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Training Solutions

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Greetings!

We have some exciting updates to share!

In this edition of Training Solutions you can find:

- Trainer and Technical Assistance Professional Application Reminders
- Background Check Reminder
- Wisconsin Registry Write-in Trainer Policy Reminders

As always, please [contact us](#) for any questions you have regarding the information below.


Best Regards,
The Wisconsin Registry Professional Development Team



Trainer and Technical Assistance Professional Application Reminders

For individuals who are currently Registry approved Trainers or Technical Assistance (TA) Professionals, you may be interested in changing your Trainer or TA Professional level. As you are completing the Registry membership application, be sure to select your desired Trainer or TA Professional level. This guarantees the correct documents are uploaded to the application and streamlines the review process by Registry staff.

As a Trainer and/or TA Professional, you may choose to remain at your current level. When renewing your membership, please select your current level instead of selecting a new one.

 **Select Trainer Type**

Select the trainer type that best describes your training activity. You must select a trainer type before entering other trainer information.

Type

Registered Trainer

Select Trainer Type

Registered Trainer

Tier 1 Trainer

Tier 2 Trainer

Tier 3 Trainer

Specialist 1 - National Training Organization

Specialist 2 - Wisconsin Specialist

Specialist 3 - Content Specialist

Select TA Professional Type

Select the TA Professional type that best describes your training activity.

Type

Basic Technical Assistance Professional

Select TA Professional Type

Provisional Technical Assistance Professional

Basic Technical Assistance Professional

Intermediate Technical Assistance Professional

Advanced Technical Assistance Professional

Submitting Your Membership Application with Trainer and/or TA Professional Endorsements

To Get to the Terms and Agreement follow these steps:

- After reviewing each section of the membership application, click on Review Application to finalize and submit your membership application.
- Click on the blue hyperlink (not the check box) Terms & Agreements to review and agree to the appropriate agreements for your Trainer and/or TA Professional endorsements.

Membership(s) Submitted

Registry Membership	\$0.00
Trainer	\$15.00

Total **\$15.00**

Payment Options

i Unpaid memberships will not be processed.



Pay Online/Credit Card



Pay Later

Review and Continue

Please review all items before continuing.

[Terms & Agreements](#)

i You must view and agree to the terms to continue.

Continue

Background Check Reminder

As of January 1, 2023, the Wisconsin Registry no longer accepts the final letter of eligibility to meet the background check requirement to become a Registry approved Trainer or TA Professional.

Current Criminal Background Record Check Criteria

1. The criminal background record check must be submitted to the Wisconsin Registry at the time of submitting a Registry Trainer or TA Professional application.
2. The criminal background record check must be dated within the last 5 years.
3. The Department of Justice (DOJ) name-based criminal history record check is accepted by the Wisconsin Registry as proof of a completed background check.

Plan to submit an updated Department of Justice (DOJ) background check if the current background check on file for a Trainer or TA Professional will be expiring during the current Membership year.

Submitting an updated background check will help prevent any delays in processing the application. For step-by-step instructions for how to obtain a background record check, see the [How to Obtain a Criminal Background Record Check](#) guide.

Wisconsin Registry Write-In Trainer Policy Reminders

When submitting events in the Wisconsin Registry Professional Development Approval System (PDAS), the primary Trainer on the event must be a current Registry approved Trainer. Additional Trainers may be listed as write-ins on the event, or possess a different Trainer level.

This policy is designed to ensure that a current, Registry approved Trainer who meets the specific course requirements, has acknowledged ethical behavior by signing the T-TAP agreement, and will be held accountable for the event submitted through PDAS is identified. Unethical practices may result in a warning or suspension of the

Registry Trainer approval. This requirement does not extend to Trainers with an expired membership.

Write-in Trainers examples:

1. If a Trainer is providing an event in another language but does not fulfill all Registry approved Trainer requirements, a Registry approved Trainer is listed as the primary Trainer. The other Trainer, offering the event in another language, is listed as an additional Trainer.
2. Training Sponsoring Organizations (TSOs) that have a Trainer offering an event, but the Trainer is from outside the field, must list an approved Trainer from the TSO as the primary Trainer. The Trainer, who is from outside of the field, will be the write-in Trainer and can be listed as an additional Trainer.

Please see our [Trainers/TA Professionals Resource Center](#) for additional course and event entry supports.

Looking for previous Training Solutions Newsletters?

Our past Training Solutions Newsletters are archived on the [Trainer & TA Professional Resource Center](#) under Registry Communications.

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