

Updating Employment History



This guide walks through the steps of updating your Employment History. Please note this guide shows how to enter three types of employment. Please select the type of employment you would like to see how to enter: [Wisconsin Regulated Child Care and Education](#), [Other Direct Care](#), or [Training or Local / State Agency](#).

WISCONSIN REGULATED CHILD CARE AND EDUCATION – Licensed or Certified by DCF.

The screenshot shows the 'Employment History' section of a web application. At the top, there is a navigation bar with tabs: Summary, Personal, Education, Employment (selected), Training, and Professional. Below the navigation bar, the title 'Employment History' is displayed. To the right of the title is a blue circle with the number '1' and a button labeled 'Edit Employment'. Below this is a table with the following columns: Employer, Title, Compensation, Start, End, and Status. The table contains one entry: Employer: Heart Of A Child Llc Child Dev Cnt, Title: Teacher, Compensation: Not Provided, Start: 3/1/2020, End: Present, Status: Self Reported.

Employer	Title	Compensation	Start	End	Status
Heart Of A Child Llc Child Dev Cnt	Teacher	Not Provided	3/1/2020	Present	Self Reported

1. Click on **EDIT EMPLOYMENT**.

Employment History

The screenshot shows the 'Employment History' section of a web application. At the top, there is a navigation bar with tabs: Personal Information, Education, Employment History (selected), Training, Professional Membership/Contributions, and Submit Application. Below the navigation bar, there is a paragraph of text: 'Please add a record for every early care and education position you hold or have held in the past.' followed by three bullet points: '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.', and 'You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.' To the right of this text is a blue circle with the number '2' and a button labeled 'Add Employment Record'. Below this is a table with the following columns: Employer, Title, Compensation, Start, End, and Status. The table contains one entry: Employer: The Registry, Title: Agency Staff, Compensation: Not Provided, Start: 10/23/2017, End: Present, Status: Self Reported. Below the table is a button labeled 'Add Experience'. At the bottom of the page, there are three buttons: 'Return to My Profile', '< Previous Step', and 'Save and Continue >'. The 'Save and Continue >' button is highlighted in red.

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

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

Select Employer Type

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Submit Application
Select the option that best describes your employer:					
<p>Wisconsin Regulated Child Care and Education</p> <ul style="list-style-type: none"> Licensed or Certified by the Department of Children and Families YoungStar Participants Legally Exempt Programs 					<p>3</p> <p>Return to Employment List</p>
<p>Other Direct Child Care</p> <ul style="list-style-type: none"> Public/Private School Out of State Child Care Wisconsin regulated programs closed before 2001 					Select
<p>Training or Local/State Agency</p> <ul style="list-style-type: none"> Non-Direct Care Training or support agencies Related government agencies 					Select

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

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> <p>Q</p> <p>Search</p>		
<p>Employer Name</p> <p>Q</p>		
<p>City</p> <p>Q</p>		
<p>Licensed Facility #</p> <p>Q</p>		
<p>DCF Provider #</p> <p>Q</p>		
<p>Start Over</p>		

4

- 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.

Please Note: 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
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
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.

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

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 **Example Child Care Center**

Address 123 Example Road, Madison, WI 53719
Dane County

Phone 608-111-1111

Email test@testmail.com

7 **Confirm** Return

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

8

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9

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

Save

Cancel

8. Enter your position details.
9. Click **SAVE** to continue.



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

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.*

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.

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

2

Training or Local/State Agency

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

Select

2. Click **SELECT** next to Other Direct Child Care

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.

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

 - -

3

4

Save and Continue >

Start Over

3. Enter Employer details.
4. Click **SAVE AND CONTINUE**.

Program Information

Name

5

Example Direct Care

Address

123 Example Road, Madison, WI 53719
Dane County

Phone

608-111-1111

6

Confirm

Return

5. Confirm Program Information entered.
6. Click **CONFIRM**.

7

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)
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☐ One Year Olds (13-24 months)
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 ☐ 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

8

Save

Cancel

7. Enter position details.
8. Click **SAVE**.

7 – Managing Employee Invitations

March 2020

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

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.

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Add Experience

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Return to My Profile

< Previous Step

Save and Continue >

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

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

Select

2

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

Search for: Training or Local/State Agency

Registry Organization / Program ID

Q

3

Employer Name

Q Teachers On Call

City

Q Bloomington

4

Search

Start Over

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

Organization ID	Name	Address
53365	Teachers On Call	3001 Metro Drive Bloomington, MN 55425

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.
- Still can't find your employer? [Start here](#)

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

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

Program Information

Name **6** Example Training Center

Address 123 Example Road, Madison, WI 53719
Dane County

Phone 608-111-1111

Email [etc@email.com](#)

7 Confirm Return

6. Confirm the Program Information.

7. Click **CONFIRM**.

8

9

Position Information

Position*
Teacher ▼

Hours Per Week*
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Months per year*
12

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Ages you work with*

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Start Date*

01/02/2020

(mm/dd/yyyy)

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Date of last wage increase

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Cancel

8. Enter position details.

9. Click **SAVE**.