

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



[Español](#)

Greetings!

Welcome to the newest edition of Registry Connections. This edition focuses on the Personal Profile. Read the information below to learn about:

- What makes a membership application complete
- Submitting documentation
- The transcript evaluation grant

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*

**P:** (608) 222-1123 | **F:** (608) 222-9779 | **E:** [support@wiregistry.org](mailto:support@wiregistry.org)



**Complete Membership Applications**

Individuals can apply for or renew their Registry Membership at any time. A Registry membership is valid for 1 year and the expiration date is determined by the date the membership application was submitted. For example, an application submitted on April 1, 2026 will expire on April 30, 2027 regardless of when the application is finalized by the Wisconsin Registry.

A complete membership application is required to apply or renew. An application is considered complete when you do one of the following:

- Submit the online membership application and send documents within 21 business days

OR

- Submit the online membership application and click the "I have no documentation to submit" within 21 business days.

Once the Wisconsin Registry team receives your complete application, we will begin processing it. Our contracted processing time for membership application is 5-7 weeks after receiving the complete application. As your application is reviewed by our team, you will see different status updates under Notes on your personal profile. This includes:

- **Registry Account** - The base requirement to begin registering for training on the [Statewide Training Calendar](#), tracking completed training, self-report completed education, work experience, training, and professional contributions. An account requires sharing personal information like name, birth date, last five digits of social security number, and email address. After an account has been created, individuals can apply for Registry membership at any time.
- **Applied** - Designation assigned to a Registry Account in which the participant has submitted a membership application, but the WI Registry has not yet received supplemental documentation or notice that no new documentation is being sent. The membership application is not considered complete until either of these have been done.
- **Materials Received** - Designation assigned to a membership application in which supplemental documentation was received or the participant has indicated that they would not be sending in any new documentation. The membership application is now

considered complete and Registry Staff can begin processing the application and documentation.

- **In Process** - Designation assigned to a membership application in which a complete file review is now being completed by Wisconsin Registry staff. This includes a 2-year transcript review of official transcripts previously received, and a review of new documents received.
- **Calculating** - Designation assigned to a Registry account in which a Wisconsin Registry staff is determining the Career Level assignment and preliminary position qualifications for the membership application.
- **Quality Assurance** - Designation assigned to a Registry account in which the membership application has been fully processed and the application is going through a final review before the email notification is sent to the member informing the awarding certificate is ready.
- **Current** - Designation assigned to a Registry account that holds a non-expired membership.

If your Registry membership is current or expired when you decide to renew your membership, you will see this designation under Manage Memberships until your most recent membership application has been finalized. Those with a current membership will have continued access to individual reports, such as the Registry Certificate of Achievement, Learning Record, Training List, etc.

## Submitting Documentation

The Wisconsin Registry receives and evaluates documentation from members to verify trainings and educational achievements. Verified achievements impact your Registry Career Level and preliminary position qualifications.

When submitting documentation (official transcripts, training certificates, CPR cards, or high school documentation) for review and verification, you must first apply for or renew your Registry membership. Submitting your initial application or renewing your membership gives the Wisconsin Registry team permission to access your profile and properly process any changes.

It is also important to note that Directors may submit documents on behalf of their staff. When doing so, we suggest:

- Gather each person's documents and save as one PDF for that person.
- Your email to the Wisconsin Registry will have one attachment per staff person applying or renewing their membership.

For more information, the Wisconsin Registry team recommends you review:

- [What Documents to Send to the Wisconsin Registry](#)
- [Submitting Official Transcripts](#)
- [How to Track Down your High School Diploma](#)

---

## Transcript Evaluation Grant

For individuals who have completed education outside of the United States, a transcript evaluation is required for Wisconsin Registry staff to review and verify these educational achievements on an individual's Registry account.

The Wisconsin Registry has a grant that covers the cost to have your foreign transcripts evaluated when applying for Registry membership or membership renewal. This grant is available until funding is exhausted. Funding for this grant was provided by the Department of Children and Families through the Preschool Development Grant (PDG).

We have partnered with One Earth International Credential Evaluations for this grant. The One Earth team has created a Wisconsin Registry specific application to be completed for a transcript evaluation. The application can be found [here](#). For additional information on the transcript evaluation grant, please visit the Wisconsin Registry [website](#).

---

## 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.



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

Wisconsin Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719  
[www.wiregistry.org](http://www.wiregistry.org)