

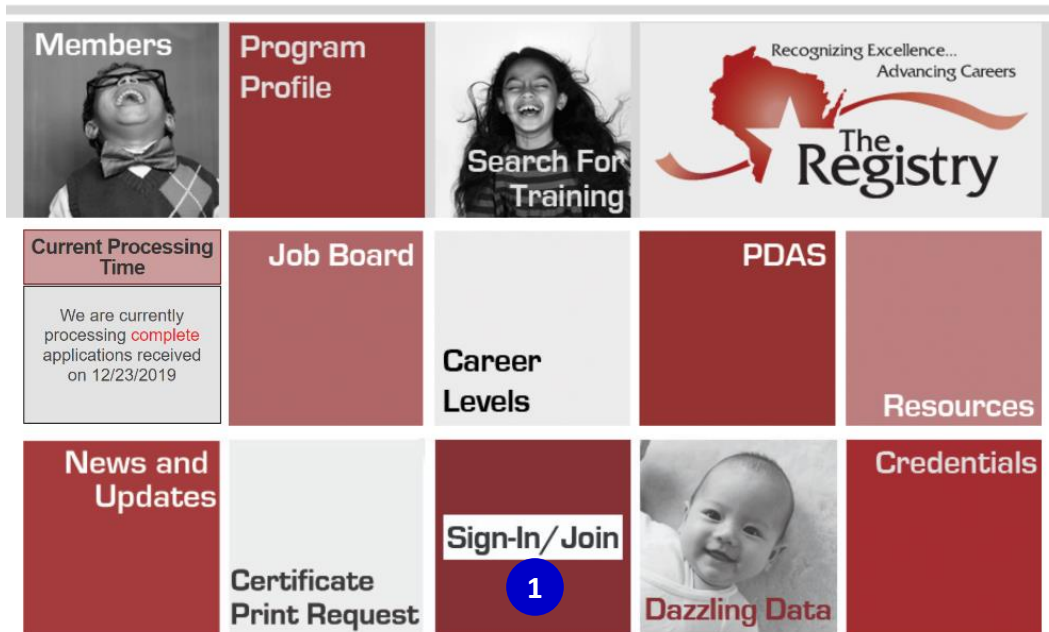
# Membership Application Guide



*This resource will guide you through the steps to becoming a Registry Member. Two appendices at the end of this guide provide additional information.*

*You will need a Registry account before you can apply for membership. If you have not already created an account, please download our [Creating a Registry Account](#) support guide to get started.*

## STEP 1: Go to [www.the-registry.org](http://www.the-registry.org)



1. Go to [www.the-registry.org](http://www.the-registry.org) and click on Sign-In/Join.

## STEP 2: Logging In

1. Enter your email address and password, then click **LOGIN**.



*Click on **FORGOT PASSWORD?** if you need to reset your password. If you are experiencing other issues logging in, download our [Logging In Tips](#) support guide.*

## STEP 3: Become a Registry Member

Summary

Personal

Education

Employment

Training

Professional

Reports

## Welcome, Jane Wisconsin

You have signed in but not submitted an application.

1

<input checked="" type="checkbox"/> Become a Registry Member		\$50.00
<input type="checkbox"/> Add a Trainer Endorsement		\$15.00
<input type="checkbox"/> Add a Technical Assistance Professional Endorsement		\$15.00
Total Fee:		\$50.00
2		<a href="#" style="background-color: #800000; color: white; padding: 5px 10px;">Apply</a>

1. Check the box next to **BECOME A REGISTRY MEMBER**.
2. Next, click the red **APPLY** button.

## STEP 4: Starting the Membership Application

### Registry Interview

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment history
4. Training
5. Professional Memberships/Contributions (Individual Membership only)
6. Submit Application

1

Start Interview

1. Click on **START INTERVIEW** to begin. This will start the membership application. You will need to complete and review the information listed for the following parts:
  1. Personal Information
  2. Education
  3. Employment history
  4. Training
  5. Professional Memberships/Contributions
  6. Submit Application

## STEP 5: Membership Application - Personal Information

Registry ID **143627**

First Name\*

Jane

Middle Name

Last Name\*

Wisconsin

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address\*

jwisconsin@gmail.com

1

### Ethnicity

Are you of Hispanic or Latino origin?\*

☐ Yes ☐ No ☒ Unspecified

Do you consider yourself?\*

Unspecified x

Select All that Apply

### Language

Primary Language\*

English

Additional Language

Preferred Training Language

-- None --

### Communication Preferences

The Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select Unsubscribe.

☒ Unsubscribe

You will continue to receive emails regarding your account.

☐ Subscribe

You will receive informational emails from The Registry in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

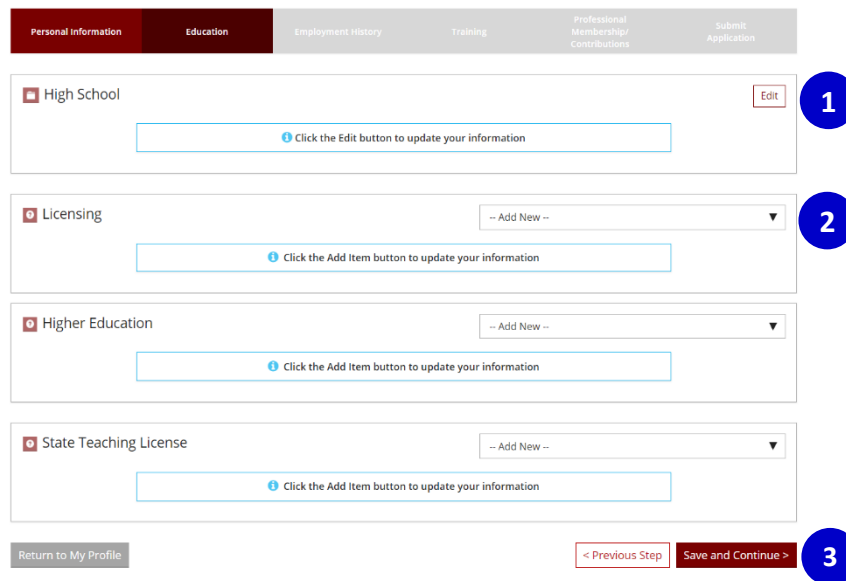
2

1. Verify all personal information is correct. This includes mailing address, home address (if different from mailing address), last five digits of social security number, birth date, ethnicity, language, and communication preferences.
2. Click **SAVE & CONTINUE**.

## STEP 5: Membership Application - Education

The Education page is where you list your high school, college, CDA, Montessori and Teaching License, and Department of Children and Families licensing requirements information. Use the drop-down menus within each category to self-report the education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

### Education



1. Click on **EDIT** under High School to self-report the status of your high school graduation.
  - A window will display. Use the drop-down menu to select if you have a high school diploma or GED.
  - If you select **I HAVE A HIGH SCHOOL DIPLOMA OR GED**, another text box will display to type the graduation year. Click **SAVE AND CLOSE** to continue.
2. Use the drop-down menus within each category to self-report the education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
3. Click on **SAVE AND CONTINUE** when finished on the Education page.

## STEP 7: Membership Application - Employment History

The next step is adding any employment history related to the childcare field. Most often, this will be regulated childcare, where a Licensed Facility number or DCF Provider number has been issued. Other direct care can be added to the Employment History page. Please see [Appendix B: Employment](#) for the steps to add Other Direct Care and Training or Local/State Agency.


### Employment History

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
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Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

1
Add Employment Record

Employer	Title	Compensation	Start	End	Status
 The Registry	Agency Staff	Not Provided	10/23/2017	Present	Self Reported



#### Managerial Experience

Add 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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

Return to My Profile
< Previous Step
Save and Continue >

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History. You will be taken to a page to choose your employment type (see page 6).



If you have Managerial Experience, make sure to list it online in your employment records. See the **EMPLOYMENT** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

## STEP 7A: Employment History – Wisconsin Regulated Child Care and Education

### Select Employer Type


Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
Select the option that best describes your employer:					
<a href="#">Return to Employment List</a>					
<p>Wisconsin Regulated Child Care and Education</p> <ul style="list-style-type: none"> <li>Licensed or Certified by the Department of Children and Families</li> <li>YoungStar Participants</li> <li>Legally Exempt Programs</li> </ul> <p style="text-align: right;"><b>1</b> <a href="#">Select</a></p>					
<p>Other Direct Child Care</p> <ul style="list-style-type: none"> <li>Public/Private School</li> <li>Out of State Child Care</li> <li>Wisconsin regulated programs closed before 2001</li> </ul> <p style="text-align: right;"><a href="#">Select</a></p>					
<p>Training or Local/State Agency</p> <ul style="list-style-type: none"> <li>Non-Direct Care</li> <li>Training or support agencies</li> <li>Related government agencies</li> </ul> <p style="text-align: right;"><a href="#">Select</a></p>					

- Click **SELECT** next to Wisconsin Regulated Child Care and Education.



If your employment type is **Other Direct Child Care** or with a **Training or Local/State Agency**, please see [Appendix B: Employment](#) for step-by-step instructions on how to add these types of employment.

## STEP 7B: Employment History – Employer Search



### Employer Search

Personal Information	Education	Employment History
<p>Search for: Wisconsin Regulated Child Care and Education</p> <p>Use your Licensed Facility or DCF Provider number to quickly find your employer.</p> <p>Registry Organization / Program ID</p> <input type="text"/> <p><a href="#">Search</a></p> <p>Employer Name</p> <input type="text"/> <p>City</p> <input type="text"/> <p>Licensed Facility #</p> <input type="text"/> <p>DCF Provider #</p> <input type="text"/> <p><a href="#">Start Over</a></p>		

- Use the Employer Search to connect your employment entry to your Employer's Program Profile. The most accurate way to locate your Employer is by using their Licensed Facility Number or DCF Provider Number (see search results below).



If you do not know your Employer's Licensed Facility number or DCF Provider number, search using the **EMPLOYER NAME** and **CITY**.

Search for: Wisconsin Regulated Child Care and Education

Use your Licensed Facility or DCF Provider number to quickly find your employer.

Registry Organization / Program ID  
Q

Employer Name  
Q

City  
Q

Licensed Facility #  
Q 1010699

**2** Search

DCF Provider #  
Q

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
<b>3</b> 1234	Once Upon A Time Child Care Center		1010699	7/31/2006

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact us](#) if you still cannot locate your employer.

2. After typing in the Licensed Facility number, click **SEARCH**.
3. The Employer information will display at the bottom of the page. Click on the Organization ID or Name of Employer to continue.

## STEP 7C: Employment History – Position Details

Position Details

Personal Information Education Employment History Training

You selected the following program. Confirm the selected program is correct.

Program Information

Licensed Facility # 1010699

Effective 7/31/2006

Name Once Upon A Time Child Care Center

Address

Phone

Email

**1** Confirm Return

1. Verify the information is correct for your Employer. Click **CONFIRM** to continue.

## STEP 7D: Employment History – Position Information

1

### Position Information

Position\*

Teacher ▼

Hours Per Week\*

40

Months per year\*

12

☒ This is my primary employer

Ages you work with\*

☐ Infants (0-12 months)

☐ Five Year Olds (61-72 months)

☐ One Year Olds (13-24 months)

☐ Elementary (K-5th grade)

☐ Two to Two and half (25-30 months)

☐ Middle (6th-8th grade)

☐ Two and a Half to Three - (31-36 months)

☐ Secondary (High School)

☒ Three Year Olds - (37-48 months)

☐ Adults

☒ Four Year Olds (49-60 months)

Start Date\*

01/02/2020

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

### Compensation

The Registry recommends entering your wage information. \*

☒ I receive an hourly wage

\$ 10.00

☐ I receive an annual salary  
☐ I do not wish to provide this information

Date of last wage increase

Status Self Reported

2

💡

Save

Cancel

1. Enter your position details.
2. Click **SAVE** to continue.



*Compensation is an optional question. The Registry does provide this data to many agencies across the state and nation to help close the gap in compensation.*



## STEP 7E: Employment History – Review and Continue

### Employment History

Personal Information
Education
**Employment History**
Training
Professional Membership/Contributions
Submit Application

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

Add Employment Record

Employer	Title	Compensation	Start	End	Status
Once Upon A Time Child Care Center	Teacher	\$10.00 / hr.	1/2/2020	Present	Self Reported
The Registry	Agency Staff	Not Provided	10/23/2017	Present	Self Reported

Managerial Experience

Add 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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

Return to My Profile

< Previous Step

Save and Continue >

1

- After all employment history has been added, click **SAVE AND CONTINUE** to move to the next step in the application.

## STEP 8: Membership Application - Training

### Training

Personal Information
Education
Employment History
**Training**
Professional Membership/Contributions
Submit Application

Add Approved Training:

Enter your Registered Event ID.  
This ID# can be found on the Registered Training Attendance Certificate.

Event ID

1

Add Event

Click the Add Item button to update your information

Continuing Education Hours

No continuing education hours have been added to this online application

Return to My Profile

< Previous Step

Save and Continue >

2

- Members may add training for certificates with a Registry Event ID. The Event ID can be typed in the **EVENT ID** text box, then click **ADD EVENT**. If there is not a Registry Event ID number on the certificate, please send in a copy of your certificate. See the **TRAINING** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
- Click **SAVE AND CONTINUE**.

## STEP 9: Membership Application - Professional Memberships/Contributions

Personal Information
Education
Employment History
Training
Professional Membership/Contributions
Submit Application

### Professional Memberships

Memberships
-- Select to add Professional Membership --

### Professional Contributions

Contributions
-- Select to add Professional Contribution --

Return to My Profile
< Previous Step
Save and Continue >

1. Use the drop-down menus to add Professional Memberships and/or Professional Contributions. See the **PROFESSIONAL ORGANIZATION MEMBERSHIP & CONTRIBUTIONS** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. Click **SAVE AND CONTINUE**.

## STEP 10: Membership Application - Submit Application

### Submit Application

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
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#### Instructions:

1

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

#### Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance
- Professional Membership Information (Individual Membership Only)
- Professional Contributions (Individual Membership Only)

#### What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will be sent a list of verification documentation to send in.
- Your payment will be processed as soon as it is received.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Registry Certificate and unlock your account.
- This application counts as your official initial application; you will not need to submit a paper application.

#### Application Selections

Item	Level	Expires	Fee*
Registry Membership	None - Initial	N/A	\$50.00
<b>Total Processing Fee*:</b>			<b>\$50.00</b>

\*A submission fee is required where noted in order to process your Online Application. Payments will be processed immediately. All fees are subject to change without notice.

The Registry accepts and highly encourages payment via **all major credit cards** using our secure Stripe interface. A Stripe account is not required to use this service.

Alternatively you can send in a check payable to **The Registry** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

Cancel

< Previous Step

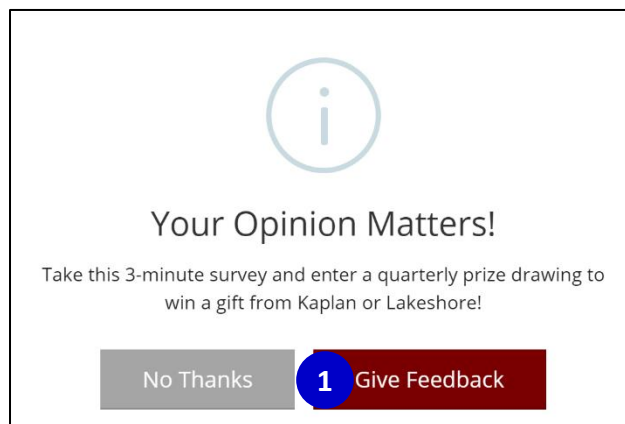
Submit Application

2

1. Review the Instructions for submitting the application.
2. Click **SUBMIT APPLICATION**.

**Please Note:** Once an application has been submitted, the account is locked. No changes can be made until the application has been processed, finalized, and your membership is listed as Current.

## STEP 11: Membership Application – Optional Survey



1. Take our 3-minute survey and be entered in our quarterly prize drawing. Click **GIVE FEEDBACK** to complete the survey.

## STEP 12: Membership Application – Payment and Documentation

### Submit Application

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
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✔ Application Successfully Submitted.  
Your application has been successfully submitted on 03/07/2020.

The next step toward completing the process is for you to send us verification documents. The Registry will only accept official transcripts from accredited colleges or universities. Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.

Your Registry ID number is 143627. Please include your Registry ID number on all verification documents.

**You have until 4/21/2020 (45 days) to send in the following documentation:**

**Membership**

1. High school diploma

**Next Steps:**

- If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
- Place all other documents in one envelope and mail it as soon as possible to our mailing address below. You may also email or fax documents to The Registry. Please include your Registry ID number on these documents.

E: [support@the-registry.org](mailto:support@the-registry.org)  
F: 608-222-9779

Mailing Address:  
The Registry  
Document Verification Department  
2908 Marketplace Drive  
Suite 103  
Fitchburg, WI 53719

**2** I have no documentation to submit

**3** Application Submission Fee

Your Registry application fee has not yet been received. If you sent a check, please allow two to three weeks for payment processing. Otherwise, you can pay online now. Your application will be canceled if payment is not received within 45 days from when your online application was submitted.

Invoice	143627-20200307-2
Status	Unpaid
Amount	\$50.00
Payment From	#143627 Jane Wisconsin
Coupon Code	<input type="text"/>

Receipt will be emailed **5**

**4a** Pay Online

Clicking "Pay Invoice" will allow you to pay via credit card online.

**4a** Pay Invoice

- Documentation can now be sent to The Registry. All documentation must be received within 45 days of the submit date. See the **SUBMITTING DOCUMENTATION** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
- If no documentation will be sent to The Registry, please click the **I HAVE NO DOCUMENTATION TO SUBMIT** button. This will allow us to process the application with all documentation that was previously sent to The Registry.

3. Here is your invoice for membership fees. The invoice must be paid within 45 days of the submit date. Your receipt will be emailed to you.
4. Invoices can be paid in the following ways:
  - a. Online with a Credit/Debit Card  
(Click on **PAY INVOICE** to make the payment online. The browser may ask you to leave the page. Click **LEAVE** to apply the payment.)
  - b. Check mailed to The Registry
  - c. Money Order mailed to The Registry

***Please Note:*** Registry Specialists are not able to take payment over the phone.

5. If you have a coupon code to apply, type the code in the text box next to Coupon and click **APPLY**. The browser may ask you to leave the page. Click **LEAVE** to apply the coupon code.

## APPENDIX A: 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](mailto: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:
  - 1-year Technical Diploma
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - 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:

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

The following list shows information about licensing courses and the required documentation you will need to submit to The Registry for verification:

- **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 – Abusive Head Trauma (AHT)** – AHT is a stand-alone course and replaced the SBS requirement as of 9/1/2020.

**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/AHT Approved Trainers List.
- **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/AHT Approved Trainers List.



## Licensing (continued):

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

- **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.
- **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:** 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. \*
- **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.

## 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 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.
- **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.

	<ul style="list-style-type: none"> <li>• <b>MACTE (Montessori Accreditation Council for Teacher Education)</b> <b>Documentation Needed:</b> Submit a copy of the certificate received for The Registry to verify.</li> </ul>
<p><b>CDA Credentials:</b></p> <p>In this section, list your CDA Credentials, if applicable.</p>	<p>The following CDA Credentials are accepted by The Registry and the required documentation you will need to submit to The Registry for verification:</p> <ul style="list-style-type: none"> <li>• Family Child Care</li> <li>• Family Child Care (Bilingual)</li> <li>• Home Visitor</li> <li>• Home Visitor (Bilingual)</li> <li>• Infant Toddler</li> <li>• Infant Toddler (Bilingual)</li> <li>• Preschool</li> <li>• Preschool (Bilingual)</li> </ul> <p><b>Documentation Needed:</b> Submit a copy of the certificate received for each CDA Credential you have completed to The Registry to verify.</p>
<p><b>Registry Credentials:</b></p> <p>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 <a href="#">The Credentials Overview page</a> on our website.</p>	<p>The following is a list of Registry Credentials and the required documentation you will need to submit to The Registry for verification:</p> <ul style="list-style-type: none"> <li>• Registry Administrator Credential</li> <li>• Registry Afterschool/Youth Development Credential</li> <li>• Registry Diversity Credential</li> <li>• Registry Family Child Care Credential</li> <li>• Registry Inclusion Credential</li> <li>• Registry Infant Toddler Credential</li> <li>• Registry Leadership Credential</li> <li>• Registry Preschool Credential</li> <li>• Registry Program Development Credential</li> <li>• Registry Supporting Dual Language Learners Credential</li> </ul> <p><b>Documentation Needed:</b> Submit your official transcript to verify your Registry Credential. Request your college or university send your official transcript directly to The Registry in an <b>unopened, originally sealed envelope</b> OR request your college or university email your official transcript to <a href="mailto:support@the-registry.org">support@the-registry.org</a>.</p>

## 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.

## 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.

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**

**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](mailto: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:

- 1-year Technical Diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

## ADDITIONAL 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
- 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:

- **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.
  - e.g., date, hours, training name...etc.
- Handwritten or altered training information (without trainer initials present on changes).
  - 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](mailto:support@the-registry.org)

Fax: (608) 222-9779

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



## APPENDIX B: EMPLOYMENT

This appendix walks through adding employment for programs or agencies that are not licensed: [OTHER DIRECT CARE](#) and [TRAINING OR LOCAL/STATE AGENCY](#).

**OTHER DIRECT CARE** – This employment type is for recording employment within a Public School/Private School, Out of State Child Care, Wisconsin regulated programs closed before 2001, etc.

### STEP 7: Membership Application - Employment History

#### Employment History

Personal Information

Education

Employment History

Training

Professional Membership/Contributions


Submit Application

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

1

Add Employment Record

Employer	Title	Compensation	Start	End	Status
 The Registry	Agency Staff	Not Provided	10/23/2017	Present	Self Reported

#### 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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

[Return to My Profile](#)
[< Previous Step](#)
[Save and Continue >](#)

- Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

### STEP 7A: Employment History – Other Direct Child Care

#### Select Employer Type

Personal Information

Education

Employment History

Training

Professional Membership/Contributions

Submit Application

Select the option that best describes your employer:

Return to Employment List

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

1

Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

Select

- Click **SELECT** next to Other Direct Child Care



## STEP 7B: Employment History – Enter Employer Details

### Enter Employer Details

Do not add a new employer if you work in Wisconsin Regulated or legally exempt child care. Staff of YoungStar participant programs should click "Start Over" and select from the Wisconsin Regulated Child Care option.

1

Employer's Name\*

Program Type\*

-- Make Selection --

Contact First Name

Contact Last Name

Mailing Address\*

Suite/Box#

Country

United States

Zip\*

City\*

State\*

WI

County\*

Phone\*

 -  - 

Fax

 -  - 

2

Save and Continue > Start Over

1. Enter details about your Employer
2. Click **SAVE AND CONTINUE**.

## STEP 7C: Employment History – Confirm Program Information

### Program Information

Name ABC Child Care

Address

Phone

1

Confirm

Return

1. Review that the correct information is listed about your Program and click **CONFIRM**.

## STEP 7D: Employment History – Position Information

1

### Position Information

Position\*  

Teacher ▼

Hours Per Week\*  

40

Months per year\*  

12

☒ This is my primary employer

Ages you work with\*

<input type="checkbox"/> Infants (0-12 months)	<input type="checkbox"/> Five Year Olds (61-72 months)
<input type="checkbox"/> One Year Olds (13-24 months)	<input type="checkbox"/> Elementary (K-5th grade)
<input type="checkbox"/> Two to Two and half (25-30 months)	<input type="checkbox"/> Middle (6th-8th grade)
<input type="checkbox"/> Two and a Half to Three - (31-36 months)	<input type="checkbox"/> Secondary (High School)
<input checked="" type="checkbox"/> Three Year Olds - (37-48 months)	<input type="checkbox"/> Adults
<input checked="" type="checkbox"/> Four Year Olds (49-60 months)	

Start Date\*

01/02/2020

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

💡

### Compensation

The Registry recommends entering your wage information. \*

☒ I receive an hourly wage

\$ 10.00

☐ I receive an annual salary

☐ I do not wish to provide this information

Date of last wage increase

status Self Reported

2

Save

Cancel

1. Enter position details.
2. Click **SAVE**.



*Compensation is an optional question. The Registry does provide this data to many agencies across the state and nation to help close the gap in compensation.*

[\*\*GO TO STEP 8\*\*](#)

**TRAINING OR LOCAL/STATE AGENCY** – This employment type is for non-direct care, training or support agencies, or related government agencies.

## STEP 7: Membership Application - Employment History


### Employment History

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
----------------------	-----------	--------------------	----------	---------------------------------------	--------------------

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

Add Employment Record

Employer	Title	Compensation	Start	End	Status
 The Registry	Agency Staff	Not Provided	10/23/2017	Present	Self Reported

### Managerial Experience

Add 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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

Return to My Profile

< Previous Step

Save and Continue >

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

## STEP 7A: Employment History – Training or Local/State Agency

### Select Employer Type

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
----------------------	-----------	--------------------	----------	---------------------------------------	--------------------

Select the option that best describes your employer:

Return to Employment List

#### Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

#### Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

Select

#### Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

1

Select

1. Click **SELECT** next to Training or Local/State Agency.

## STEP 7B: Employment History – Search for Employer

Search for: Training or Local/State Agency

Registry Organization / Program ID

Q

1

Employer Name

Q Teachers On Call

City

Q Bloomington

2 Search

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address
<a href="#">53365</a>	<a href="#">Teachers On Call</a>	3001 Metro Drive Bloomington, MN 55425

1. Enter Registry Organization ID/Program ID or Employer Name and City.
2. Click **SEARCH**.
3. Click on the Organization ID or Name to continue.

## STEP 7C: Employment History – Confirm Program Information

You selected the following program. Confirm the selected program is correct.

### Program Information

Name	<b>Teachers On Call</b>
Address	3001 Metro Drive, Bloomington, MN 55425 Hennepin County United States
Phone	(952) 703-3719
Email	<a href="mailto:ece@teachersoncall.com">ece@teachersoncall.com</a>

1 Confirm Return

1. Review that the correct information is listed about your Program and click **CONFIRM**.

## STEP 7D: Employment History – Confirm Program Information

**Position Information**

1 **Position\***  
 Teacher ▼

**Hours Per Week\***  
 40


**Months per year\***  
 12

☒ This is my primary employer

**Ages you work with\***

<input type="checkbox"/> Infants (0-12 months)	<input type="checkbox"/> Five Year Olds (61-72 months)
<input type="checkbox"/> One Year Olds (13-24 months)	<input type="checkbox"/> Elementary (K-5th grade)
<input type="checkbox"/> Two to Two and half (25-30 months)	<input type="checkbox"/> Middle (6th-8th grade)
<input type="checkbox"/> Two and a Half to Three - (31-36 months)	<input type="checkbox"/> Secondary (High School)
<input checked="" type="checkbox"/> Three Year Olds - (37-48 months)	<input type="checkbox"/> Adults
<input checked="" type="checkbox"/> Four Year Olds (49-60 months)	

**Start Date\*** 01/02/2020 **End Date**  
(mm/dd/yyyy) (mm/dd/yyyy)

 **Compensation**

The Registry recommends entering your wage information. \*

☒ I receive an hourly wage  
 \$ 10.00

☐ I receive an annual salary  
☐ I do not wish to provide this information

**Date of last wage increase**

status Self Reported

2 **Save** **Cancel**

1. Enter your position details.
2. Click **SAVE**.



*Compensation is an optional question. The Registry does provide this data to many agencies across the state and nation to help close the gap in compensation.*

[\*\*GO TO STEP 8\*\*](#)