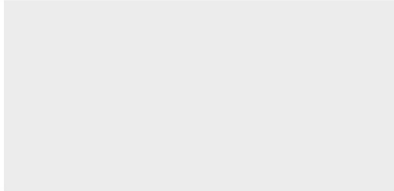
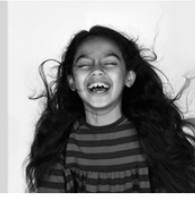


Email not displaying correctly? [View it](#) in your browser.



# The Registry Connection

Welcome to the latest edition of *The Registry Connection!*

One of the most common questions we receive is about documentation. In this newsletter, we put together a list of 3 things related to documentation that all of our members should know. In addition to this information, we suggest you [download the Acceptable Documentation and Application Definitions guide](#) for reference.

The past few months have been busy at The Registry since we launched the [coupon](#) for FREE Registry membership and renewal, available through funding provided by the Department of Children and Families through the [Preschool Development Grant \(PDG\)](#). We are excited to say that we have processed a record number of membership applications in July! Be sure to check out the **By the Numbers** section below for more information.

We hope you are doing well this summer and staying safe! If you have any questions, please [contact us](#).

Best Regards,  
*The Registry Staff*

# 1. THE DOCUMENTATION LIST

Personal Information

Education

Employment History

Training

Professional  
Membership/  
Contributions

Submit  
Application

✓ Application Successfully Submitted.

Your application has been successfully submitted on **07/29/2020**.

You have until **9/12/2020 (45 days)** to send in the following documentation:

## 1 Membership

### 1. High school diploma

2

3

### 2. Official higher education transcripts (Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.)

- Associate: Early Childhood Education - University of Wisconsin

### 3. Certificates

- First Aid - Example Agency

After you submit your Registry membership application online, a list of the documentation that The Registry needs to verify your information appears onscreen. This list is also emailed to you (see below). Below are a few important things to consider:

1. **Documentation List:** The documentation list is generated by what you report on your membership application. If you have documentation that doesn't appear on this list, that's okay! You can still send it to The Registry, and we will add it to your Registry Profile.

**Important Tip:** If you do not send in documentation, The Registry cannot verify that record, and it will be listed as **Self-Reported** on your Registry Profile.

2. **High School Diploma:** If you are applying for Registry membership for the first time, you will likely see High School Diploma in your documentation list. Verifying your high school diploma is important to qualify for positions such as Director, Administrator, and Teacher. To learn more about what is needed to verify the high school requirement, please [download our Acceptable Documentation and Application Definitions guide](#).

3. **Official Higher Education Transcripts:** You will need to send your official higher education (college) transcripts to The Registry to verify completed credit and/or your degree. Request your college or university send your official transcript directly to The Registry in an unopened, originally sealed envelope OR request your college or university email your official transcript to [support@the-registry.org](mailto:support@the-registry.org).

**Documentation List Email:** After you submit your membership application, you will also receive your documentation list in an automated email from The Registry.

**Important Tip:** If you have already sent documentation to The Registry or have clicked the **I have no documentation to submit button** (see below), you can ignore the information about documentation in this email and in the documentation reminder emails you may receive.

## 2. THE 'NO DOCUMENTATION' BUTTON



I have no documentation to submit

### Application Submission Fee

Your Registry application fee has not yet been received. If you sent a check, please allow two to three weeks processing. Otherwise, you can pay online now. Your application will be canceled if payment is not received days from when your online application was submitted.

Under your Documentation List, you will see the **I have no documentation to submit** button. Click this button if you are sure you do not have any new documentation to submit with your Registry membership application. This will notify The Registry to start processing your application and not wait to receive documentation. Remember, if you have items in your Documentation list, they will not be verified if you click this button and don't submit any documentation.

**Important Tip:** If you do not click the **I have no documentation to submit** button immediately after you submit your membership application, you can still find it in your Registry Profile. Here's how:

1. Log in to your Registry Account.
2. Click on the **Summary Tab** at the top of your Registry Profile. Scroll down to locate the red **I have no documentation to submit** button. Click this button.
3. A pop-up window will ask you to confirm this choice. Click the **Confirm** button.

### 3. SENDING DOCUMENTATION

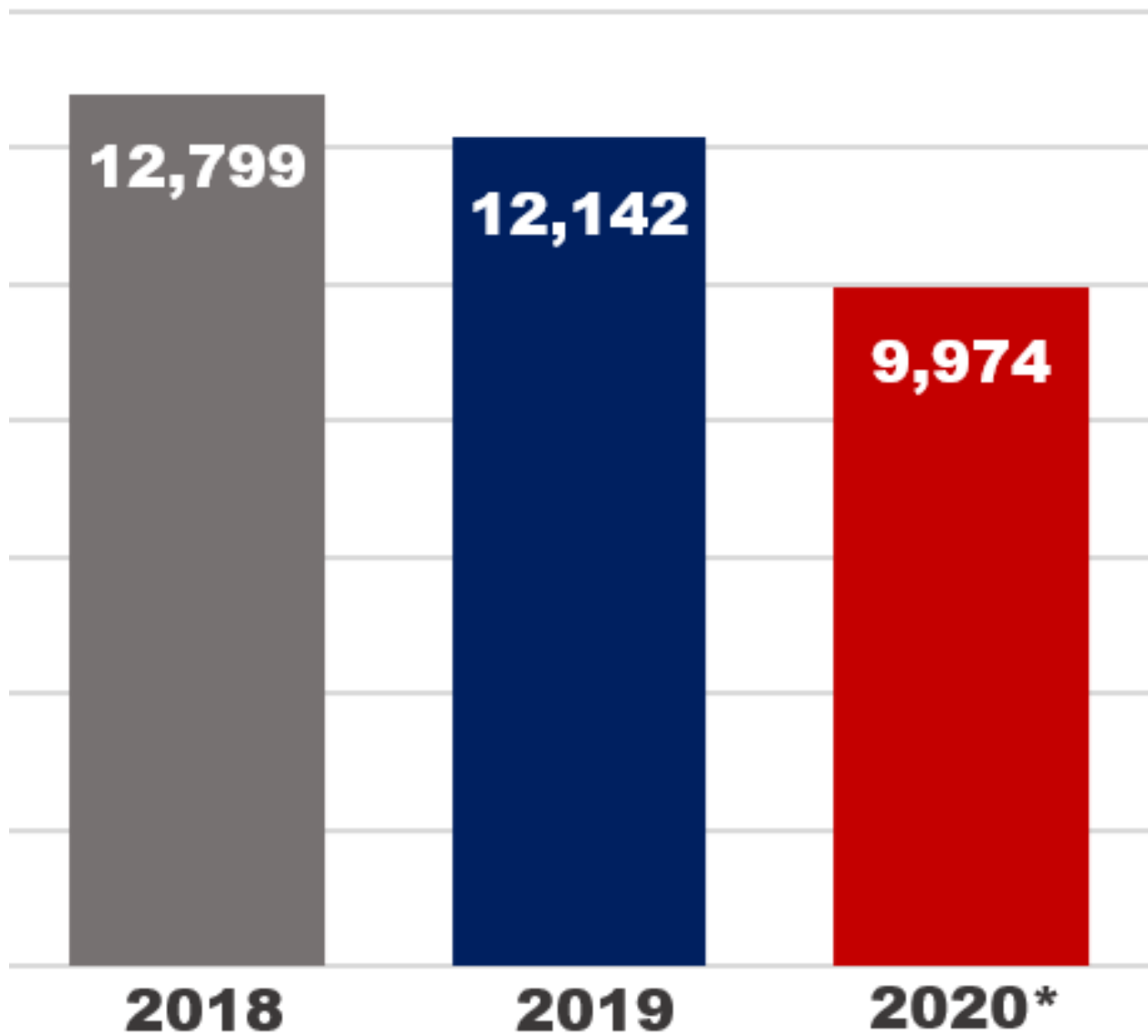
After you submit your Registry membership application, you should submit your documentation right away. Here are a couple of guidelines to keep in mind:

- If you are sending your official transcripts, request your college or university mail or email them directly to The Registry.
- If you are sending other documents, make sure all your documents list your name and your Registry ID number. When you are ready, send ([email](#), [fax](#), or [physically mail](#)) all your documents together at one time.
- Once The Registry receives your documentation, Registry staff will confirm receipt and leave a note on the bottom of your Summary page in your Registry Profile.

### BY THE NUMBERS

Since launching the [Preschool Development Grant \(PDG\)](#) coupon for FREE Registry membership and renewal in May 2020, The Registry has seen a major increase in membership applications. This is exciting news for Wisconsin's early childhood and education field! Keep in mind that because of the high volume in membership applications, our processing time is currently higher than usual. You can check the current processing time by logging in to your Registry account and looking at the top of the screen in your Registry Profile.

The following information reflects Registry data from July 31, 2020.



*\* The number of applications processed in 2020 is from January 1 - July 31.*

**The number of membership applications that  
The Registry has processed by year.**

**8,821**

**The number of individuals who have already used the PDG  
coupon for FREE Registry membership and renewal.\***

*\*For more information about the PDG coupon for FREE Registry membership and renewal,  
visit our [coupon webpage](#).*

# 3,576

The number of membership applications that were processed in July 2020, the most ever in a single month.

The Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719  
608-222-1123 | [support@the-registry.org](mailto:support@the-registry.org)

[Unsubscribe](#) | [Update Preferences](#)