



Wisconsin Registry Training & Technical Assistance Professional (T-TAP) Course Series Instructor Approval Process

Thank you for your interest in becoming approved to offer the Wisconsin Registry Trainer and Technical Assistance Professional (T-TAP) Courses. The Wisconsin Registry is the agency that oversees the T-TAP course curriculum and instructor approval process to offer the T-TAP course series. The T-TAP courses are required to meet the adult education requirement to become an approved Trainer or Technical Assistance Professional. The T-TAP course series includes:

- Foundations Course
- Training Professional Course
- Technical Assistance Professional Course

To apply to become a T-TAP course series instructor, you must first meet the following criteria:

- Have experience as an adult educator/trainer providing a minimum of 200 hours of Tier level training.
- Be a Registry Level 13 or higher.
- Have successfully completed the T-TAP course series as a participant.
- Hold a current Tier 3 Trainer Endorsement in the Wisconsin Registry.
- Be proficient in creating and presenting your own training content.
- Have the [Language Endorsement](#) if proficient in a second language and are planning on training in your second language.

If you meet the above criteria and would like to pursue becoming an approved T-TAP course series instructor, you must complete an application process. This process includes:

- Completing an application and commitment form
- Submitting an up-to-date resume including Registry Level and ID#
- Submitting a completed Trainer Self-Assessment using the Inventory of Practice (IOP) through the lens of a T-TAP course instructor application
- Completing a Qualified Observer Evaluation which includes:
 - Inviting a qualified observer to attend a training you developed.
 - Being observed for no less than 1 hour.
 - Providing a detailed outline of the training to your qualified observer prior to the training along with the evaluation form.
 - Requesting your qualified observer submit their evaluation to the Wisconsin Registry.
- Submitting an outline of the training provided to the qualified observer along with the name and contact information of your qualified observer.

All required materials must be sent to the Wisconsin Registry in a zip file. The Wisconsin Registry notifies all applicants the outcome of the review process within 30 days of receiving all required materials.

If you have further questions regarding the T-TAP course instructor approval process, please contact the Wisconsin Registry at support@wiregistry.org or 608-222-1123, ext. 5.