



Project Overview Statement

Executive Summary

Project Title: Non-Credit Child Care Registration
Project ID: 142
Last Updated: March 27, 2007
Project Leader: Jerry Enloe
Department: Continuing Education
Executive Sponsor: Norm Seavers

PROJECT BUSINESS CASE

Project Overview

BCC Continuing Education offers Child Care Preparation courses which meet the 40 hour, State of Florida requirement, for those wishing to enter the child care field. In Broward County, BCC is one of several Child Care Course providers and all the offerings and the Child Care Test are coordinated by Nova Southeastern University. Several years ago legislation was past requiring all Child Care course registrants to register first with the State DCF office via a website. Students are then directed to their home county to register online and pay for the needed Child Care courses. There has been much confusion with students having to register twice. We find students being registered only with the State or students registering and paying at the offering institution (BCC) but not registered with the State, etc. BCC registers over 2000 Child Care students annually and much staff/instructional time and effort is required with each course offering to ensure proper registration and course payment (instructors now assist students who have not registered with the state during the first minutes of a class. This requires finding a location with computers and internet capability).

Business Goals

It has been determined that a system which allows one registration (at the State DCF level and automatically transferred to the local institution) and one payment (at the local institution level) is needed. The State will entertain such a process which, when designed and implemented, will reduce staff time, allow only one registration/payment avenue (less confusion) and ensure all enrolled meet local and state registration requirements.

Success Factors

- Student is registered and paid for in Child Care class when class begins.
- Staff and Instructional time registering students eliminated.
- Positive student registration comments on the course evaluations.

Scope

Provide a web service to be called by the DCF with a reference number that returns the number of open spots and the cost of the class. Each school must be able to specify whether an application fee is included.

A web page is needed that will take demographic and reference number information from DCF about the student and will then register the student into the class and prompt them for their security question and pin. Once entered they must be taken to the school payment screen where they can pay by any of the payment options offered by the school. Once paid, the payment information will be returned to DCF so that they can update their database which then allows the student to schedule the test upon completion of the class.

This process should be generalized so that other entities such as private businesses, hospitals, law enforcement, etc. can use the process if they so desire.

Provide a means of blocking registration for given reference numbers through other avenues on school web sites so that this channel is the only means a student can register for the class. Staff with sufficient security may override this block.