



Welcome to the latest issue of *Training Solutions*!

Fall is usually a busy time of year. At The Registry, we have also been busy and have a lot of news that we're excited to share.

This issue is packed with valuable information including:

- 2 new features that will improve your Registry experience
- Important updates to ensure best practices are being applied
- A reminder to save the date for the 2020 PDAS Summit
- A look at the newest member of The Registry Professional Development team
- A preview of two coming updates

As always, we invite you to [contact us](#) with any questions you have regarding these new features and updates.

Best Regards,

Christine Moldenhauer  
*Director of Operations*

## NEW FEATURES

*The Registry has recently added two new features to make your experience even better!*

# Event Editing

## Event Details

### Location

📍 Example Location

Address 123 Avenue / City Wauwatosa / State WI / Zip Code 53213

County Milwaukee / Country US / Capacity 150

📎 Training Materials **Manage**



### Date

📅 Saturday, September 21, 2019

### Time

🕒 03:00 AM - 08:00 AM

You asked, we listened! Trainers or Training Sponsor Organizations (TSOs) may now edit the time, date, and location of an event, even after it has been approved by Registry staff. This update will improve your experience while still maintaining important standards that help ensure quality training for childhood care and education professionals. You can edit an event by clicking on the **MANAGE** button on your Event Details page (see image above).

Please note, if you would like to edit the Trainer listed or the delivery method of an event, you will still need to contact The Registry.

**Reminder:** If you do edit an event, please remember to inform your attendees of your event changes.

## Adding Multiple Administrative Trainers

## New Training Event

COURSE	TRAINER & SPONSOR	EVENT
<hr/>		
<b>Trainer Entry</b>		
#142586 King Milwaukee		<input type="checkbox"/> Administrative Access
<hr/>		
#142607 Trainer A		<input checked="" type="checkbox"/> Administrative Access
<hr/>		
#142622 Jane Wisconsin		<input checked="" type="checkbox"/> Administrative Access



Trainers and TSOs can now give Administrative Access to multiple Trainers for a single event. This will give all selected Trainers the ability to edit the event, manage the roster, and access event reports.

You can give Administrative Access to Trainers when you schedule your event.

## ACTION ITEM

### Review Your Course End Dates

While conducting a quality assurance check of Registry approved courses, The Registry found some courses that have been open for more than 3 years. Effective **January 1, 2020**, the status of all courses missing an end date will be updated to **Expired** to align with Registry policy.

Per Registry policy, all courses submitted through The Registry PDASystem must be reviewed and renewed at set intervals:

- Registered Courses expire after 1 year
- Tier Courses (not a part of a conference) expire after 3 years

<u>Date</u>	<u>Expires</u>	<u>Trainers</u>	<u>Events</u>
6/5/2019	6/5/2020	✓	1
6/3/2019	6/3/2020	✓	1
12/28/2017		✓	0
9/19/2017		✓	0
7/6/2016		✓	0

### NEXT STEPS:

Review your course catalog to determine if any of your course(s) will be affected. If you have a course without an expiration date, decide if you want to:

1. **Continue using the course:** Choose this option if you want to continue using the course. Simply renew the course to update content and the expiration date.

**OR**

2. **Let the course expire:** Choose this option if you do not currently use the course. You can always create a new course when needed.

When renewing a course that was previously approved in The Registry, remember the course content must meet current course approval criteria. It is best practice for Trainers and/or TSOs to always review course content prior to submitting a course for renewal to ensure accurate information listed in the course matches the current training methods, handouts and content.

Be sure to review our [step-by-step on how to renew an expired course](#).

## POLICY UPDATES

### Online Training

Effective **January 1, 2020**, individual Trainer and TSOs can offer online training *only if* using a Registry approved [Tier or Specialist Trainer](#). This policy ensures quality online training sessions for professional development align with best practice.

## Additional criteria for online training approval:

*When submitting a course:*

- The course must meet [Tier Training](#) requirements.
- Include the word **ONLINE** in the course title.
- Include in the course methods that the delivery method will be in an online format.

*When submitting an event:*

- Provide a link for The Registry to access the online course.
  - If collaborating with a third-party, please provide an official link that participants/students will use to access the course.
- Provide contact information for technical support and training content questions.

## Write-In Trainers for Organizations

The Registry has begun monitoring the number of times an individual is used as a "write-in" Trainer without taking the necessary steps to become a Registry approved Trainer. In Wisconsin, Trainers or Specialists working regularly with TSOs to provide training events throughout the year should participate in the Registry PDASystem and apply to be a Registry Approved Trainer.

The option to write in a trainer must **only** be used when a TSO brings in a Trainer or Specialist for a one-time event who is **not** a Registry approved Trainer. Although it is the responsibility of the TSO to vet a Trainer, The Registry requires the following information when writing in a Trainer:

- Trainer name
- Organization the Trainer works for or is associated with
- Qualifications which include job title or specialty and Trainer contact information (email)

If you frequently write-in Trainers, encourage those Trainers you regularly use to review the [Trainer-Technical Assistance \(T-TAP\) Requirements Chart](#) to see how they can become Registry approved. The Registry recently updated Trainer types to include Specialist Trainers which are more inclusive of the needs of both out-of-state national training agencies and in-state Trainers who have relevant knowledge and expertise. There is a place for everyone, so give us a call if you have questions about Trainer approval.

# REMINDERS

## Using Trainers with Current Membership

For both Registered and Tiered training events, the listed Trainer must have a current Registry membership. This policy aligns with best practices and will be upheld consistently when approving events.

## Expiring Background Checks

If your background check is going to expire within your renewal year, you must submit an updated copy of your background check to maintain Registry approval. Plan ahead and upload your updated background check with your renewal. If you forget, Registry staff will contact you directly to ask for a new background check.

## 2020 PDAS Summit

*Mark your calendars!* The annual PDAS Summit is set for **Thursday, April 30th, 2020**, at [Harley Davidson of Madison](#). We will be identifying and addressing gaps in Professional Development through a community of practice.

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. Check out some photos of this special event on our [Facebook page](#).

# NEW REGISTRY STAFF

## MEET JENNA!

**What could you give a 40-minute presentation on without preparation?**

*My famous chicken taco dip*



**Jenna**

*Professional Development Coordinator*

**Which past or present musical group would you want to join?**

*Frankie Beverly & Maze*

**What is the last book you read?**

Graceful Leadership in  
Early Childhood Education  
*by Ann McClain Terrell.*

Jenna has over 10 years of service in the childhood care and education field. She is passionate and committed to building bridges through her work with the Professional Development Approval System and Credentialing. Jenna is excited about collaborating with all childhood care and education professionals and agencies by embedding the cultural humility approach.

**COMING SOON**

## Background Checks for Registered Trainers

The Registry is updating the background check requirements for Registered Trainers to better align with current Tier Trainer and Technical Assistance Professional qualifications.

**Beginning January 1, 2021,** Registered Trainers will be required to submit a copy of a Background Check completed in **the last 5 years.**

The Final Eligibility letter from the Department of Children and Families will be accepted by The Registry as proof of a background check completed. Registered Trainers, if you have your Final Eligibility letter or a copy of your background check completed in **the last 5 years,**

please email a copy to [support@the-registry.org](mailto:support@the-registry.org) or upload to your Trainer profile at your next renewal in preparation for this policy update.

## Training Sponsor Organization Approval

TSOs play an essential role in ensuring the workforce of childhood care and education professionals have access to a broad selection of training events, workshops, conferences and institutes. The Registry supports TSOs by providing access to the PDASystem to enter and track training provided and/or sponsored by organizations. Moving forward in 2020, TSOs will be required to sign an agreement and pay \$25 annually to use the PDASystem the same as an individual Trainer.

### **Purpose for an update in the approval process:**

- To elevate WI professional development to meet national best practices.
- To create equality between individual Trainers and TSO access to the PDASystem.
- To increase capacity of TSOs to offer all levels of training.
- To increase awareness of ethical obligations, professional responsibilities, and Registry PDASystem policy and procedure.

More information will be shared regarding this update in future newsletters.

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