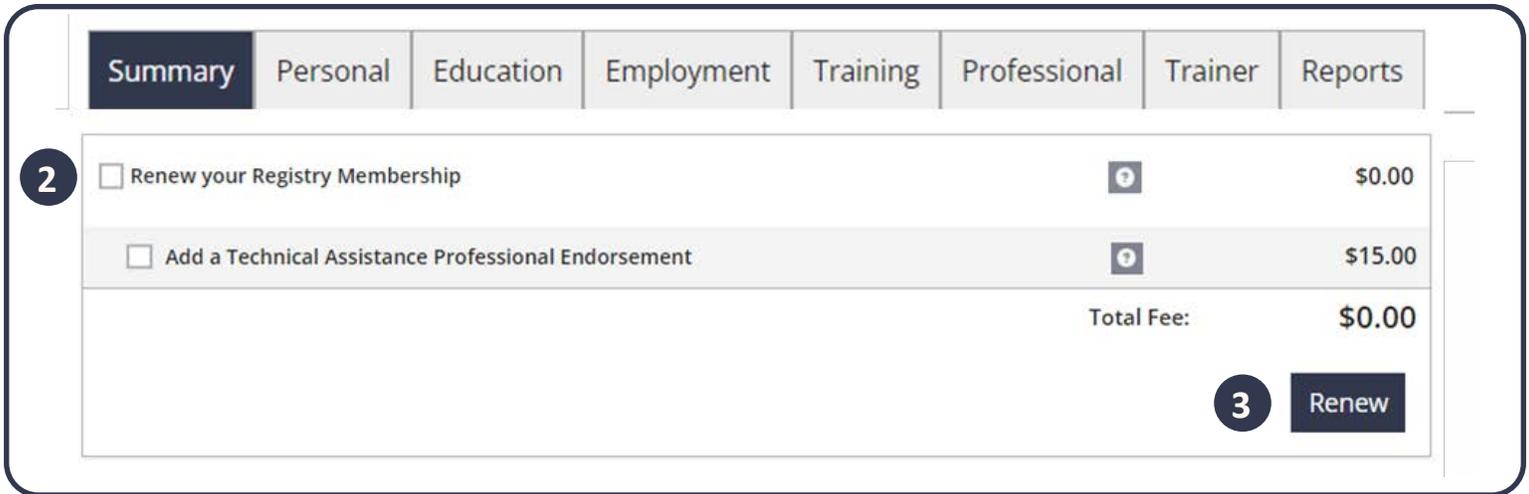


This guide is for Wisconsin Registry-approved Tier 3 Trainers looking to offer Child Care Foundational Trainings (CCFTs). If you are not already a Wisconsin Registry-approved Tier 3 Trainer, you first need to take the steps to meet the Tier 3 requirements and then apply to be a Wisconsin Registry-approved Tier 3 Trainer. [View the Trainer/TA Professionals Requirements Chart](#) for more information on Tier 3 Requirements.

Be sure to see the [Child Care Foundational Training \(CCFT\) Instructor Approval Process](#) for more information.

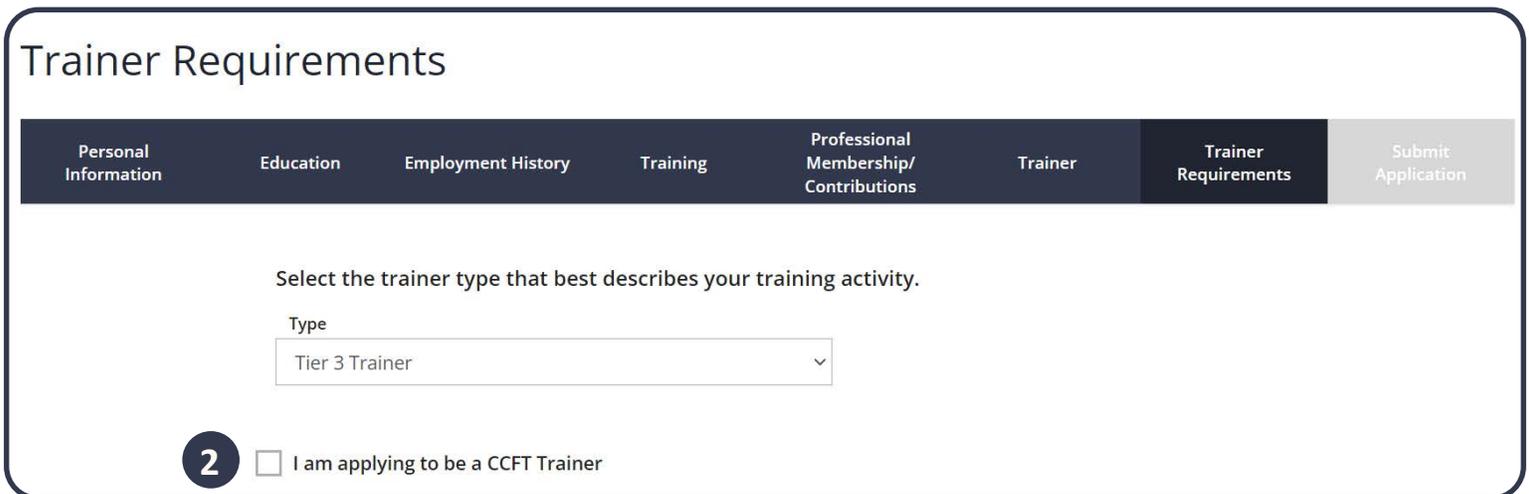
**STEP 1: Renew Membership and Trainer Endorsement**



Summary	Personal	Education	Employment	Training	Professional	Trainer	Reports
<input type="checkbox"/> Renew your Registry Membership							\$0.00
<input type="checkbox"/> Add a Technical Assistance Professional Endorsement							\$15.00
<b>Total Fee:</b>							<b>\$0.00</b>
<b>3</b> <a href="#">Renew</a>							

1. [Log in](#) to your Registry profile.
2. Check the box that says **RENEW YOUR REGISTRY MEMBERSHIP**.
3. Click the **RENEW** button.

**STEP 2: Check the box to be an approved CCFT Trainer**



**Trainer Requirements**

Select the trainer type that best describes your training activity.

Type

**2**  I am applying to be a CCFT Trainer

1. Complete the general membership application.
2. On the Trainer application, check the box next to **I AM APPLYING TO BE A CCFT TRAINER**

**STEP 3: Sign the Trainer Agreement and CCFT Trainer Agreement**

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Trainer	Trainer Requirements	Submit Application
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1

### The Registry Training & Technical Assistance Professional Agreement

This Registry Training & Technical Assistance Professional Agreement ("Agreement") is entered into between The Registry, Inc. ("Registry") and myself ("T-TAP" or "Training & Technical Assistance Professional" or "I") effective as of the dates signed below by the T-TAP. This Agreement sets forth the primary requirements for the T-TAP to obtain and maintain approved T-TAP status with The Registry.

#### 1. Registry Trainer & Technical Assistance Professional (T-TAP) Code of Conduct

Approved Training and Technical Assistance Professionals are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of early childhood and school age practitioners. The T-TAP must adhere rigorously to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

Training and Technical Assistance Professionals agree to adhere to the National Association for the Education of Young Children ("NAEYC") Code of Ethical Conduct for Early Childhood Adult Educators which offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas T-TAPs might encounter in their role. These ethical codes of conduct set standards for professional conduct when facilitating approved training or activities and applies at all locations.

NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators: [https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04\\_09202013update.pdf](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf)

1. Read through the Trainer Agreement.

The Wisconsin Registry appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, the Wisconsin Registry will contact the T-TAP in writing within two months of receiving the appeal informing them of the Wisconsin Registry's findings and the final decision.

2

As a Registry Approved Trainer, I agree to the Training & Technical Assistance Professional Agreement.

Return to My Profile

< Previous Step

Save and Continue >

2. Check the box next to **AS A REGISTRY APPROVED TRAINER, I AGREE TO THE TRAINING & TECHNICAL ASSISTANCE PROFESSIONAL AGREEMENT** to sign the Trainer agreement.

Personal Information	Education	Employment History	Training	Professional Membership/Contributions	Trainer	Trainer Requirements	Submit Application
<h2 style="text-align: center;">Child Care Foundational Training</h2> <h3 style="text-align: center;">Instructor Agreement</h3> <p><b>3</b> This Child Care Foundational Training (CCFT) Instructor Agreement (“Agreement”) is entered into between the Wisconsin Department of Children and Families (“DCF”), the Wisconsin Registry (“Registry”), and myself (“Foundational Instructor,” “Instructor,” or “I”) effective as of the dates signed below. This Agreement sets forth the primary requirements for the Foundational Instructor to obtain and maintain approved CCFT Instructor status with DCF and the Wisconsin Registry.</p> <p><b>Child Care Foundational Training Instructor Code of Conduct</b>                      Approved Foundational Instructors are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of early childhood and school-age practitioners. The instructor must adhere to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.</p> <p>Foundational Instructors agree to adhere to the Wisconsin Registry Trainer and Technical Assistance Professional (T-TAP) Agreement.</p> <p><b>Child Care Foundational Training Instructor Misconduct</b>                      The DCF staff, Wisconsin Registry staff, or members of the community who witness or become aware of a violation of this Agreement may submit a formal written complaint to the Wisconsin Registry and/or DCF against an approved Foundational Instructor.</p> <p>Any complaint, decision, and appeal rights will follow the requirements and procedures set forth in the Wisconsin Registry T-TAP Agreement.</p> <p><b>4</b> <input type="checkbox"/> I acknowledge that I have reviewed the CCFT agreement.</p>							
Return to My Profile			< Previous Step		Save and Continue >		

3. Read through the CCFT Trainer Agreement.
4. Check the box next to **I ACKNOWLEDGE THAT I HAVE REVIEWED THE CCFT AGREEMENT** to sign the CCFT Trainer Agreement.

**STEP 4: Submit the Trainer Application**

Personal Information	Education	Employment History	Training	Professional Membership/ Contributions	Trainer	Trainer Requirements	Submit Application
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**Instructions:**

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

**Are you ready?**

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance
- Professional Membership Information (Individual Membership Only)
- Professional Contributions (Individual Membership Only)

**What is next?**

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will be sent a list of verification documentation to send in.
- Your payment will be processed as soon as it is received.
- Registry staff will review your documents and process your application.
- An email will be sent to you when your Registry Certificate of Achievement is available and your Profile is unlocked.
- This application counts as your official initial application; you will not need to submit a paper application.

**Application Selections**

Item	Level	Expires	Fee*
Registry Membership	Level Fourteen - Renewal	08/31/23	\$0.00
Trainer	Tier 3 Trainer - Renewal	N/A	\$0.00
<b>Total Processing Fee*:</b>			<b>\$0.00</b>

\*A submission fee is required where noted in order to process your Online Application. Payments will be processed immediately. All fees are subject to change without notice.

The Wisconsin Registry accepts and highly encourages payment via **all major credit cards** using our secure Stripe interface. A Stripe account is not required to use this service.

Alternatively you can send in a check payable to **Wisconsin Registry** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

**1**

[Return to My Profile](#)

[< Previous Step](#)

[Submit Application](#)

1. Review the instructions and next steps. Click **SUBMIT APPLICATION** to complete Trainer renewal application.

**STEP 5: Email Registry Support with CCFT courses you want to teach**

Email [support@wiregistry.org](mailto:support@wiregistry.org) to notify the Professional Development department of which CCFT courses you would like to teach. If all other requirements to be a CCFT Trainer are met, the Professional Development department will make sure you are invited to a Train-the-Trainer event for the course(s) you have chosen to teach.

**STEP 6: Registry Review**

Once a complete Trainer application is received, the Professional Development team will review within 2-4 weeks. The individual will receive an email confirming the application is received, then an additional email once the application has been finalized.

Train-the-Trainer events will occur as needed. A separate invitation will be sent to individuals who meet all requirements to be a CCFT approved Trainer.