you do not want to change your PIN.**

To see what classes are available, click on  
“ENROLL” above your name.



Fairfax County  
VA

Home | Doing Business | Visiting | Departments & Agencies

Search Site:

Printer Friendly | Text Only  
log out 13927 | help

**IFEL (Instruction For Early Learning) Home**

IFEL Home | Enroll | History | Contact Information | Locations | Change PIN

Welcome **KAREN QUIST**

To see a list of classes available, please click on "Enroll" above your name.

**Current Enrollment**  
Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013	Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013	TBA	Enrolled

 Contact Fairfax County: [Phone](#), [Email](#) or [Twitter](#) | Main Address: 12000 Government Center Parkway, Fairfax, VA 22035  
Technical Questions: [Web Administrator](#)

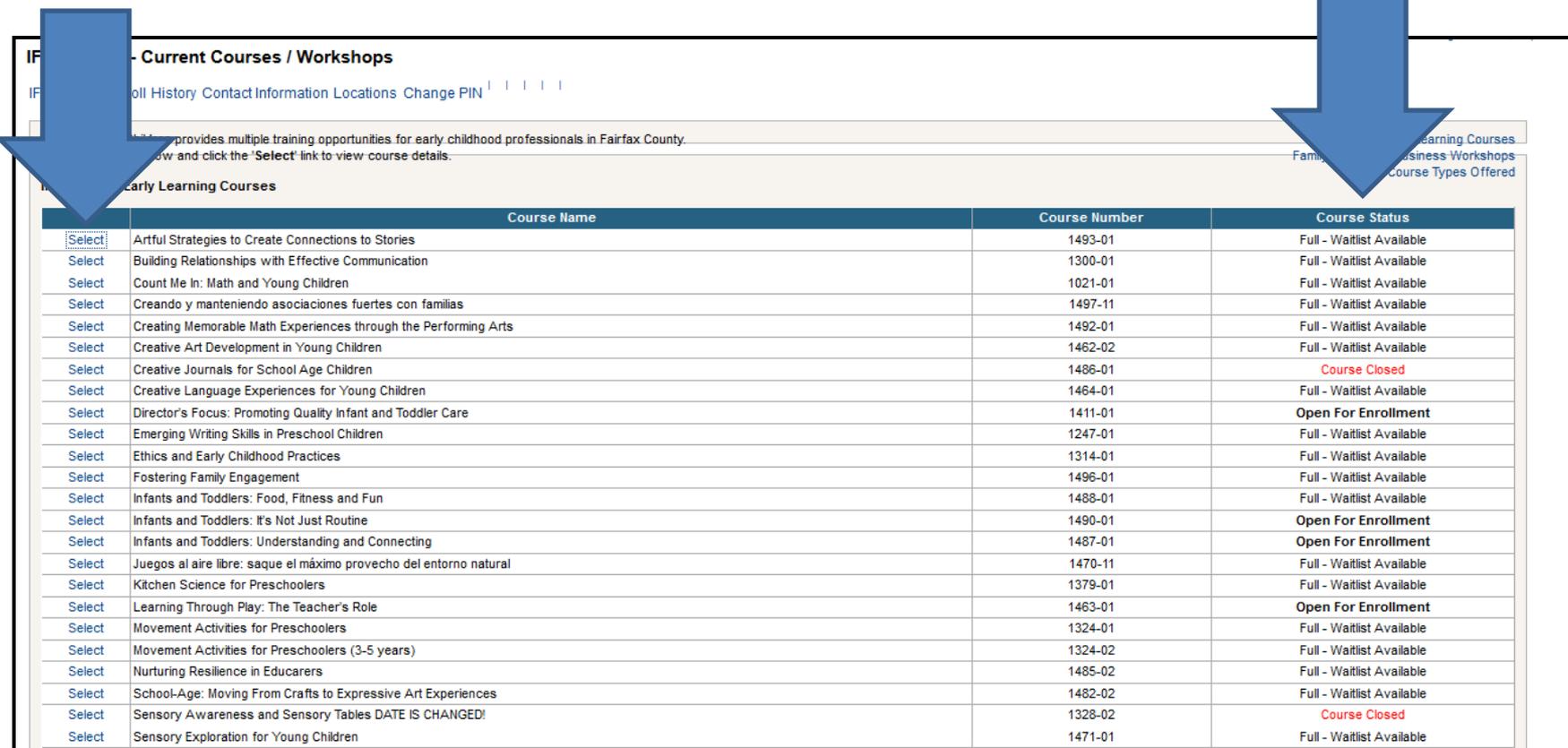
 **BEST OF THE WEB**  
2011 FINALIST

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The courses that are available will be displayed.

The “**Course Status**” column indicates whether the course is “**Open for Enrollment,**” “**Full - Waitlist Available,**” or “**Course Closed.**”

**CLICK ON “SELECT” TO VIEW THE DETAILS ABOUT THE CLASS.**



IF... - Current Courses / Workshops  
IF... Roll History Contact Information Locations Change PIN | | | | |

... provides multiple training opportunities for early childhood professionals in Fairfax County.  
... and click the "Select" link to view course details.

... Learning Courses  
... Business Workshops  
... Course Types Offered

	Course Name	Course Number	Course Status
Select	Artful Strategies to Create Connections to Stories	1493-01	Full - Waitlist Available
Select	Building Relationships with Effective Communication	1300-01	Full - Waitlist Available
Select	Count Me In: Math and Young Children	1021-01	Full - Waitlist Available
Select	Creando y manteniendo asociaciones fuertes con familias	1497-11	Full - Waitlist Available
Select	Creating Memorable Math Experiences through the Performing Arts	1492-01	Full - Waitlist Available
Select	Creative Art Development in Young Children	1462-02	Full - Waitlist Available
Select	Creative Journals for School Age Children	1486-01	Course Closed
Select	Creative Language Experiences for Young Children	1464-01	Full - Waitlist Available
Select	Director's Focus: Promoting Quality Infant and Toddler Care	1411-01	Open For Enrollment
Select	Emerging Writing Skills in Preschool Children	1247-01	Full - Waitlist Available
Select	Ethics and Early Childhood Practices	1314-01	Full - Waitlist Available
Select	Fostering Family Engagement	1496-01	Full - Waitlist Available
Select	Infants and Toddlers: Food, Fitness and Fun	1488-01	Full - Waitlist Available
Select	Infants and Toddlers: It's Not Just Routine	1490-01	Open For Enrollment
Select	Infants and Toddlers: Understanding and Connecting	1487-01	Open For Enrollment
Select	Juegos al aire libre: saque el máximo provecho del entorno natural	1470-11	Full - Waitlist Available
Select	Kitchen Science for Preschoolers	1379-01	Full - Waitlist Available
Select	Learning Through Play: The Teacher's Role	1463-01	Open For Enrollment
Select	Movement Activities for Preschoolers	1324-01	Full - Waitlist Available
Select	Movement Activities for Preschoolers (3-5 years)	1324-02	Full - Waitlist Available
Select	Nurturing Resilience in Educators	1485-02	Full - Waitlist Available
Select	School-Age: Moving From Crafts to Expressive Art Experiences	1482-02	Full - Waitlist Available
Select	Sensory Awareness and Sensory Tables DATE IS CHANGED!	1328-02	Course Closed
Select	Sensory Exploration for Young Children	1471-01	Full - Waitlist Available

When you click on **“SELECT,”** the Course Details page will display.

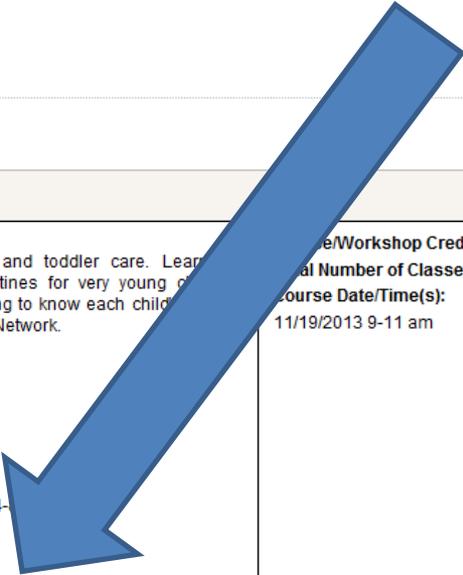
**IF THE COURSE IS AVAILABLE FOR ENROLLMENT AND YOU WANT TO ENROLL IN THE COURSE, CLICK ON **“ENROLL.”****

IFEL Online - Course Details log out 12998 | help

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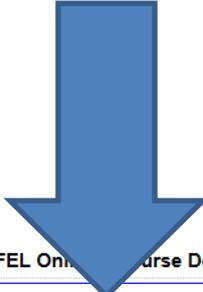
[IFEL Home](#) [Enroll](#) [History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

<b>Course Number:</b> 1490-01	<b>Course Name:</b> Infants and Toddlers: It's Not Just Routine	
<b>Presenter(s):</b> Weigand, Deborah	<b>Description:</b> Caregiving routines are the foundation of quality infant and toddler care. Learn the importance of maintaining consistent and predictable routines for very young children. Discover how to strengthen the bonds of caregiving by getting to know each child's needs. Sponsored by the Virginia Infant & Toddler Specialist Network.	<b>Workshop Credit Hours:</b> 2 <b>Total Number of Classes:</b> 1 <b>Course Date/Time(s):</b> 11/19/2013 9-11 am
	<b>Location:</b> Pennino Bldg, Room 734 12011 Government Center Parkway Fairfax 22035	<b>Phone:</b> 703-324-



# If you enrolled in the course, you will see the message, “You have been successfully enrolled.”

In addition, an **email confirmation** message will have been sent to the email address entered in your training database contact information.



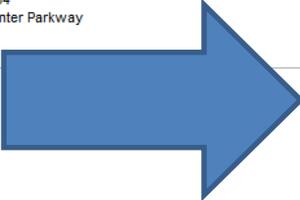
IFEL Online Course Details

IFEL Home [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#)

You have been successfully enrolled

<b>Course Number:</b> 1490-01	<b>Course Name:</b> Infants and Toddlers: It's Not Just Routine
<b>Presenter(s):</b> Weigand, Deborah	<b>Description:</b> Caregiving routines are the foundation of quality infant and toddler care. Learn the importance of maintaining consistent and predictable routines for very young children. Discover how to strengthen the bonds of caregiving by getting to know each child's unique needs. Sponsored by the Virginia Infant & Toddler Specialist Network.
<b>Location:</b> Pennino Bldg, Room 734 12011 Government Center Parkway Fairfax 22035	<b>Phone:</b> 703-324-8000
	<b>Course/Workshop Credit Hours:</b> 2 <b>Total Number of Classes:</b> 1 <b>Course Date/Time(s):</b> 11/19/2013 9-11 am

[Back](#)



## CLICK ON “BACK” TO CONTINUE USING THE DATABASE. “BACK” ACTUALLY TAKES YOU FORWARD.

If the course is **FULL** but you would like to place your name on the **Waitlist**, click on **“Waitlist.”**

IFEL Online - Course Details

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Courses](#) [Training](#) [Help](#)

<b>Course Number:</b> 1496-01	<b>Course Name:</b> Building Family Engagement
<b>Presenter(s):</b> Sobel, Andrea	<b>Description:</b> Families and caregivers often have different backgrounds and may not always know how to form strong connections to support a child's success. Creating strong and trusting relationships with families benefits children, parents and teachers. Explore strategies to engage families from diverse communities in your program.
	<b>Location:</b> Main Street, Room 213 10201 Main Street Fairfax 22030
	<b>Course/Workshop Credit Hours:</b> 4 <b>Total Number of Classes:</b> 2 <b>Course Date/Time(s):</b> 11/06/2013 7-9 pm 11/13/2013 7-9 pm

[Waitlist](#) [Back](#)

When your name is placed on the **Waitlist**, you will see the message, **“Course is full, You have been added to the Waitlist.”** An **email confirmation** message will have been sent to the email address entered in your training database contact information.

IFEL Online - Course Details

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Courses](#) [Training](#) [Help](#)

**Course is full. You have been added to the Waitlist**

<b>Course Number:</b> 1496-01	<b>Course Name:</b> Building Family Engagement
<b>Presenter(s):</b> Sobel, Andrea	<b>Description:</b> Families and caregivers often have different backgrounds and may not always know how to form strong connections to support a child's success. Creating strong and trusting relationships with families benefits children, parents and teachers. Explore strategies to engage families from diverse communities in your program.
	<b>Location:</b> Main Street, Room 213 10201 Main Street Fairfax 22030
	<b>Course/Workshop Credit Hours:</b> 4 <b>Total Number of Classes:</b> 2 <b>Course Date/Time(s):</b> 11/06/2013 7-9 pm 11/13/2013 7-9 pm

[Back](#)

# If you have already enrolled in or are on the Waitlist for six (6) courses for the year (Institute or Family Business) ... and you click on “Enroll” or “Waitlist” ....

## IFEL Online - Course Details

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

<b>Course Number:</b> 1324-02	<b>Course Name:</b> Movement Activities for Preschoolers (3-5 years)	
<b>Presenter(s):</b> DEAN, BRONWYN	<b>Description:</b> Encourage children to use their bodies through games and activities. Come ready to learn new movement activities to use with the children in your care. Dress comfortably as you will be moving around the room and on the floor for activities.	<b>Course/Workshop Credit Hours:</b> 4 <b>Total Number of Classes:</b> 2 <b>Course Date/Time(s):</b> 12/10/2013 7-9 pm 12/17/2013 7-9 pm
	<b>Location:</b> Main Street, Room 202 10201 Main Street Fairfax 22030	<b>Phone:</b> 111-111-1111

You will see a message indicating, “You are not enrolled or waitlisted in this class because you already enrolled in or are waitlisted for the maximum number of classes in this category.”

## IFEL Online - Course Details

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

You are not enrolled or waitlisted in this class because you have already enrolled in or are waitlisted for the maximum number of classes in this category.

<b>Course Number:</b> 1324-02	<b>Course Name:</b> Movement Activities for Preschoolers (3-5 years)	
<b>Presenter(s):</b> DEAN, BRONWYN	<b>Description:</b> Encourage children to use their bodies through games and activities. Come ready to learn new movement activities to use with the children in your care. Dress comfortably as you will be moving around the room and on the floor for activities.	<b>Course/Workshop Credit Hours:</b> 4 <b>Total Number of Classes:</b> 2 <b>Course Date/Time(s):</b> 12/10/2013 7-9 pm 12/17/2013 7-9 pm
	<b>Location:</b> Main Street, Room 202 10201 Main Street Fairfax 22030	<b>Phone:</b> 111-111-1111

Remember to click, “Back,” to continue using the database.

After clicking, **“Back,”** and returning to your account page, you will see your list of courses and your **Enrollment Status** for each course. If you want to check the details of a class, click on the **Enrollment Status** indicator: **“Waitlist”** or **“Enrolled.”**

IFEL (Institute For Early Learning) Home

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

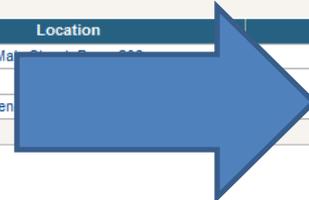
Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

**Current Enrollment**

Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013	Ma	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013		Enrolled
1490-01	Infants and Toddlers: It's Not Just Routine	11/19/2013	Pen	Enrolled



The Course Details page will display. If you would like to remain **Enrolled** or on the **Waitlist** for the class, click the **“Back”** button to return to your account page. If you would like to **CANCEL** from the course, click, **“Cancel Enrollment.”**

IFEL Online - Course Details

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

**Course Number:** 1490-01      **Course Name:** Infants and Toddlers: It's Not Just Routine

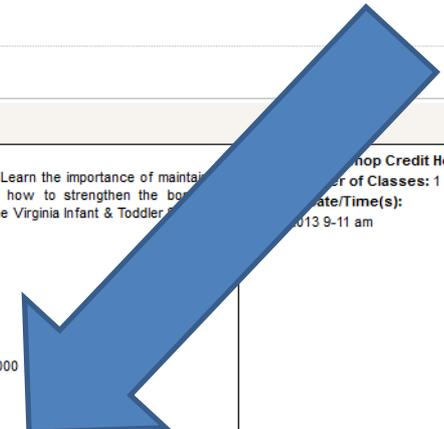
**Presenter(s):**  
Weigand, Deborah

**Description:**  
Caregiving routines are the foundation of quality infant and toddler care. Learn the importance of maintaining consistent and predictable routines for very young children. Discover how to strengthen the bond between caregiver and child by getting to know each child's unique needs. Sponsored by the Virginia Infant & Toddler Network.

**Location:**  
Pennino Bldg, Room 734  
12011 Government Center Parkway  
Fairfax 22035

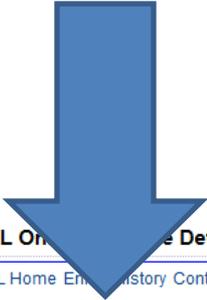
**Phone:**  
703-324-8000

**Net Credit Hours:** 2  
**Number of Classes:** 1  
**Date/Time(s):** 11/19/2013 9-11 am



[Cancel Enrollment](#)   [Back](#)

After clicking, “Cancel Enrollment,” you will see the message, “Your enrollment has been successfully canceled.”



You will also receive an email indicating that your enrollment has been canceled.

IFEL Online Course Details

[IFEL Home](#) [Enrollment History](#) [Contact Information](#) [Locations](#) [Change PIN](#) | | | |

Your enrollment has been successfully canceled.

<b>Course Number:</b> 1490-01		
<b>Course Name:</b> Infants and Toddlers: It's Not Just Routine		
<b>Presenter(s):</b> Weigand, Deborah	<b>Description:</b> Caregiving routines are the foundation of quality infant and toddler care. Learn the importance of maintaining consistent and predictable routines for very young children. Discover how to strengthen the bonds of caregiving by getting to know each child's unique needs. Sponsored by the Virginia Infant & Toddler Specialist Network.	<b>Course/Workshop Credit Hours:</b> 2 <b>Total Number of Classes:</b> 1 <b>Course Date/Time(s):</b> 11/19/2013 9-11 am
	<b>Location:</b> Pennino Bldg, Room 734 12011 Government Center Parkway Fairfax 22035	<b>Phone:</b> 703-324-8000

[Back](#)

If a course has already started, you won't be able to cancel from the waitlist or enrolled status even if you click on **"Waitlist"** or **"Enrolled"** in the **Enrollment Status** column.

You can check the **"Begin Date"** of a course in the third column.

IFEL (Institute For Early Learning) Home

log out 13927 | help

IFEL Home Enroll History Contact Information Locations Change PIN

Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

Current Enrollment

Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013	Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013	TBA	Enrolled
1496-01	Fostering Family Engagement	11/06/2013	Main Street, Room 213	Waitlist

If you click on **"Waitlist"** or **"Enrolled"** in the **Enrollment Status** column, you will see the **Course Details** display. If the course has **already started**, the **first date** of the course will show in **red text**. You will **not** have the option to **Cancel** from this course.

IFEL Online - Course Details

log out 13927 | help

IFEL Home Enroll History Contact Information Locations Change PIN

Course Number: 1480-01	Course Name: The Kitchen Band is Playing
Presenter(s): DEAN, BRONWYN	Description: A child's first musical experience is often playing with the pots and pans in the kitchen. Explore and discuss the latest research on the importance of music in the lives of young children, and ways you can incorporate various music activities into your daily program. Make some basic instruments to use in your program.
Location: Main Street, Room 208 10201 Main Street Fairfax 22030	Phone:  Course/Workshop Credit Hours: 4 Total Number of Classes: 2 Course Date/Time(s): 09/10/2013 7-9 pm 09/17/2013 7-9 pm

Remember to click, "Back," to continue using the database.

Back

To see your **Training History** in the IFEL database, click on **"History"** above your name on your account page.

IFEL (Institute For Early Learning) Home

IFEL Home [Enroll History](#) **History**

Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

**Current Enrollment**  
Select a course below to view detailed information or to make enrollment changes.

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1480-01	The Kitchen Band is Playing	09/10/2013	Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013	TBA	Enrolled
1496-01	Fostering Family Engagement	11/06/2013	Main Street, Room 213	Waitlist

In your **Training History**, you can see the **Timeframe** for the course, the **Course Name**, the **Course Type**, your **Enroll Status**, your **Attend Status**, and **Credits Earned**.

IFEL Course History

Change PIN

Course History

Timeframe

Course Title

Course Type

Enroll Status

Attend Status

Credits Earned

Course History

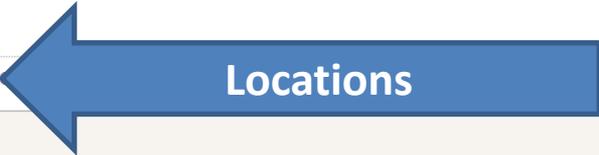
Past course history information with the final status.  
To cancel enrollment in a course for which you are currently enrolled or on the waitlist, please go to the IFEL Home page.

Quarter	Course Title	Course Type	Enroll Status	Attend Status	Credits Earned
Fall2013	WEBINAR: Math and Science All Around	Special Request	Enrolled	None	0.0
Fall2013	Growing Green	Institute	Cancelled	None	0.0
Fall2013	Infants and Toddlers: It's Not Just Routine	Institute	Cancelled	None	0.0
Fall2013	Fostering Family Engagement	Institute	Waitlist	None	0.0
Fall2013	The Kitchen Band is Playing	Institute	Waitlist	None	0.0
Summer 2013	WEBINAR Food Allergies and Food Intolerance	Special Request	Enrolled	Cert	1.0
Winter 2013	Positive Guidance: Preventing Discipline Problems	Institute	Cancelled	None	0.0
Winter 2013	Positive Guidance: Reframing Discipline	Institute	Cancelled	None	0.0
Fall 2012	Director's Focus: Reflective Supervision-FOR CENTER DIRECTORS ONLY	Institute	Cancelled	None	0.0
Summer 2011	Art for Preschoolers	Institute	Cancelled	None	0.0
Summer 2011	Science Made Easy	Institute	Cancelled	None	0.0
Winter 2010	Food and Nutrition Fair	Provider Services	Enrolled	Reg. Only	0.0
Fall 2009	Displaying Children's Art	Institute	Waitlist	Reg. Only	0.0
Fall 2009	A Day With Wolf Trap	Institute	Cancelled	None	0.0

To view **LOCATIONS** of training courses, click **“LOCATIONS”** above your name on your account page.

IFEL (Institute For Early Learning) Home

[IFEL Home](#) [Enroll History](#) [Contact Information](#) [Locations](#)



Locations

Welcome KAREN QUIST

To see a list of classes available, please click on "Enroll" above your name.

#### Current Enrollment

Select a course below to view detailed information or to make enrollment changes.

Course Number	Course Name	Begin Date	Location	Enrollment Status
1480-01	The Kitchen Band is Playing	09/10/2013	Main Street, Room 208	Waitlist
3001-01	WEBINAR: Math and Science All Around	09/19/2013	TBA	Enrolled
1496-01	Fostering Family Engagement	11/06/2013	Main Street, Room 213	Waitlist



#### Index

- Contacts/Directions
- Office for Children Home Page
- About the Office for Children
- Catalog -- Institute for Early Learning
- Child Care Assistance & Referral
- ... Apply for Benefits
- Employees' Child Care Center
- Fairfax Futures
- Head Start
- News
- Permits & Regulations
- Professional Development and Training
- ... Register for Training
- ... Webinar Materials
- SACC -- School Age Child Care
- School Readiness
- USDA Food Program
- VPI -- Virginia Preschool Initiative
- Dept. of Family Services

Online Services

Our Government

News and Events

Maps, Facts & Stats

State & Federal

[homepage](#) > [child care central](#):

#### Directions to OFC Training Sites

- Burke Centre Library
- Fairfax County Government Center
- Gum Springs Glen Training Room
- Pennino Building
- Resource Center at Main Street
- South County Center
- Community Business Partnership building



When you click **“LOCATIONS,”** a new tab in your internet browser opens to the Office for Children website. You can click on a location from the list of options.

To view **HELP** related to the IFEL Training Database, click **“help”** on the right side of the page, near the **“log out”** option.

Be sure to **LOG OUT** before you click out of the training database.

**Course History**  
 Past course history information with the finalized status.  
 To cancel enrollment in a course for which you are currently enrolled or on the waitlist, please go to the [IFEL Home](#) page.

Quarter	Course Title	Course Type	Enroll Status	Attend Status	Credits Earned
Fall2013	WEBINAR: Math and Science All Around	Special Request	Enrolled	None	0.0
Fall2013	Growing Green	Institute	Cancelled	None	0.0
Fall2013	Infants and Toddlers: It's Not Just Routine	Institute	Cancelled	None	0.0
Fall2013	Fostering Family Engagement	Institute	Cancelled	None	0.0
Fall2013	Infants and Toddlers: Understanding and Connecting	Institute	Cancelled	None	0.0
Fall2013	The Kitchen Band is Playing	Institute	Waitlist	None	0.0
Summer 2013	WEBINAR Food Allergies and Food Intolerance	Special Request	Enrolled	Cert	1.0
Winter 2013	Positive Guidance: Preventing Discipline Problems	Institute	Cancelled	None	0.0
Winter 2013	Positive Guidance: Reframing Discipline	Institute	Cancelled	None	0.0
Fall 2012	Director's Focus: Reflective Supervision-FOR CENTER DIRECTORS ONLY	Institute	Cancelled	None	0.0
Summer 2011	Art for Preschoolers	Institute	Cancelled	None	0.0
Summer 2011	Science Made Easy	Institute	Cancelled	None	0.0
Winter 2010	Food and Nutrition Fair	Provider Services	Enrolled	Reg. Only	0.0
Fall 2009	Displaying Children's Art	Institute	Waitlist	Reg. Only	0.0
Fall 2009	A Day With Wolf Trap	Institute	Cancelled	None	0.0

Index

- Contacts/Directions
- Office for Children Home Page
- About the Office for Children
- Catalog -- Institute for Early Learning
- Child Care Assistance & Referral
- ... Apply for Benefits
- Employees' Child Care Center
- Fairfax Futures
- Head Start
- News
- Permits & Regulations
- Professional Development and Training
- ... Register for Training
- ... Webinar Materials
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- School Readiness
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- VPI -- Virginia Preschool Initiative
- Dept. of Family Services

- Online Services
- Our Government
- News and Events
- Maps, Facts & Stats
- State & Federal

[homepage](#) > [child care central](#) > [training](#)

## Online Registration - FAQs

### General Questions

- What is IFEL Online?
- How can I view the classes that are offered?
- How can I receive a personal copy of the training catalog in the mail?
- In how many classes may I enroll or be on the waitlist?
- I work at a child care center or preschool and want to attend a class with my co-workers. How many people may enroll from my center or preschool?

### Registration Questions

- How do I register online?
- How do I register using automated telephone registration?
- Why can't I log in to my IFEL Online account?
- Why do I need an e-mail address?
- What if I don't have an e-mail address?
- Can I share an e-mail account with my co-workers?
- I forgot my e-mail address. How do I get it?
- I cannot find or did not receive a registration number. What should I do?
- I forgot my Registration number. How do I get it?
- I forgot my PIN number. How do I get it?
- How do I change my PIN number?

### Enrollment Questions

- How do I enroll in training courses?
- I want to enroll in a course but the button says "Waitlist." What does this mean?
- I want to cancel from a class in which I am enrolled. What do I do?
- I want to cancel from a class in which I am on the Waitlist. What do I do?
- I used to get a confirmation letter in the mail for classes in which I enrolled. Will I continue to get confirmation letters?
- I want to see the list of classes that I have already attended. How do I do this?
- I do not know how to find the place where my class is located. Where can I find directions?

### Technical Questions

- What are "cookies"?
- Why must I have cookies enabled?
- How do I enable cookies?

## Frequently Asked Questions

Why do I need an email address?

When you click "help" from the IFEL Training Database, a new tab in your internet browser opens to an Office for Children webpage. You can click on a question from the list of options.

**Why do I need an e-mail address?**

In order to receive e-mail confirmation or cancellation of course enrollments, as well as to recover forgotten PIN or registration ID numbers, you will need to enter a personal e-mail address.

By providing an e-mail address, you will also receive an e-mail whenever each new training catalog is available online.

**What if I don't have an e-mail address?**

There are many Internet service providers that offer [free e-mail services](#). Feel free to set up a personal e-mail account with the provider of your choice.

After you set up an e-mail account, please call 703-324-3044 to have the registrar enter it into the IFEL Online system.

**Can I share an e-mail account with my co-workers?**

No. Your e-mail address must be unique to ensure account security. Please enter an e-mail address that is unique to you.

<http://www.fairfaxcounty.gov/library/internet/internet.htm#e-mail>

- **Email Services**

- [Different Types of Free Email](#)

- A nice overview of each type along with a list of links to free e-mail service providers.

- [How E-mail Works](#)

- An explanation of E-mail and how it works from HowStuffWorks.com.

- [Top 18 Free Email Services](#)

- Reviews of free Email services and related articles from About.com.

Index

- Contacts/Directions
- Office for Children Home Page
- About the Office for Children
- Catalog -- Institute for Early Learning
- Child Care Assistance & Referral
- ... Apply for Benefits
- Employees' Child Care Center
- Fairfax Futures
- Head Start
- News
- Permits & Regulations
- Professional Development and Training
- ... Register for Training
- ... Webinar Materials
- SACC -- School Age Child Care
- School Readiness
- USDA Food Program
- VPI -- Virginia Preschool Initiative
- Dept. of Family Services

- Online Services
- Our Government
- News and Events
- Maps, Facts & Stats
- State & Federal

[homepage](#) > [child care central](#) > [training](#)

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## Frequently Asked Questions

I forgot my  
Registration  
number (or PIN  
number). How do I  
get it?

When you click  
"help" from the IFEL  
Training Database, a  
new tab in your  
internet browser  
opens to an Office  
for Children  
webpage. You can  
click on a question  
from the list of  
options.

### I forgot my registration number. How do I get it?

[Click here to retrieve your registration number.](#) You will be prompted to enter the e-mail address that you use for IFEL Online. If you need further assistance, please call 703-324-3044.

### I forgot my PIN number. How do I get it?

[Click here to retrieve your PIN number.](#) You will be prompted to enter the e-mail address that you used for IFEL Online. If you need further assistance, please call 703-324-3044.



- [Home](#)
- [Living Here](#)
- [Doing Business](#)
- [Visiting](#)
- [Departments & Agencies](#)

[homepage](#) > [child care central](#) > [ifel login](#) > forgot pin



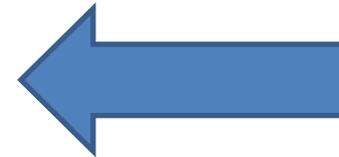
Search Site:  [Go](#)

## IFEL Online - Forgot Registration ID or PIN

If you have lost or forgotten your Registration ID or PIN number, simply enter the e-mail address assigned to your current IFEL profile and click the **Submit** button. Your Registration ID number and PIN number will be sent to you in separate emails.

Forgot your Registration ID or PIN?  
Enter your Email Address

E-mail Address:



You can access the **General Information (Frequently Asked Questions)** related to the IFEL Training Database (the page you go to when you click **“HELP”** in the database) on the Office for Children website.

Click **“Professional Development and Training”** on the left side listing.

The screenshot shows the Fairfax County Office for Children website. A large blue arrow points to the 'Professional Development and Training' link in the left sidebar. The main content area features a search bar, a 'Child Care Central' section with a search bar, and two columns of links under 'THIS MONTH' and 'FAMILIES' sections. A photo of children playing with blocks is visible on the right.

homePage > ofc:

### Child Care Central

Fairfax County  
**O F C** Office for Children

Search for child care.

**THIS MONTH**

- Transition to Kindergarten with [School Readiness Books](#)
- Register for [Kindergarten](#).
- Learn About [Choosing Child Care](#).
- [Summer Indoor Fun Ideas](#).
- Help us Learn About [Child Care Needs](#) in our Community.
- Help for parents seeking [quality child care](#).
- [Help your child love to learn](#).
- Find news and photos [on Facebook](#).
- [Update Newsletter](#) for Family Child Care Providers.

**FAMILIES**

- Choose a child care provider with a permit.
- Get assistance with [paying for child care](#).



After clicking **“Professional Development and Training”** in the left side listing, the **Institute for Early Learning** page will display.

**General Information** as well many useful links can be found on this page.

<b>Index</b>
<a href="#">Contacts/Directions</a>
<a href="#">Office for Children Home Page</a>
<a href="#">About the Office for Children</a>
<a href="#">Catalog -- Institute for Early Learning</a>
<a href="#">Child Care Assistance &amp; Referral</a>
<a href="#">... Apply for Benefits</a>
<a href="#">Employees' Child Care Center</a>
<a href="#">Fairfax Futures</a>
<a href="#">Head Start</a>
<a href="#">News</a>
<a href="#">Permits &amp; Regulations</a>
<a href="#">Professional Development and Training</a>
<a href="#">... Register for Training</a>
<a href="#">... Webinar Materials</a>
<a href="#">SACC -- School Age Child Care</a>
<a href="#">School Readiness</a>
<a href="#">USDA Food Program</a>
<a href="#">VPI -- Virginia Preschool Initiative</a>
<a href="#">Dept. of Family Services</a>
<b>Online Services</b> ▾
<b>Our Government</b> ▾
<b>News and Events</b> ▾
<b>Maps, Facts &amp; Stats</b> ▾
<b>State &amp; Federal</b> ▾

[homepage](#) > [child care central](#):

## Institute for Early Learning



The Office for Children's Institute for Early Learning offers [classes for the child care community](#) to help ensure child care that's safe, healthy, and contributes to children's academic success. Our classes also help meet the training requirements child care professionals need to maintain their license or permit.

In addition, our "Choosing Child Care" workshops for parents provide information about quality child care in Fairfax County.

### Family Child Care Providers

If you are a family child care provider, you can enroll in two of the general courses in the [training catalog](#). (PDF) New family child care providers, and established child care providers looking for more training opportunities, can also enroll in child care business workshops.

- Resources for CPR and first aid training.
- Register online for classes.
- General information about training.

### Child Care Center Staff

If you work in a child care center or preschool, you can enroll in two of the general courses in the [training catalog](#). (PDF) No more than five staff from the same center or preschool may enroll in the same course or workshop.

- Register online for classes.
- General information about training.

### Contact Us

If you have questions, you can contact the Office for Children's Institute for Early Learning these ways:

- Call 703-324-3044 between 8 a.m. and 4:30 p.m. Monday-Friday.
- E-mail the [training office](#).
- Visit 12011 Government Center Parkway, Suite 920, Fairfax, VA 22035.



**General information about training.**

**EMAIL CONFIRMATION LETTER:** If you have an email address entered in the training database, you will receive confirmation of your registration by email on the same day you register for a class. Please check and, if needed, update your email address **BEFORE** you register for classes.

Indicates if you are enrolled or on the waitlist.

Fairfax County Office for Children  
Institute for Early Learning

You have been **waitlisted** in the following training course:

Course #	Course Title	Location	Course Dates	Course Hours
1300-01	Building Relationships with Effective	Gum Springs Glen, Training Room	11/04/2013	7-9 pm
		7839 Richmond Highway	11/18/2013	7-9 pm
		Alexandria, VA 22306	12/02/2013	7-9 pm
			12/09/2013	7-9 pm

*\* If you are on a waiting list for a course, please do not attend. You will be notified by phone if space becomes available.*

**Note:** If you are not able to attend a course, please cancel your enrollment as soon as possible by calling the registrar at 703-324-3044. You may not substitute another individual for your enrollment in any course. We are not able to accommodate children in any courses.

If you need additional information regarding OFC training, or directions to a training facility please visit <http://www.fairfaxcounty.gov/childcare/training.htm>

**Registrar**  
Fairfax County Office for Children  
Institute for Early Learning

Fairfax County is committed to providing equal access to all its citizens and activities. Reasonable accommodations will be provided upon request. Call 703-324-8290 or TDD (Virginia Relay) 711.

Class Location

Shows all of the class dates and times you need to attend to earn credit for the course.

If you **cancel** a class in the training database, you will receive an email confirming the cancellation.



Email indicates  
you have  
cancelled a class.

**Fairfax County Office for Children  
Institute for Early Learning**

Your enrollment has been **cancelled** for the following training course:

Course #	Course Title	Location	Course Dates	Course Hours
1466-01	Up, Down and All Around: Movement with Purpose	Main Street, Room 211 10201 Main Street Fairfax, VA 22030	12/04/2013 12/11/2013	7-9 pm 7-9 pm

*\* If you are on a waiting list for a course, please do not attend. You will be notified by phone if space becomes available.*

**Note:** If you are not able to attend a course, please cancel your enrollment as soon as possible by calling the registrar at 703-324-3044. You may not substitute another individual for your enrollment in any course. We are not able to accommodate children in any courses.

If you need additional information regarding OFC training, or directions to a training facility please visit <http://www.fairfaxcounty.gov/childcare/training.htm>

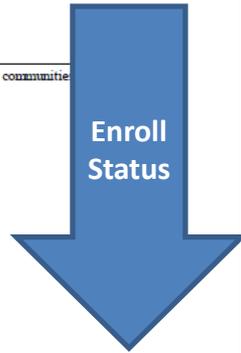
**Registrar**  
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Institute for Early Learning

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1

If you do not have an email address in the training database, you will receive a confirmation of your registration by postal mail.

Confirmation letter indicates if you are **Enrolled** in a class or on the **Waitlist** for a class. Please check the **Enroll Status** column to be sure.



You have been Enrolled or Waitlisted for the following training course(s):

Course Number	Course Name	Course Location	Course Date & Course Time	Enroll Status
1488-01	Infants and Toddlers: Food, Fitness and Fun	Main Street, Room 211 10201 Main Street Fairfax 22030	11/08/2013 7-9 pm	Enrolled
1328-02	Sensory Awareness and Sensory Tables DATE IS CHANGED!	Main Street, Room 208 10201 Main Street Fairfax 22030	11/02/2013 9:30 am-12:30 pm	Waitlisted

Office for Children/Institute for Early Learning  
12011 Government Center Parkway, Suite 920  
Fairfax, Virginia 22035  
703-324-3044, TTY 711, Fax 703-803-0116  
www.fairfaxcounty.gov/ofc



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

October 16, 2013

1494-01	Information Session: Changes to the Institute for Early	Main Street, Room 211 10201 Main Street Fairfax 22030	10/16/2013 7-9 pm	Enrolled
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\* If you are on a waiting list for a course, please do not attend. You will be notified by phone or email if space becomes available.

**Note:**

If you are not able to attend a course, please cancel your enrollment as soon as possible by calling the registrar at 703-324-3044 or cancelling online. You may not substitute another individual for your enrollment in any course. Please remember that we are not able to accommodate children in any courses.

If you need additional information regarding OFC training, or directions to a training facility, please visit <http://www.fairfaxcounty.gov/ofc>.

Registrar

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Reasonable accommodations provided upon request. Call 703-324-8290 or TDD (Virginia Relay) 711.

Office for Children/Institute for Early Learning  
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Fairfax, Virginia 22035  
703-324-3044, TTY 711, Fax 703-803-0116  
www.fairfaxcounty.gov/ofc

# Within the week before a class starts, a reminder email will be sent to you. Please reply to the email to let us know if you will be attending the class.

Dear Participant,

You are enrolled in the class “**Information Session: Changes to the Institute for Early Learning Registration System**” that will meet on **Wednesday, October 16, 2013** – at the Resource Center at Main Street in room 211 from 7 - 9 p.m.

**Scroll down in this email to find directions to the Resource Center.**

I am sending this email to confirm your attendance for this class. **Please reply** to this email as soon as possible and let us know if you will be attending.

If you cannot attend, please let us know at least 24 hours before the first day of class, so we can contact someone who is on the waitlist:

- Cancel by email [dfsifel@fairfaxcounty.gov](mailto:dfsifel@fairfaxcounty.gov)
- Cancel by phone 703-324-3044, or
- Cancel yourself online at [www.fairfaxcounty.gov/ofc](http://www.fairfaxcounty.gov/ofc) by logging in and clicking on the “Cancel My Registration” link.

You will not be receiving a confirmation phone call. This email takes the place of the phone call.

**This class meets twice. You must attend both times to receive credit.**

Please plan to be in the classroom a few minutes early so that the class can start on time.

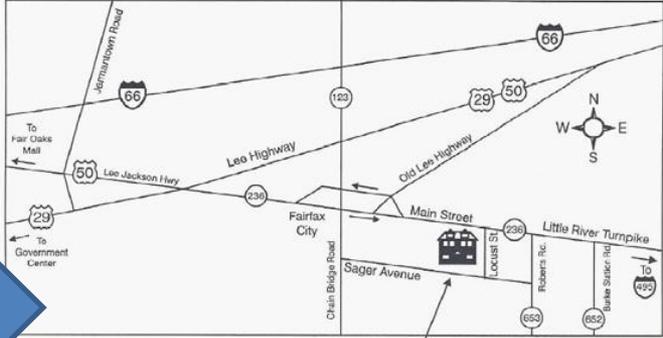
<b>Title:</b> Information Session: Changes to the Institute for Early Learning Registration System
<b>Description:</b> The Institute for Early Learning will be introducing a revised registration system. This system will allow child care professionals to register for classes on a more frequent basis. Learn about the changes to the registration system as well as how to maximize your enrollment opportunities by using the IFEL Online system.
<b>Credit Hours:</b> 2 <b>CDA:</b>
<b>Class Meetings:</b> 1 10/16/2013 7-9 pm

**Address:**  
Main Street, Room 211  
10201 Main Street  
Fairfax 22030

**Reminder:** Classes are for adults only. We are not able to accommodate children in any of our courses or workshops.

Reminder email will include directions to the class location.

### Directions to The Resource Center at Main Street 10201 Main Street, Fairfax, Virginia 22030



**Directions to the Resource Center at Main Street  
10201 Main Street • Fairfax, VA 22030 (City of Fairfax)**

From the DC Beltway (I-495): Take Little River Turnpike West (Route 236) approximately 4 miles. Turn left onto Locust Street. Turn right into the first or second parking lot (you will see sign for World Gym).

From Route 66: Take Route 123 South toward Fairfax. Turn left onto North Street. Turn right onto Old Lee Highway. Turn left onto Main Street. Turn right onto Locust Street. Turn right into the first or second parking lot (you will see sign for World Gym).



Fairfax County

**O** **F** **C** Office for Children

**Institute for Early Learning**  
**Professional Development and Training**

**Information Line**

**703-324-3044**

**FAX 703-803-0116**

**[childcareclasses@fairfaxcounty.gov](mailto:childcareclasses@fairfaxcounty.gov)**