Coupon for *FREE* Registry Membership Now Available!

Good Morning!

We have some exciting news to share! A coupon for **FREE** Registry membership and renewal is now available through funding provided by the Department of Children and Families through the Preschool Development Grant (PDG).

Who qualifies to use the coupon?
All individuals, who are currently employed at a regulated child care program in Wisconsin AND have their current employer listed on their Registry Profile, are eligible to use the coupon (see Step 3 below).

How long will the coupon be available?
The coupon will be available only as funding allows. We estimate funding for this coupon to last 2-3 months, depending on the number of individuals who use the coupon. To track the amount of funding that is available for this coupon, please go to the coupon page on our website: https://the-registry.org/free-membership.html.

The Registry will also send future communications regarding the amount of available funding.

What do I need to do to use the coupon?

Follow the steps below to use the **PDG2021 coupon code** and submit your membership application and supporting documentation. Please take your time to submit an accurate membership application.
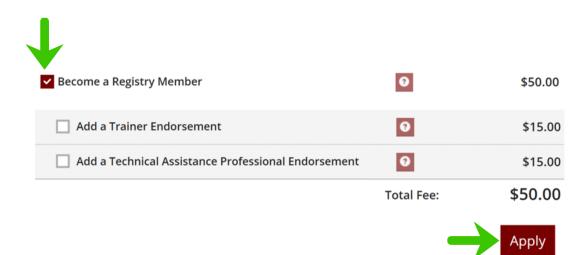
USING THE COUPON CODE

STEP 1: LOGGING IN

Email Address

Password

☐ Remember me

→ Login

Forgot Password?   ☫ Create Account

- Log in with your email address and password.
- If you are new to The Registry and do not have a Registry account, please download the *Creating an Account support guide* to get started.

HELPFUL TIP: If you are having trouble logging in, download the *Tips for Logging In support guide*.

STEP 2: MEMBERSHIP APPLICATION

Become a Registry Member — $50.00

Add a Trainer Endorsement — $15.00

Add a Technical Assistance Professional Endorsement — $15.00

Total Fee: $50.00

Apply

- Check the box to **Become a Registry Member** / **Renew your Registry Membership**.
- Click the red **Apply** / **Renew** button.
- You will then need to enter information about your education history, employment history, professional memberships, and review your training history.
- Download the *Membership Application* support guide for more information and useful tips on how to complete and submit your application.

PLEASE NOTE: The PDG2021 coupon code does not cover the fee to become a Trainer and/or a Technical Assistance Professional.

STEP 3: CHECKING EMPLOYMENT

Employment History

Edit Employment

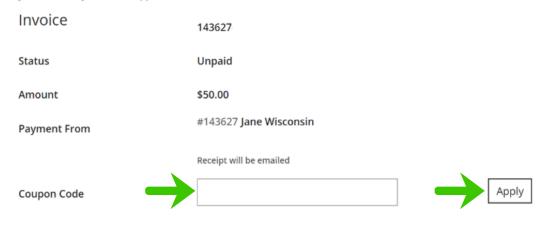| Employer	Title	Compensation	Start	End	Status
Example Employer	Teacher	Not Provided	3/1/2020	Present	Self Reported

- Review your employment history and make sure your current employer is accurately listed. This will determine if you are eligible to use the coupon.
- If you need to update your employment, click the **EDIT EMPLOYMENT** button on the right side to get started. Please download the *Updating Employment History* support guide for more information on how to accurately edit your employment history.

HELPFUL TIP: To check if your current employer is a **regulated child care program**, click on the information icon next to the name of your employer. If a license number is listed, your employer is a regulated child care program and you are eligible to use the PDG2021 coupon code.

STEP 4: APPLYING THE COUPON CODE

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
Status	Unpaid
Amount	$50.00
Payment From	#143627 Jane Wisconsin
	Receipt will be emailed
Coupon Code	[ ] Apply

- After you submit your Registry Membership Application, enter the coupon code **PDG2021**.
- Click the **APPLY** button. Once you apply the coupon code, the application fee amount will be $0.00 (unless a Trainer and/or Technical Assistance Professional Endorsement was added).

HELPFUL TIP: When you click the Apply button, your browser may ask you to leave this page. Click **Leave** to apply this coupon code.

STEP 5: SENDING DOCUMENTATION

Sending documentation to The Registry is how items you report on your membership application are verified. After you submit your application, the list of documentation you will need to send for verification will be shown (see below). This list will also be emailed to you and is available on your Profile Summary page when you log in to your Registry account.

Next Steps:

1. If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
2. 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
F: 608-222-9779

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

I have no documentation to submit

- Please review the next steps regarding your documentation and consider the following:
    - **Official Transcripts:** If applicable, you will need to request your college or university mail your official transcripts directly to The Registry in an unopened, originally sealed envelope. The Registry will also accept an official transcript emailed directly from your college or university to support@the-registry.org.
    - **Documentation:** If applicable, you will need to make copies of any endorsement, credential, CPR or First Aid Card, training certificate, and/or a diploma that isn't already verified on your Registry profile. You can send all of your documentation together to The Registry by mail, email, or fax.

- If you do not plan on sending documentation to The Registry, click the black **I have no documentation to submit** button. This will allow The Registry to process the application with the documentation that was previously sent to The Registry.
- For more information about sending in documentation, please download the *Membership Application* support guide and go to page 15.

Questions?

Visit our PDG2021 coupon web page for more information.