Acceptable Documentation & Application Definitions

Submitting documentation to The Registry is how items that were self-reported become verified. After you submit your membership application, The Registry will email you a list of the documentation pending. Please send your documentation as soon as possible after you submit your membership application.

This resource contains information about documentation needed for the following pages of The Registry Membership Application: Education page, Employment page, Training page, and the Professional Organizations Membership & Contributions page.

Please Note: *If you are also applying to be a Trainer or Technical Assistance Professional, please read the* online toolkit *for more information.*

EDUCATION

High School:
 	
If you have graduated from high school, enter your graduation year. This is important for qualifying for positions such as, Director, Administrator, and Teacher.
	The Registry requires documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED). You will need to send ONE of the following documents:
	
	• Copy of a High School Diploma showing date of graduation.
	
	• Copy of High School Transcripts showing date of graduation.
	
	• Letter from the High School you attended, on school letterhead specifying the graduation date.
	
	• GED certificate issued by the Department of Education of the state in which it was achieved.
	
	• Official Transcripts sent directly to The Registry from an accredited college or university in an **unopened, originally sealed envelope** OR request your college or university email your official transcript to support@the-registry.org. The official transcript must show a degree completed or that the individual is enrolled in a program.
	
	• Copy of a Diploma from an accredited College or University showing:
	   o 1-year Technical Diploma
	   o Associate's Degree
	   o Bachelor's Degree
	   o Master's Degree
	   o Doctorate Degree
	
	• Verified State Teaching License.
	
	• An **evaluated** foreign transcript from an accredited foreign credential evaluation agency showing a degree completed or the program the individual was enrolled in. (See page 6 for more information regarding Foreign Transcript and Degree documentation).

Licensing:	**The following list shows information about licensing courses and the required documentation you will need to submit to The Registry for verification:**
In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.	• **Child Abuse and Neglect (CAN)** – list any child abuse trainings, including mandated reporter on your membership application. CAN is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006. **Expiration:** CAN expires two years after the date of completion. **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **AED** – list AED training on your membership application if it was included in your CPR/First Aid course. **Expiration:** AED expires two years after the date of completion. **Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for The Registry to verify. * • **Child CPR** – list Child CPR training on your membership application if it was included in your CPR/First Aid course. Child CPR expires two years after the date of completion. A list of approved agencies can be found on the [Wisconsin Department of Health Services website](#). **Expiration:** AED expires two years after the date of completion. **Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for The Registry to verify. * • **DCF – Infant Toddler Requirement** – the Infant Toddler requirement is embedded in coursework such as, Fundamentals of Infant and Toddler Care, as well as higher education courses Infant and Toddler Development, and Child Development. **Expiration:** This requirement does not expire once earned. **Documentation Needed:** Submit [official transcripts](#) if I/T requirement was embedded in a higher education course. If *Fundamentals of Infant and Toddler Care* was completed, no extra documentation is necessary. The I/T requirement will be verified by the training agency. • **DCF – Shaken Baby Syndrome (SBS)** – SBS is a stand-alone course and is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006. SBS is also embedded in the DPI Assistant Child Care Teacher course as of 7/1/2005. **Expiration:** This requirement does not expire once earned. **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. Name of recipient must be typed, and the Trainer must be on the Wisconsin SBS Approved Trainers List. • **DCF – Sudden Infant Death Syndrome (SIDS)** – SIDS is a stand-alone course and is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006. SIDS is also embedded in the DPI Assistant Child Care Teacher course as of 7/1/2005. **Expiration:** This requirement does not expire once earned. **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify.

| **Licensing (continued):**

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable. | • **First Aid –** list First Aid training on your membership application if it was included in your CPR/First Aid course. First Aid expires two years after the date of completion. First Aid can be completed through any agency.
Expiration: This requirement does not expire once earned.
Documentation Needed: Submit a copy of the front and back of a current CPR/First Aid card for The Registry to verify. *

• **Infant CPR –** record Infant CPR training if it was included in your CPR/First Aid course. A list of approved agencies can be found on the [Wisconsin Department of Health Services website](#).
Expiration: Infant CPR expires two years after the date of completion.
Documentation Needed: Submit a copy of the front and back of a current CPR/First Aid card for The Registry to verify. *

• **Pediatric First Aid –** record Pediatric First Aid training if it was included in your CPR/First Aid course. Pediatric First Aid can be completed through any agency.
Expiration: Pediatric First Aid expires two years after the date of completion.
Documentation Needed: Submit a copy of the front and back of a current CPR/First Aid card for The Registry to verify. *

Please Note: The Registry requires your CPR/First Aid card have the following:
• Your name.
• The date the training was completed.
• The date of expiration.
• The training sponsor organization. CPR certification must be from the approved organizations list found [Wisconsin Department of Health Services website](#). |
| **Other Education:**

In this section, list your other education information, including DPI courses, Montessori certificates, and previously offered credentials if applicable. | **The following list shows items from the OTHER EDUCATION dropdown menu and the required documentation you will need to submit to The Registry for verification:**

• **Apprenticeship –** This is a historical program and may no longer be offered.
Documentation Needed: Submit a copy of the certificate you received for The Registry to verify.

• **CCEI Early Childhood Credential –** This is a historical program and may no longer be offered.
Documentation Needed: Submit a copy of the certificate you received for The Registry to verify.

• **DPI High School Assistant Child Care Teacher Certificate –** This course is offered at approved high schools in Wisconsin. Shaken Baby Syndrome and SIDS are embedded in the course after 7/1/2005.
Documentation Needed: Submit a copy of the certificate you received for The Registry to verify. |

| **Other Education (continued):**

In this section, list your other education information, including DPI courses, Montessori certificates, and previously offered credentials if applicable.	• **DPI High School Child Care Teacher Certificate** – This course is offered at approved high schools in Wisconsin. **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **DPI High School Infant\Toddler Certificate** – This course is offered at approved high schools in Wisconsin. The DCF – Infant Toddler Requirement is embedded in this course. **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **Family Services Credential-Credit** **Documentation Needed:** Submit a copy of the certificate you received and your official transcripts for The Registry to verify. • **Family Services Credential-Non Credit** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **Infant, Early Childhood and Family Mental Health Certificate** **Licensed Practical Nurse (LPN)** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify your certification as a Licensed Practical Nurse. • **Mentor – Mentor Protégé –** This is a historical program and may no longer be offered. **Documentation Needed:** Submit your official transcripts for The Registry to verify. • **NWTC 9-12 Credit Technical Diploma** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **Registered Nurse (RN)** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify your certification as a Registered Nurse. • **The American Montessori Society (AMS)** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **The Association Montessori Internationale (AMI)** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **Wisconsin School-Age Credential** **Documentation Needed:** Submit a copy of the certificate you received for The Registry to verify. • **MACTE (Montessori Accreditation Council for Teacher Education)** **Documentation Needed:** Submit a copy of the certificate received for The Registry to verify.

CDA Credentials: In this section, list your CDA Credentials, if applicable.	The following CDA Credentials are accepted by The Registry and the required documentation you will need to submit to The Registry for verification: • **Family Child Care** • **Family Child Care (Bilingual)** • **Home Visitor** • **Home Visitor (Bilingual)** • **Infant Toddler** • **Infant Toddler (Bilingual)** • **Preschool** • **Preschool (Bilingual)** **Documentation Needed:** Submit a copy of the certificate received for each CDA Credential you have completed to The Registry to verify.
Registry Credentials: In this section, list any Registry Credentials you have completed. Registry Credentials are offered at approved UW colleges and Wisconsin Technical Colleges. For more information, please visit The Credentials Overview page on our website.	The following is a list of Registry Credentials and the required documentation you will need to submit to The Registry for verification: • **Registry Administrator Credential** • **Registry Afterschool/Youth Development Credential** • **Registry Diversity Credential** • **Registry Family Child Care Credential** • **Registry Inclusion Credential** • **Registry Infant Toddler Credential** • **Registry Leadership Credential** • **Registry Preschool Credential** • **Registry Program Development Credential** • **Registry Supporting Dual Language Learners Credential** **Documentation Needed:** Submit your official transcript to verify your Registry Credential. 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.
Higher Education: In this section, add your higher education if applicable. The Registry verifies the date you completed your degree (and major) and completed college credit.	The following list shows information about higher education and the required documentation you will need to submit to The Registry for verification: • **Some College** – If you have not earned a degree, you must choose this option and submit your official transcript for The Registry to verify. • **Technical Diploma** • **Associate Diploma** • **Bachelor Diploma** • **Master Diploma** • **Doctorate Diploma**

Higher Education (continued):
 	
In this section, add your higher education if applicable. The Registry verifies the date you completed your degree (and major) and completed college credit.
	Documentation Needed: Submit your **official transcripts** from an accredited college or university. By sending your official transcript, The Registry will verify completed credit and 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.
	
	If you have earned a degree, you may submit a copy of your diploma. If you submit a copy of your diploma instead of your official transcript, The Registry cannot verify your completed credits. The copy of your diploma must show the date of graduation for completion of:
	
	    o 1-year Technical Diploma
	    o Associate Degree
	    o Bachelor's Degree
	    o Master's Degree
	    o Doctorate Degree
	
	ADDITONAL INFORMATION
	
	FOREIGN TRANSCRIPTS
	
	Individuals with foreign transcripts, degrees, and other relevant documents are responsible for obtaining a complete evaluation of these documents for the U.S. Equivalency prior to applying for Registry membership. The Registry does not accept translated transcripts but evaluated transcripts only.
	
	Students with a high school diploma should obtain a **general evaluation report**. Students who have earned credits beyond high school should obtain a **course by course report**.
	
	More information regarding foreign educational document evaluation services can be found at the following link: [International Evaluation Services](#). Once the evaluation process is complete, submit the evaluation report to The Registry with your membership application.
	
	Evaluation of foreign educational documents is not a requirement for a Registry membership; however, you are encouraged to complete this process if you would like your education to be recognized in The Registry.

State Teaching License: In this section, you can list your DPI license if applicable.	**The following list shows the license types and the required documentation you will need to submit to The Registry for verification:** • **DPI 70 – Early Childhood (Birth-8)** • **DPI 71 – Early Childhood-Middle Childhood (Birth-age 11)** • **DPI 72 – Middle Childhood-Early Adolescence (Age 6-approx. 12-13)** • **DPI 73 – Early Adolescence-Adolescence (Age 10-21)** • **DPI 74 – Early Childhood-Adolescence (Birth-Age 21)** • **DPI 76 – Early Adolescence (Age 10-14)** • **DPI 080 Prekindergarten** • **DPI 083 Prekindergarten-Grade 3**

State Teaching License (continued): In this section, you can list your DPI license if applicable.	• **DPI 086 Prekindergarten-Grade 6** • **DPI 088 Prekindergarten-Grade 8** • **DPI 090 Prekindergarten-Kindergarten** • **DPI 100 Kindergarten** • **DPI 103 Grades Kindergarten-3** • **DPI 106 Grades Kindergarten-6** • **DPI 108 Grades Kindergarten-8** • **DPI – 808 Early Childhood-EEN (Grades PreK-K)** • **DPI – 809 Early Childhood Special Education (Grades PreK-3)** • **DPI – Other Teaching License** • **Out of State Teaching License** • **DCF Education Degree –** The DCF Education Degree is for Registry Office Use Only. **Documentation Needed:** A copy of the license you received and/or a print-out from Wisconsin DPI Educator Licensing Online (ELO) is acceptable for The Registry to verify the license.

EMPLOYMENT

Managerial Experience: Add Managerial Experience to your profile if you have one- year experience as a manager per Wisconsin Department of Children and Families DCF 251.05(1)(d)(3)(a).	**If you would like to list managerial experience on your employment history, you must submit the following documentation to The Registry for verification:** **Documentation Needed:** Submit a detailed job description or a detailed resume describing your time as a manager.

TRAINING

Training Certificates: In this section, consider sending documentation for any training within the past two years that isn't already listed on the Training page in your Registry Profile.	**The Registry classifies training into the following categories and requires the following documentation:**

The Registry classifies training into the following categories and requires the following documentation:

- **Tiered Training –** This is training that is approved by The Registry. The trainer or training sponsor is responsible for taking your attendance in The Registry system. If you are not sure, please ask your trainer at the time of the training.

  Documentation Needed: If the training appears on your Training History in your Registry Profile as **Verified**, you do not need to send in any documentation. If Tiered Training does not appear on your Registry Profile, you will need to contact the trainer or training sponsor organization requesting your name be added on the attendee roster in The Registry system.

- **Registered Training –** This is training entered in The Registry system. In most cases, the trainer or training sponsor will give attendees a certificate with a Registry Event ID number on the certificate.

  Documentation Needed: Submit a copy of the certificate you received for The Registry to verify. The certificate should have the following information:

  - Name of attendee.
  - Registry Event ID Number
  - Date of attendance (taken within the last 2 years).
  - Hours of attendance.
  - Name of trainer and training sponsor organization.
  - Title of the training (must be relevant to child care).

- **Non-Registry Approved Training –** This is training that is not approved by The Registry. If you send documentation for this type of training, The Registry will list it as Continuing Education Hours at the bottom of your Training History in your Registry Profile.

  Documentation Needed: Submit a copy of the certificate you received for The Registry to verify. The certificate should have the following information:

  - Name of attendee.
  - Date of attendance (taken within the last 2 years).
  - Hours of attendance.
  - Name of trainer and training sponsor organization.
  - Title of the training (must be relevant to child care).

ADDITIONAL INFORMATION
COMMON REASONS WHY TRAINING CERTIFICATES ARE NOT ACCEPTED

Training Certificates (continued):
 	
In this section, consider sending documentation for any training within the past two years that isn't already listed on the Training page in your Registry Profile.
	Trainings are manually reviewed by The Registry staff for alterations and certificate inconsistencies. Below are some common reasons training is not added to an individual's Learning Record:
	
	• Illegible or blurry information.
	    o e.g., date, hours, training name…etc.
	• Handwritten or altered training information (without trainer initials present on changes).
	    o e.g., date, hours, attendee name…etc.
	• Staff sign-in sheet.
	• Training registration or receipts (this is not a certificate of completion).
	• The participant is the individual providing the training that was submitted for hours.
	
	Please Note: To avoid having training not accepted, please review all documentation and submit it all once to The Registry.

PROFESSIONAL ORGANIZATION MEMBERSHIP & CONTRIBUTIONS

Professional Memberships and Professional Contributions:	**If you would like to list any professional memberships and/or professional contributions, you must submit the following documentation to The Registry for verification:** **Documentation Needed:** Submit a copy of the membership certificate to verify professional memberships. Submit a copy of the certificate to verify professional contributions.

SUBMITTING DOCUMENTATION

Make sure all your documents list your name and The Registry ID number. When you are ready, send (email, fax, or physically mail) all your documents together at one time.

Please Note: *Please request your college or university mail or email your official transcripts directly to The Registry.*

WAYS TO SUBMIT DOCUMENTATION

Scan/Email: support@the-registry.org

Fax: (608) 222-9779

Mail: The Registry
2908 Marketplace Drive #103
Fitchburg, WI 53719