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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 Training Type Reminders
- Benefits of Online Registration and Insight Learning Management System
- CCFT 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 Training Type Reminders

The Wisconsin Registry organizes training by Registered, Tier 1, Tier 2, Tier 3, and Tier 4 training types. Your Trainer Level will determine the type of training you may offer. For example, a Registered Trainer will not be able to submit a Tier 3 training, but they can submit Registered level training.

The training types are broken down by the following:

Overview of Training Types

Registered	Tier 1	Tier 2	Tier 3	Tier 4
<ul style="list-style-type: none">Meets requirements for continuing education as determined by DCFWho can offer it? All Registry Approved TrainersNot required to verify attendance in the PDASystem<ul style="list-style-type: none">A barcode certificate can be issued then submitted by the individual to verify attendance.	<ul style="list-style-type: none">Provides general content on a topic1-2 hours in lengthWho can offer it? A Tier 1 Trainer, Tier 2 Trainer, Tier 3 Trainer, Specialist 1, Specialist 2, or Specialist 3Attendance verified in the PDASystem	<ul style="list-style-type: none">Provides general content and chance to practice using learned information2-5 hours in lengthWho can offer it? A Tier 1 Trainer, Tier 2 Trainer, Tier 3 Trainer, Specialist 1, Specialist 2, or Specialist 3Attendance verified in the PDASystem	<ul style="list-style-type: none">Provides general content, chance to practice using learned information, and an assessment (Includes CEU Courses)Over 5 hours in lengthWho can offer it? A Tier 3 Trainer, Specialist 1, Specialist 2, or Specialist 3Attendance verified in the PDASystem	<ul style="list-style-type: none">Criteria determined by institution of higher educationCan only be given by instructorAttendance is verified by official transcript from institution of higher education.

The above chart is an overview. For more information, please refer to the [Professional Development Approval System Trainer Tiers document](#) under [Trainer/TAPs Resource Center](#) when developing your training and submitting to the Wisconsin Registry for review. Courses may be sent back to Trainers or TSOs if these requirements are not met.

Benefits of Online Registration and Insight Learning Management System

Online Registration

Online Registration is another tool the Wisconsin Registry offers to approved TSOs. By using online registration, your organization has access to the following features:

- Use of the [Statewide Training Calendar](#) as both a marketing and registration tool.
- Pre-generated rosters that has built-in messaging features for communicating to attendees.
- Streamline registration and event entry process.
- Save time in entering attendance records into the Registry system post training event.
- Advanced integration with the Registry App for on-site immediate attendance record collection.
- Attendees benefit from faster turnaround for getting training hours verified on their Registry Profile.

Our [Online Registration Toolkit](#) is a great resource to get started with online registration and to assist with answering your questions.

The Insight Learning Management System (LMS)

The Insight Learning Management System (LMS) allows Approved TSOs the option of offering online, asynchronous training to participants.

Approved TSOs can sign up to use online registration and gain access to the Insight LMS. Organizations can:

- Add courses and modules
- Manage a classroom
- and more!

Organizations are responsible for uploading content to the Insight LMS and maintaining Registry approval for their TSO and individual trainers. The Wisconsin Registry provides technical support in using the Insight LMS.

If you are interested in using the Insight LMS, fill out [this form](#) so that the Wisconsin Registry PD Team can begin the approval process and schedule a meeting with you to discuss next steps.

CCFT Reminders

As the transition of Child Care Foundational Trainings (CCFT) continues with the Professional Development Network (PDN), the Wisconsin Registry supports CCFT Trainers in finalizing their course offerings through June 30, 2026.

- All CCFT events must be finished by June 15, 2026.
- All CCFT event rosters must be completed by June 25, 2026.
- As of July 1, 2026, the CCFT courses will be managed by the Professional Development Network (PDN). This means the CCFT courses will be in their specific LMS. The CCFT courses will not be uploaded into the Wisconsin Registry Insight LMS.
- All questions for new CCFT offerings post July 1, 2026, must be directed to PDN for support. Their email address is pdn-mke@uwm.edu.

The Wisconsin Registry continues to support you as a Training and Technical Assistance Provider. This includes services, such as the PDASystem for course and event entry, Registry Credentials, and Registry Membership.

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