



Training Sponsor Organization Agreement Information

Good Morning,

As previously [announced](#), Training Sponsor Organizations (TSOs) will be required in the next few months to sign an annual agreement form to access The Registry Professional Development Approval System (PDASystem) in order to submit training. The agreement form outlines required ethical obligations and professional responsibilities that align with best practices. Considering how essential TSOs are in providing training to early care and education professionals, this requirement is vital to the integrity of Registry approved training.

Upon signing the agreement form, TSOs will be charged \$25 annually to better align with the yearly cost individual trainers pay to continue using The Registry PDASystem. Generated revenues will provide funding for improvements and enhancements to the current system.

Please Note: *You are receiving this communication because you are listed as the owner or contact person of a Registry Program Profile that is able to submit training to The Registry for approval (Training Sponsor Organization).*

NEXT STEPS

Timeline

- The TSO agreement form is not currently available. This communication is letting you know what to expect. **There is no action to take at this time.**
- The Registry will email you directions and more information in the next month regarding the specific time frame you have to sign the agreement form and pay the \$25 without losing access to The Registry PDASystem.

Considerations

- It is recommended you take this time to review and answer the following questions:
 - **Does your program want to continue being a Training Sponsor Organization?**
If your program does not have interest in using The Registry PDASystem to submit training, you will not need to sign the agreement form or pay the \$25 charge.
 - **Who will sign the agreement form?**
Anyone with administrative access to your program (organization profile user) has the ability to sign the agreement form and pay the \$25 fee. Only one person needs to do this.

Payment Options

- You will be able to pay the \$25 in The Registry system with a credit card.
- You may also mail a check or money order to [The Registry](#).

Reminder: *If you are the owner or contact person for multiple TSOs, you or someone with administrative access (organization profile user) will need to take action for each organization.*

If you have any questions regarding the Training Sponsor Agreement Form or are no longer associated with a Registry Program Profile and would like assistance transferring ownership, please [contact us](#).

Sincerely,
The Registry PD Department

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