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Greetings!

Welcome to the newest edition of Registry Connections. This edition features:

- 2025 Data in Review
- Policy Change Reminders
- A reminder about important resources

As always, if you have any questions, or if we can be of service to you, please don't hesitate to [reach out](#)! Our staff are available from Monday through Thursday, 10am - 3pm, and Friday, 10am - 1pm.

Sincerely,

The Wisconsin Registry Team

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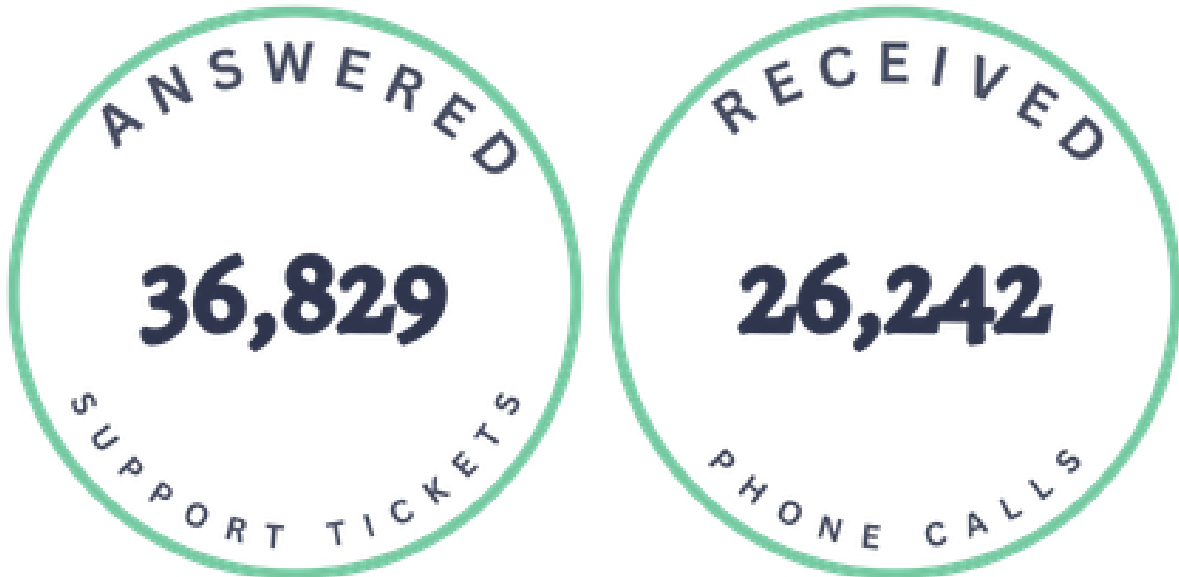


2025 Data in Review

The Wisconsin Registry Team works hard to ensure we process applications and respond to customer service inquiries quickly and

accurately. In 2025:

- We finalized 26,104 membership applications
- 17% of finalized applications were for new members
- 758 Registry Approved Trainers were in the PDASystem
- 206 Technical Assistance Professionals were in the PDASystem
- 228 Registry Credentials were awarded
- 24,453 individuals completed at least one Registry approved training



Policy Change Reminders

Effective November 6, 2025, the Wisconsin Registry implemented three policy changes to coincide with the release of the mobile-first new look to the Personal Profile. The policy changes included:

- 21-day documentation window
- Incomplete applications
- 15-day training event attendance entry window

21 Day Documentation Window

Individuals now have 21 days to submit documentation following the submission of their Registry membership application. This policy change is supported with data stating that a majority of individuals are currently submitting a complete application within 21 days. Enforcing this

documentation window allows for more efficient processing times for membership applications.

Information regarding [acceptable documentation](#), how to submit documentation, and our documentation policies is located on the [Individual Membership Resources Center](#).

- If an individual has [acceptable documentation](#) to submit, they should follow the instructions listed in the "Submitting Documentation" section of the [Individual Membership Resources Center](#) to send their documents to the Wisconsin Registry.
- If an individual does not have any new documents to submit, they have the option to click "I have no documentation to submit" found under Membership Alerts on their Personal Profile. By clicking this button, the Wisconsin Registry team is notified that the application has been finalized by the applicant, and they can begin processing the membership application.

Either option must be completed within 21 days after submitting the membership application.

Incomplete Applications

If a membership application is submitted but no documentation is received within 21 days or the "I have no documentation to submit" button is not clicked within 21 days, the membership application will be cancelled.

This policy was implemented for a few reasons:

- It aligns with data privacy best practices. Wisconsin Registry staff should have some indication from individuals that their application materials are complete and ready for review. This ensures our team is not making changes to someone's Personal Profile without their permission.
- It ensures the most fair order for application processing.

If an individual's application is cancelled, they may resubmit their application at any time. The information previously self-reported will be

saved from the previous application. Once the application is resubmitted, the individual has 21 days to submit documents or click the "I have no documentation to submit" button.

15 Day Training Event Attendance Entry Window

For all levels of Registry approved trainings (registered and tiered), trainers have the ability to verify attendance in the PDASystem following a training. Training attendance for tiered trainings must be verified by the Trainer in the PDASystem.

Trainers have 15 days to enter attendance following their event by using:

- the Registry app to scan individual QR codes for their attendance
- CSV upload
- Or individual attendance entry from the training event.

This change aligns with nationwide best practices, provides high quality data to partners, and allows individuals to see their training verified sooner on their Registry Personal Profile.

Mobile-First Personal Profile

We debuted a facelift to the Wisconsin Registry Personal Profile. The Personal Profile features a more user-friendly view, allowing for use on mobile devices and tablets. Pieces from each category are featured on the landing page, including membership information, education, employment, training, professional contributions, reporting, and staff notes.

A Reminder about Important Resources

The Wisconsin Registry has many resources available on our [website](#). This includes resources for multiple categories like, [Individuals](#), [Trainers and Technical Assistance Professionals](#), [Programs and Organizations](#), [Registry Credentials](#), and a dedicated [Spanish resource page](#).

Along with support guides and videos, you can find copies of past communications as well. This is a great way to keep up with news and events from the Wisconsin Registry.

Follow Wisconsin Registry on Facebook

The Wisconsin registry uses our [Facebook Page](#) to post weekly tips, important updates, staff highlights, and conferences we will be attending.



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