



Welcome to the latest issue of *Training Solutions*!

The past few months have been busy at The Registry as we merge two departments into one. As we approach the start of November, it is important that I share some specific Professional Development Approval System (PDAS) updates with you. The updates you'll read about in this issue align with best practice and will help ensure the accuracy and integrity of professional development training in the childhood care and education field in our state. Read on to learn how The Registry has been working on streamlining our policies related to attendance verification, course approval, and background checks.

I'm also excited to share The Registry has hired a new member to the Professional Development Department to support both PDAS and the Registry Credentials. Check out The Registry Professional Development team later in this issue to put a face with a name. On behalf of the Professional Development Team at The Registry, we look forward to connecting with you through our outreach and meeting your needs during customer service.

Have a wonderful holiday season!

Christine Moldenhauer  
*Director of Professional Development*

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## Policy Reminder: Attendance Roster Finalized after 60 Days

Beginning **November 1st, 2018**, the attendance rosters for all training events will be finalized after 60 days. Once an event is finalized, the attendance roster can no longer be edited.

This policy aligns with best practices in the field and will help ensure the accuracy and integrity of attendance.

### Event Attendance

#### Test Course

📅 Tuesday, May 8, 2018

🕒 2:30pm to 7:30pm

(5.00 Hours)

Location

Madison, WI

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#### Active Roster

⚠️ No event attendees recorded

## Tiered Training Attendance

1. After a [tiered training event](#) is facilitated, the trainer or training sponsor must enter the attendance roster.
2. A trainer or training sponsor can finalize an event by marking the event complete.

### *What happens after 60 days?*

- If one or more attendees are entered on the roster, the event will automatically be finalized unless already marked complete by the trainer or training sponsor.
- If no attendee was previously added to the attendance roster, the event will be canceled.
- If revisions are necessary, the trainer or training sponsor will need to contact The Registry.



|                  |
|------------------|
| Manage Event ▼   |
| Edit Event       |
| Manage Roster    |
| Mark as Complete |
| Cancel Event     |

## Registered Training Attendance

For registered training events, entering an attendance roster is not required. However, entering an attendance roster for registered training is highly encouraged.

### Please Note

Attendance rosters will be finalized for all training events facilitated before **November 1st**. If revisions are necessary, the trainer or training sponsor will need to contact The Registry.

## Policy Update: *Past Events*

Starting **November 1st, 2018**, The Registry will follow firm guidelines regarding past event approval. Although the scheduling of training events can be last minute, scheduling training events in The Registry must be completed in a timely manner. Best practice is to schedule training events in The Registry **BEFORE** the training event. However, The Registry recognizes there are some circumstances that occur which can make it challenging to meet this event scheduling deadline. To better align policy and procedure with best practice, past event approval will be limited to no more than **30 calendar days** passed the event date.

## Policy Update: *Course Approval*

When renewing a course that was previously approved in The Registry, please note the

course content must meet current course approval criteria. Although a course was previously approved, it is not guaranteed the course will be automatically reapproved. Registry staff review every course in detail prior to approval. If revisions are required, the course owner will receive an email from The Registry detailing what revisions need to be made to meet the current course approval criteria.

The Registry follows the guidelines established by the WI Department of Children and Families to determine if a course description meets the requirements for continuing education. The definition of continuing education in the DCF Licensing Rules is as follows: *continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, caring for children with special needs, first aid, nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a child care center or in communication skills (251.05(2)(c)8).*

**REMINDER:** *When submitting a course to The Registry, please be sure the course description aligns with this definition or note how the course content relates to an individual's work with children and families within the course description.*

## **Policy Update: Background Check**

The Registry is updating the background check requirements for trainer and technical assistance professionals. To align with the updates to the Child Care Background Checks now completed by the WI Department of Children and Families, the DCF Final Eligibility letter will be accepted by The Registry as proof of a background check.

## **Mark Your Calendars: 2019 PDAS Summit**

*Mark your calendars!* The annual PDAS Summit is set for **Thursday, April 25th, 2019**. The focus of the 2019 PDAS Summit will be developing a community of practice for Trainers and Technical Assistance Professionals in Wisconsin.

If you've never attended the Summit before, it's a great chance to learn more about the best practices for facilitating training and technical assistance.

More than 50 Trainers and Technical Assistance Professionals attended last April's PDAS Summit. Attendees enjoyed the keynote and breakout sessions, as well as ample time for networking. Take a look at some photos of this special event on our [Facebook page](#).



## Call for Presenters

Wisconsin's Collaborative Leadership Forum is looking for speakers to present at the [2019 Preserving Early Childhood Conference](#) on March 12-14 in Madison.

Do you have expertise in what developmentally appropriate play looks like in an early child care or education setting? Conference organizers are looking for speakers to address the following strands relating to the theme of developmentally appropriate practice, what does play look like:

- Active learning / environments
- Leading effective early childhood programs
- Inclusive practices and settings
- Data: digging deep to change practices
- Early Math

If you or a qualified person you know is interested in learning more, contact Jennie Mauer, WI Head Start State Collaboration Director. She can be reached at [jennie.mauer@dpi.wi.gov](mailto:jennie.mauer@dpi.wi.gov)

## Meet the Registry Professional Development Team!



**Christine**

*Director of Professional Development*

### MEET CHRISTINE!

**Go-to karaoke song:**

*"Ironie" by Alanis Morissette*

**Celebrity to play me in a movie:**

*Anne Hathaway*

**Most Prestigious Prize:**

*I once won a frozen turkey at  
campground bingo.*

Christine has worked in the childhood care and education field for over 15 years. Passionate about coaching, guiding, and mentoring, Christine is strongly committed to working collaboratively with childhood care and education professionals through the Wisconsin Professional Development Approval System.

### MEET ASHLEY!

**Fictional place I'd most like to visit:**

*The Land of Untold Stories or Hogwarts*





**Ashley**  
*Professional Development Specialist*

**Favorite movie line:**  
*"You're killing me, Smalls!"*

**Perfect place to live:**  
*In the woods, without snow*

Ashley has field experience as a nanny and a lead teacher in a group child care program. At The Registry, Ashley provides customer service, processes trainer applications, reviews training events, and assists the Director of Professional Development. She believes in the important role trainers play within the field.



**Jackie**  
*Professional Development Specialist*

**MEET JACKIE!**

**Most interesting place I've been:**  
*Hawaii*

**First concert:**  
*Rascal Flatts*

**Favorite season:**  
*Fall. My family and I have a pumpkin farm.*

After graduating with degrees in Human Development and Psychology, Jackie has 4.5 spent years working with children with autism at Wisconsin Early Autism Project before joining The Registry. As a Professional Development Specialist, Jackie looks forward to working with individuals that desire to further their education in the childhood care and education field.

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