

Email not displaying correctly? [View it](#) in your browser.



**In this edition, you will learn more about:**

- An update on the **criminal background record check** requirement.
- Frequently asked questions about the **Training Sponsor Organization renewal process**.
- Additional considerations when writing the **Diversity & Inclusion Statement** during course submission.
- Information on the **2021 PDAS Summit**.

---

Welcome to the latest edition of *Training Solutions*.

It is amazing to think it has been over a year since many of us have been able to connect in-person with our colleagues, training attendees, providers, and the programs we serve. Yet, through our collective strengths, professional development services have remained strong in our state despite the challenges of the health pandemic. Thank you again for your continued perseverance and innovation!

---

“Invest in your professional development. Specialize... and team up with colleagues who have different strengths.”

As always, we invite you to [contact us](#) with any questions you have regarding the updates and reminders.

Be safe and stay healthy!

Christine Moldenhauer, Director of Operations

Jenna Finley, Professional Development Coordinator

## **CRIMINAL BACKGROUND RECORD CHECK REQUIREMENT & ELIGIBILITY LETTER**

Effective January 2021, all Registered Trainers, all Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals are required to submit to The Registry documentation of a completed criminal background record check completed within the last 5 years. This policy has been updated to give the option of submitting the Final Eligibility Letter from the Department of Children and Families (DCF) **or** the Department of Justice (DOJ) name-based criminal history record check as proof of a completed criminal background record check. The criminal background record check must be uploaded when submitting a Registry Trainer or TA Professional application.

### **Acceptable Criminal Background Record Check Documentation Options:**

- Copy of Final Eligibility Letter from DCF
- Copy of DOJ Name-Based Criminal History Record Check

### **Not Acceptable Criminal Background Record Check Documentation:**

- Screen shot of the Final Eligibility Letter from Child Care Portal
- Criminal Background Record Check from another agency

## **REMINDER: Expired Background Checks**

If your criminal background record check is going to expire within your membership year, you must submit an updated copy of your background check to maintain Registry approval. Trainers and TA Professionals are encouraged to think ahead and upload an updated criminal background record check with their renewal application. If your Registry membership expires within 6 months, Registry staff will contact you via email for a new criminal background record check.

For more information regarding this policy and steps for obtaining a criminal background record check, please review the [Obtaining a Criminal Background Record Check support guide](#).

## **TRAINING SPONSOR ORGANIZATION (TSO) RENEWAL**

The Registry supports Training Sponsor Organizations (TSOs) by providing access to the Registry Professional Development Approval System (PDASystem) to enter and track training provided and/or sponsored by organizations. TSOs are required to sign an agreement form and pay \$25 annually to access the Registry PDASystem. The sponsor agreement form outlines required ethical obligations and professional responsibilities that align with professional development best practices and with the renewal process individual trainers complete to use the Registry PDASystem.

In August 2020, The Registry began the process of implementing TSO renewal to maintain access to the Registry PDASystem. Here are some frequently asked questions The Registry has received regarding the TSO renewal process.

**Why am I getting a TSO renewal email?**

The profile owner and contact of the TSO will be notified via email of their organizations upcoming TSO Agreement expiring in 30 days. The option to become a TSO was first selected when setting up your Organization/Program Profile.

### **What does this TSO renewal email mean?**

This email is a notification that you need to renew your TSO status. Completion of the renewal process is required to maintain continuous access to the Registry PDASystem to submit courses and events.

### **What are my next steps after receiving the TSO renewal email?**

Follow the steps outlined in the [TSO Renewal support guide](#).

### **What if my organization no longer offers training, or never has?**

If your program does not have interest in using the Registry PDASystem to submit training, you do not need to sign the agreement form or pay the \$25 charge. You can simply let the sponsorship expire.

### **I oversee several programs. Do I have to do TSO renewal for all of them?**

All organizations with a Registry Program Profile that want to enter training will need to sign the agreement form and pay the annual \$25 fee. If this is not feasible and the multiple organizations you own have business ties, you can designate one organization to be the TSO. The owner of that approved TSO can then grant permission for directors and authorized staff who are employed at the other organizations access to the TSO so they may submit training and manage the attendance rosters. Then you can let the agreement expire for the other programs that will no longer be a TSO. Feel free to contact The Registry if you would like to discuss options for your organization.

Please feel free to reach out to The Registry's Professional Development Department with any additional questions regarding TSO renewal at

## CONSIDERATIONS FOR WRITING THE DIVERSITY & INCLUSION STATEMENT

Creating an inclusive and welcoming environment that is respectful of all cultures and backgrounds is a necessary component for successful learning. To foster this practice in our field, the Diversity & Inclusion Statement was added to Registry course approval to help you consider how your training will promote cultural diversity and create an inclusive and respectful environment for all participants.

### Considerations

No matter the extent of your background or training in the topic of diversity and inclusion, The Registry highly recommends reviewing these helpful considerations when drafting your Diversity & Inclusion Statement for the first time or if you are working on revisions:

- Keep in mind your Diversity & Inclusion Statement should have two parts: your philosophy and your HOW. Consider how your philosophy will look in practice and convey that in a sentence or two.

If you are unsure of how your diversity and inclusion philosophy will look in practice, consider the following questions and prompts to help you draft your statement:

- How will a participant see your training as embracing diversity and being inclusive of all participants?
- Review the WI Training and TA Professional Competencies related to diversity and inclusion, found on page 3 of the [Diversity and Inclusion Course Submission Requirement guide](#).
  - Ask yourself if you are meeting each competency.
  - If so, describe how? If not, what can you do differently?

- Keep in mind, your Diversity & Inclusion Statement does NOT have to address each area and competency individually for course approval.

Writing a Diversity & Inclusion Statement can be a journey of growth for a Trainer or TSO. If The Registry sends your course back for revisions to tweak your Diversity & Inclusion Statement, please consider it an opportunity for growth and not a criticism.

## SAVE THE DATE: 2021 PDAS SUMMIT

Mark your calendars for the annual PDAS Summit! Participants at this year's virtual, 2-day event will engage in constructive and courageous conversations on how to bridge the gap in accessible professional learning opportunities and what we can do to increase trainer capacities within diverse populations across the state. You do not want to miss this incredible event!



---

### Dates & Times:

Day 1: Thursday, September 23, 2021 | 9 am - noon

Day 2: Thursday, September 30, 2021 | 9 am - noon

### Location:

Virtual Event via Webex

### Registration Event:

Event registration information will be coming later this year. Stay tuned!

[Unsubscribe](#) | [Update Preferences](#)

The Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719  
[www.the-registry.org](http://www.the-registry.org) | 608-222-1123