

# Registry Direct Care Program Toolkit



*Your Career Development & Professional Growth Partner*

# Welcome!

Welcome Direct Care Providers,

The following toolkit was designed to assist Directors, Site Supervisors, and Family Child Care Owners navigate the Wisconsin Registry. Direct care programs are licensed through the Department of Children and Families and many of these programs choose to participate in the state's quality rating and improvement system, YoungStar. This toolkit will support those overseeing a direct care program in using the Program Profile and describe the Wisconsin Registry's role in the early childhood and afterschool education field.

This toolkit will be useful for Directors, Site Supervisors, and Family Child Care Owners who are new to the Wisconsin Registry or those who may want additional guidance. There is information on the background of the Wisconsin Registry, the Registry Personal Profile, and the Registry Program Profile. It outlines a timeline for direct care programs as well as resources to support staff.

The Direct Care Program Toolkit brings important information together in one place. There are links to partner resources, a glossary of terms, and support guides.

The Wisconsin Registry is here to support Directors, Site Supervisors, and Family Child Care Owners in maintaining their Registry Program Profile and the staff working in direct care programs.

The Wisconsin Registry appreciates all you do to serve children and families!



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# WHAT IS A WORKFORCE REGISTRY?

Workforce registries provide crucial infrastructure to the workforce and quality improvement initiatives across the country. Performing more than two dozen functions, which vary by state, workforce registries:

- Provide Workforce Support
- Vehicle for Professional Development Systems
- Support Implementation of Child Care Licensing Regulations
- Act as a Hub for the Early Learning System
- Track & Report on Workforce Development, Education, Training, and Recognition

*Use the clickable buttons for more information on the National Workforce Registry Alliance and the Wisconsin Registry*



**The National  
Workforce Registry  
Alliance**



**WISCONSIN  
REGISTRY**

## Wisconsin Registry History

### The nation's first Early Childhood Care and Afterschool Education Workforce Registry

In the late 1980s, representatives from several agencies and organizations across the state came together to address growing needs for an agency to verify and recognize the achievements of Wisconsin's Early Childhood Care and Afterschool Education workforce. After years of collaborative research in Wisconsin and the nation, The Registry Inc. was established in 1991 as the nation's first Early Childhood Care and Afterschool Education workforce registry.

Over the years, The Registry Inc. has continued to recognize the achievements of Early Childhood Care and Afterschool Education professionals and promoting professional growth. Taking this mission another step, The Registry Inc. worked to develop and implement a system to approve training and trainers in 2007, ensuring providers can find quality training opportunities across the state.



# WISCONSIN REGISTRY OVERVIEW

## Who We Are and What We Do

### Our Core Vision & Mission

Since day one, our vision has been for Wisconsin's Early Childhood Care and After-School Education workforce serving children birth-12 to be recognized as a profession, providing high quality early learning and engaging in continuous professional growth.

Everyday we work to promote members' professional development opportunities and collect the data that informs public policy and advocacy efforts to support the workforce.

### Wisconsin Registry Overview

The Wisconsin Registry has been Wisconsin's professional development recognition system for early care and education professionals since 1991. A Wisconsin Registry Certificate of Achievement is required for all teachers, directors, and administrators in licensed child care programs. A Wisconsin Registry Certificate of Achievement and Learning Record acknowledge and highlight the training, experience and professionalism that are vital to early care and education, honoring each recipients unique training and background.

#### Benefits of a Registry Membership

- Wisconsin Registry Certificate
- Professional Development and Employment Opportunities
- Document Organization
- Eligibility
- Participation in Other Programs
- Receive a Registry ID

#### Features of the Wisconsin Registry

- Membership
- Program Profile
- Professional Development Approval System (PDASystem)
- Training Search
- Registry Credentials
- Community Bulletin Board

Check out these resources to learn more about the Wisconsin Registry!

- [Wisconsin Registry Overview](#)
- [Wisconsin Registry Overview Video](#)
- [Wisconsin Registry Story](#)



# WISCONSIN REGISTRY OVERVIEW



### Registry Credentials

- Wisconsin Institutions of Higher Education
- WECA: T.E.A.C.H.
- WECA: Career Counselors

### Membership

- Individuals working in programs
- Trainers
- TA Professionals

### Programs

- Group Child Care
- Family Child Care
- School age programs
- Day camps
- Head Start programs

### YoungStar

Programs participating in YoungStar must update and maintain their YoungStar-required Registry Program Profile. The information entered is automatically used to determine your YoungStar rating and corresponding YoungStar Adjustment.

### Professional Development Approval System

- Trainers
- TA Professionals
- Training Sponsor Organizations examples: CCR&Rs, WECA, STFA, independents, etc.
- Statewide Training Initiative like Pyramid Model and WMELS

### DCF - Licensing

DCF 250 & 251: A certificate from the Registry documenting the person has met the preliminary qualifications within 6 months after beginning to work in child care.

# Introduction to Registry Personal Profile

## Getting Started

### Account vs. Membership

The Wisconsin Registry offers resources and tools for individual early care and educational professionals, trainers and technical assistance professionals, and those who manage a program or organization. Visit our Getting Started page for more information on a Wisconsin Registry account and membership!

Benefit	Description	Account	Member
Registry ID Number	With a Registry ID number, you can keep an online record of the training events you attend.	✓	✓
Access to Individual Profile	Log in to their Registry Profile and view and edit your online record of your education, employment, and training history. ONLY REGISTRY MEMBERS can have their education information verified by The Wisconsin Registry.	✓	✓
Registry Certificate of Achievement/ Career Level	The Registry Certificate lists important information, including your Career Level, all regulated care positions qualified for, years of experience, and more. Registry certificates are accepted by Wisconsin state licensing specialists.		✓
Access Registry Reports	Current members can log in and access a variety of reports including the Learning Record and Training List. These reports are useful to add to any resume or use for professional development planning.		✓
Participation in T.E.A.C.H. and Reward	Membership with The Wisconsin Registry allows individuals and organizations to participate in other programs such as T.E.A.C.H. and Reward.		✓
Registry Webinars	The Wisconsin Registry offers FREE online training opportunities to all current members throughout the year. These training opportunities will relate utilizing your Registry membership and will count as tiered training.		✓
Discounts!	Members receive a 50% off discount to a yearly subscription of Exchange Magazine, 5% off all merchandise as well as free freight on all orders with Lakeshore, and insurance discounts with Robertson, Ryan & Associates Insurance.		✓

### Resources

We have several resources available to help better understand the process in creating a Registry Account and becoming a Registry Member!

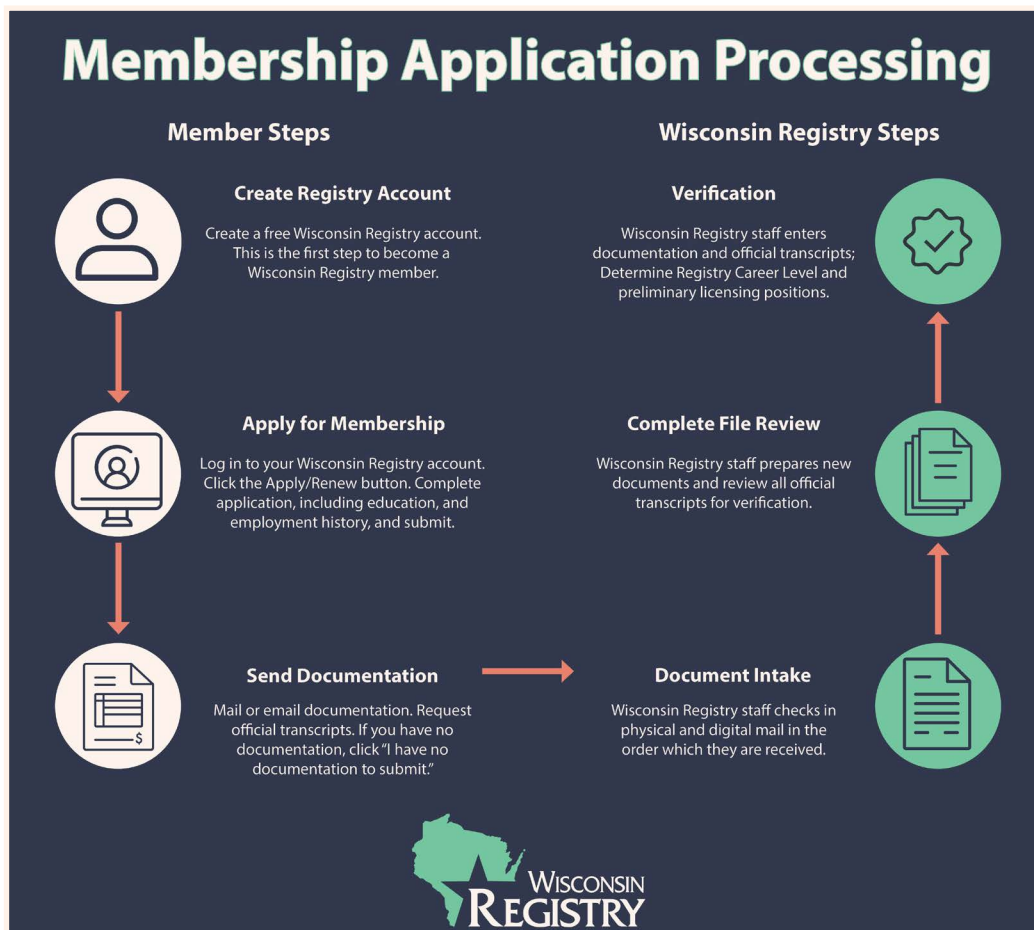
- [How to Create a Registry Account](#)
- [How to reset a Password](#)
- [Tips on Logging in](#)
- [Paper Application to become a Member](#)
- [Submitting Acceptable Documentation](#)
- [Understanding the Certificate of Achievement](#)
- [Wisconsin Registry Career Levels](#)
- [How to Become a Member](#)





# Introduction to Registry Personal Profile

## Membership Application Process



### No Doc Button

After submitting or renewing your Wisconsin Registry Membership application, you have 45 days to send verification documents. If you have no documentation to submit, you will click the **I HAVE NO DOCUMENTATION TO SUBMIT** button.

### Updating Employment History

Updating your Employment History is a very important step Registry members can take. Employment history is important for a variety of reasons, including:

- Used to preliminarily qualify for licensing positions.
- Used to calculate the years of experience on a Registry Certificate of Achievement.
- Employment History could affect eligibility to use free membership coupons.

Make sure to check out [this guide on Updating Employment History!](#)



# Introduction to Registry Personal Profile

## Individual Reports

Registry members have access to several reports, including the Learning Record and Training List. These reports can be located under the reports tab of your person profile. The reports include:

- Registry Certificate of Achievement
- Content Area Summary
- Detailed Training List
- Learning Record
- Training List
- Registry eID

For more information on accessing these reports, visit our guide on Individual Reports.

## Registry Certificate of Achievement

A [Registry Certificate of Achievement](#) is a PDF document you can download and save for your records. This report is available while your membership is current and can be downloaded multiple times.



1. Name
2. Career Level
3. Account Information
4. Training Summary
5. Years of Experience
6. Qualifications
7. Special Endorsements/Training
8. QR Code

View this guide on Features of The Registry Certificate of Achievement to learn more about each feature!

## Registry Certificate - Licensing Expectations

Check out our resources detailing licensing expectations.

- [ECE Qualifying Courses for Credit](#)
- [School Age Qualifying Courses for Credit](#)
- [Licensed Family and Group Center Rules](#)
- [Group Center Staff Requirements](#)
- [Licensed Family Child Care Staff Requirements](#)
- [Licensing Contracts](#)



# Introduction to Registry Personal Profile

## Career Levels

The [Wisconsin Registry Career Levels](#) is a model for Wisconsin’s Early Childhood Care and After-School Education workforce to advance their education and training.

Members can view their Career Level by logging into their account. Visit our [Career Levels page](#) on the Wisconsin Registry website for information such as career level terms and a breakdown of each Career Level.



## Career Levels

Use this document to identify your career status, and understand what you need to take your career to the next level.

To see if the training, courses, credentials, credits or degrees you have qualify, call 608-222-1123 or email support@wiregistry.org.

1 2 3 4 5	Registry Tiered Training	Registry Membership						
		Verified high school diploma or GED						
		80 hours (any tier)						
		120 hours (any tier)						
		160 hours (40 hours must be tier 2 or higher)						
6	Non-Credit Credentials	CDA	OR	MATCE Montessori Credential	OR	Family Services Credential	Related Credits	3 Related Credits

7 8 9 10	Credit-Based Credentials	Mentor and Mentor-Protégé			Related Credits	6 Related Credits		
		Family Services Credential (6-9 Credits)	OR	Early Childhood Ed. Technical Diploma (9-12 credits)		12 Related Credits		
		Registry Credentials (12 credits per credential) - Afterschool & Youth Dev. - Dual Language - Leadership - Family Child Care - Inclusion - Program Dev. - Diversity - Infant Toddler - Nature-Based				18 Related Credits		
		Registry Credentials (18 credits per credential) - Administrator - Preschool	OR	Apprenticeship Program (18 credits)		24 Related Credits		

11 12 13 14 15 16 17	Early Childhood & Youth Development Degrees	WTCS One-Year Diploma (24 or more credits.)	OR	Any 2 Registry Credentials	Degrees in Another Field	30 Related Credits	OR	Associate's Degree + Registry Credential				
		Associate's Degree				Bachelor's Degree	OR	Associate's Degree + 2 Registry Credentials	OR	Associate's Degree + 30 Related Credits		
		Associate's Degree + Registry Credential				Bachelor's Degree + Registry Credential	OR	Bachelor's Degree + 30 Related Credits				
		Bachelor's Degree	OR	Bachelor's Degree + Professional Educator DPI License		Master's Degree	OR	Bachelor's Degree + 2 Registry Credentials	OR	Bachelor's Degree + 36 Related Credits		
		Bachelor's Degree + Registry Credential	OR	Bachelor's Degree + Registry Credential + Professional Educator DPI License		Doctorate	OR	Bachelor's Degree + 3 Registry Credentials	OR	Bachelor's Degree + 48 Related Credits	OR	Master's Degree + Registry Credential
		Master's Degree	OR	Master's Degree + Professional Educator DPI License		Master's Degree + 36 Related Credits	OR	Master's Degree + 2 Registry Credentials	OR	Doctorate + Registry Credential		
		Doctorate	OR	Doctorate + Professional Educator DPI License		Doctorate + 36 Related Credits	OR	Doctorate + 2 Registry Credentials				

# Introduction to Registry Program Profile

## What is a Wisconsin Registry Program Profile?

A Wisconsin Registry Program Profile is an online profile for direct care programs or organizations, as well as Training Sponsor Organizations.

A Wisconsin Registry Program Profile is a FREE resource for child care programs and organizations (Direct Care Programs) across Wisconsin.

With a Program Profile, your program/organization can:

1

Manage Registry reports that summarize your employees' professional development records (if employees are current members of the Wisconsin Registry).

2

Set up classrooms and assign teachers to classrooms. If your program has applied to [YoungStar](#), the information on individual staff members, classrooms, and the program is transferred electronically to the Department of Children and Families.

3

Add a [Training Sponsor Organization](#) designation. This is highly recommended if your program/organization offers professional development training.

If your program/organization ONLY offers training, you will want to set up a Program Profile and become a [Training Sponsor Organization](#). There is an annual fee of \$25 to become a Training Sponsor Organization. Set up your Program Profile to submit training events through the Wisconsin Registry Professional Development System, enter rosters for your events, and use the online registration module.

## Program Profile Breakdown

Use the clickable images below to learn more about each sections relation to Program Profiles.



Setting up a New Program Profile



Log into a Program Profile



Gaining Access to a Program Profile



Maintaining a Program Profile



Program Profile Tracks

## Resources

We have several resources available to help better understand Wisconsin Registry Program Profiles!

- [How to Create a Registry Account](#)
- [How to Create a Registry Program Profile](#)
- [Maintaining a Program Profile](#)
- [Adding a new License to your Program Profile](#)
- [How to send an Employee Invite](#)
- [TSO Support Guides](#)
- [PDAS Overview](#)
- [YoungStar](#)
- [Licensing](#)



# Introduction to Registry Program Profile

## Program Profile Breakdown

### Setting up a New Registry Program Profile

After a program is approved through the Department of Children and Families, a DCF Provider Number and/or license facility number is assigned. This license information is sent through a data transfer to the Wisconsin Registry. This license information does have an effective date. A program's license information will not go through the data transfer until the effective date begins.



Once the license information is available in the Wisconsin Registry system, a Program Profile can be created or updated. See our guide on how to create a Program Profile for steps on getting started with the Program Profile. A Registry Personal Profile is required to create a Program Profile. See our guide on creating a Wisconsin Registry account for a walkthrough. There is a 3-5 business day turnaround time for approval after submitting a Program Profile application. Registry staff will contact individuals by email if additional information is needed. Once the Program Profile is approved, the individual who submitted the application will receive an email from the Wisconsin Registry.



### Log in to a Registry Program Profile

Registry Program Profiles are accessed through a Registry Personal Profile. An individual will need access to the Program Profile to view and make changes. Information on gaining access to a Program Profile can be found in the next step.



### Gaining Access to a Registry Program Profile

Multiple staff members can have access to a Program Profile. One staff member will be the Profile Owner. This person can grant access and remove access to the Program Profile for other staff members. The Profile Owner will also receive any updates regarding the Program Profile, such as employment records, by email from the Wisconsin Registry. Registry staff can grant and remove access to a Program Profile, but the individual must have an employment record for that location listed on their personal profile.





## Maintaining a Registry Program Profile

### Employee Invite Tool

The Employee Invite tool allows a staff member to create an employment record for a new employee. The staff member must have access to the Program Profile to access this tool. The tool is located under the Employees tab. See our [Managing Employee Invitation guide](#) for step-by-step directions.



### Reports

Directors and Administrators are encouraged to use the reports available within the Program Profile. They are located under the Reports tab and are available any time. There are reports specific to staff and preliminary licensing position qualifications as well as reports regarding YoungStar, NAEYC, NAC, and training.

### Ownership/Managing Access

It is important to update Program Profile ownership as staff positions change. This ensures an individual at the program is always able to access the Program Profile. Registry staff can assist with updating Program Profile access if needed.

### Contact Information

The contact information is initially filled in when a Program Profile application is submitted. This information can be updated at any time from the Contact tab of the Program Profile. The individual listed as the Profile Owner will continue to receive emails regarding the Program Profile.

## Registry Program Profile Tracks

There are separate tracks created for Group Child Care and Family Child Care within the Program Profile. The track is chosen when a Program Profile application is filled out and submitted. Based on the track chosen, the Classrooms tab will display differently.



### Group Child Care will see the following:

- Director of Record
- Classrooms
  - » YoungStar Lead Teacher/Primary Family Provider
  - » Teacher

### Family Child Care will see the following:

- Licensee/Owner
- Family Home
  - » Primary Family Provider
  - » Teacher

### School Age Only

- Director of Record or Site Supervisor
- Groups of Children
  - » YoungStar Lead Group Teacher
  - » Group Leader/Teacher



# Timeline for Programs

## Overview

There are multiple steps to complete when an individual decides to open a regulated child care program. This section will break down a timeline for providers and where the Wisconsin Registry fits into the process.

Use the clickable buttons below to navigate to each step in the Timeline for Programs.

Approval of a  
New License

Data Transfer  
with DCF

Approval of a  
Brand New  
Program Profile

Employee  
Membership  
Processing

Registry  
Timeline  
vs Licensing  
and YoungStar  
Expectations

## Approval of a New License

To open a regulated child care program, individuals will start with the Department of Children and Families (DCF) and filling out the required application. Information can be found on the Department of Children and Families website regarding rules and manuals, the Child Care Provider Portal, YoungStar, and pre-licensing assistance.

- [Starting a Licensed Child Care](#)
- [Supporting Families Together Association - Start a Child Care Program](#)
- [Wisconsin Child Care Licensing Rules and Manuals](#)
- [Child Care Provider Portal](#)
- [YoungStar](#)
- [Finding a YoungStar Office/CCR&R](#)
- [Participating in YoungStar](#)

## Data Transfer with DCF

After a program is approved through the Department of Children and Families, a DCF Provider Number and/or license facility number is assigned. This license information is sent through a data transfer to the Wisconsin Registry. The license information does have an effective date. A program's license information will not go through the data transfer until the effective date begins.

Once the license information is available in the Wisconsin Registry system, a Program Profile can be created or updated. See our guide on [how to create a Program Profile](#) for steps on getting started with the Program Profile. Visit our guide on [adding a new license facility number](#) or on Maintaining a Program Profile if you have an existing Program Profile.



## Approval of a Brand New Program Profile

Individuals can apply for a Program Profile once the license information has moved through the data transfer. A Registry Personal Profile is required to create a Program Profile. See our guide on [creating a Wisconsin Registry account](#) for a walkthrough.

There is a 3-5 business day turnaround time for approval after submitting a Program Profile application. Registry staff will contact individuals by email if additional information is needed. Once the Program Profile is approved, the individual who submitted the application will receive an email from the Wisconsin Registry.

## Employee Membership Processing

To effectively update the Classrooms tab on the Program Profile, it is best practice to have a staff member apply for Registry membership first, if they don't already have a Wisconsin Registry membership. After their application is finalized, they will receive a Registry Level and preliminary position qualifications. Based on an individual's position qualifications, they can be placed in a classroom as a YoungStar Lead Teacher or Teacher. This also applies to the Director of Record on the Classrooms tab.

See our Program Profile Maintenance guide (to be linked) for directions on maintaining a Program Profile.

## Registry Timeline vs Licensing and YoungStar Expectations

### DCF Requirements

- Fill out and submit application for regulation
- Complete a background check and fingerprinting
- After approval of regulated program, apply for Child Care Provider Portal access
- Receive licensing information

### Wisconsin Registry Requirements

- Create a Registry account and complete foundational training
- Apply for Registry membership to receive a Registry Certificate showing preliminary qualifications
- Once license is active (effective date has passed), license information data will transfer from DCF to Wisconsin Registry
- Create or update Program Profile with license information
- Manage Program Profile

### YoungStar Requirements

- Fill out and submit YoungStar contract
- Confirm Program Profile is setup and maintained, for YoungStar rating purposes

### Support Guides

These support guides are available to help you through the above steps!

- [Create a Registry Account](#)
- [Create a Registry Program Profile](#)
- [Maintaining a Program Profile](#)
- [Adding a new License to your Program Profile](#)

# Supporting Staff

## Overview

Every Early Childhood Professional is responsible for their own Registry Account and Professional Development. However, there are ways a director can help to support the initial qualifications and continued professional development of their staff. Use the clickable buttons below to find out more about each category.

Free Registry  
Account

DCF Qualifying  
Courses Completed

Apply for Registry  
Membership

Continuing  
Professional  
Development

## Free Registry Account

A Registry account gives you access to the Wisconsin Registry system. Creating a [Registry Account](#) is FREE. An individual with a Registry account can:

- Receive a Registry ID number. When an individual attends a Registry approved training event, a Registry ID number is used to track the attendance. *Please note: this includes the non-credit DCF Foundational Courses.*
- Access a Registry Personal Profile. With a Personal Profile, individuals can start tracking and organizing their training records all in one secure place.
- Enter current employment, to be listed as an employee under their employers Program Profile.
  - » Please note: Directors can invite employees to update their employment information right away. For directions, view the [How to Send an Employment Invitation to Current Employee](#) guide.

## DCF Qualifying Courses Completed

The Wisconsin Registry follows the state licensing guidelines for position qualifications as designated by the Department of Children and Families (DCF). The Wisconsin Registry reviews preservice training and education to determine which positions in regulated care an individual will preliminary qualify for. Ultimately, DCF Licensing makes the final determination regarding position qualifications. Visit the Department of Children and Families website for [DCF Licensing requirements](#).

### Credit Based Qualifying Courses

- Are in five Wisconsin Core Competencies Content Areas
  - » Child Development
  - » Special Needs, Disabilities, and Inclusive Practices
  - » Learning Environments, Strategies, and Curriculum
  - » Health, Safety, and Nutrition
  - » Guidance and Nurturing
- More information and examples of credit based qualifying courses:
  - » [Early Childhood Qualifying Courses](#)
  - » [School Age Qualifying Courses](#)



The Wisconsin Registry will do a courtesy review by email of unofficial transcripts from United States Higher Education Institutions to confirm qualifying courses have already been completed. Email requests and copy of the unofficial transcript to [support@wregistry.org](mailto:support@wregistry.org).

Foreign transcripts and degrees must go through an [International Documents Evaluation Services](#). Individuals are advised to obtain this evaluation before applying for Wisconsin Registry Membership.



## DCF Qualifying Courses Completed Cont'd

### DCF Non-Credit Qualifying Courses

- Early Childhood non-credit Courses
  - » Introduction to the Child Care Profession
  - » Fundamentals of Infant and Toddler Care
  - » Fundamentals of Family Child Care
  - » Skills and Strategies for the Child Care Teacher
- School Age non-credit Courses
  - » Introduction to the School-Age Profession
  - » Skills and Strategies for the School-Age Teacher
  - » Guiding Children's Behavior in Afterschool Programs
  - » School Age Curricular Framework



For the list of agencies currently approved to offer these courses, see the [DCF Approved Training Agencies Offering Noncredit Child Care Courses](#) publication. Visit the Wisconsin Registry [Statewide Training Calendar](#) for list of courses currently scheduled.

### Department of Public Instruction (DPI) Courses

Wisconsin high schools can apply to offer Department of Public Instruction coursework that meets the preservice requirements for Teacher and Center Director (50 or fewer children). DPI Issues certificates for students who have completed [DPI Approved Programs](#):

- » The Assistant Child Care Teacher Program (ACCT)
- » The Infant & Toddler Program (I&T)
- » The Wisconsin Cooperative Education Skill Standards Certificate Program for Child Services (Co-op: Child Services) or the Child Care Teacher Program (CCT).



### Registry Credentials

Combine cutting-edge learning with the latest in research and techniques. These credit-based programs are focused on job specific skills so students can apply the practical knowledge they've learned to their current positions. Registry Credentials are a steppingstone to advancement for any aspect of the early care and education field. Accredited technical colleges and universities located throughout the state of Wisconsin offer credential coursework.

Each Credential consists of 12-18 credits and is taught by a professional educator through an institution of higher education. Students can find more information on credential courses on the [Credential Overview](#) page of our website and in the [Credential Course List](#).

The Wisconsin Early Childhood Association (WECA) provides tuition scholarships for Registry Credentials. More information on the [Credential Scholarships](#) can be found on WECA's website.

Specific Registry Credentials meet the preservice training requirements for Teacher, Director, and Administrator positions.

## Apply for Registry Membership

### Membership Benefits

The Wisconsin Registry membership is required for most positions (set by the Wisconsin Department of Children and Families). Individuals with a current Registry Membership receive a [Wisconsin Registry Certificate of Achievement](#), which lists all regulated care positions qualified for, years of experience, and more. View the [Registry Member Benefits](#) for a full list of benefits of being a current member, including discounts and access to professional tools and resources.

### Registry Career Levels

Wisconsin Registry members are awarded a [Career Level](#) based on the education and training that is verified on their Registry Profile. The Registry Career Levels indicate an individual's educational achievement and does not directly reflect any qualification for positions in child care licensing. A member who meets one of the requirements listed in a specific level will be awarded that level based on the information submitted to and verified by the Wisconsin Registry. Meeting the requirements of prior levels is not required.



### Membership Applications

Individual submits a membership application online and then sends in supporting documentation for everything they self-reported on the application. A completed application includes: online submission, membership fees and sending in documentation. Processing time for completed applications (submission, documentation, payment) is 5-7 weeks. View the [How do I become a Member?](#) for step-by-step directions to become a Wisconsin Registry member using the online application.

Important information needed to successfully complete the Registry Membership Application:

- Employment: Staff can use the [How do I Update Employment History Guide](#) for steps on updating employment history
  - » A full history of employment in regulated child care and education should be listed. This includes current and past employment. This can include out of state regulated employment and student teaching.
  - » It is helpful for staff to have either your programs Licensed Facility Number or DCF Provider number, to ensure they locate the correct Program Profile.
  - » Each position title and CHANGE in position title should be listed as separate employment entry.
    - For staff who work dual roles, such as part time Director and part time Teacher, they should list an employment entry for each role.
    - When a staff member remains employed with your program, but changes roles, they would put an end date for their employment entry in the old position. Then add a NEW employment entry for their new position. (Example: When an Assistant Teacher becomes a Teacher, they would have an old entry for their dates they worked as an Assistant Teacher. Then a new entry for their position as a Teacher)
- Sending Supporting Documentation - Full information on [Acceptable Documentation](#) needed to verify items that are self-reported on the Membership Application.
  - » Transcripts from Institutions of Higher Education must be OFFICIAL and sent directly from the College/University to the Wisconsin Registry. The [Official Transcript Requirement can be found here](#). Foreign transcripts and degrees must go through an International Documents Evaluation Services. Individuals are advised to obtain this evaluation before applying for Wisconsin Registry Membership.
  - » It is advised to send in each staff member's paperwork in a separate envelope or email. However, if documentation is sent in for multiple staff, documentation should be separated by staff member, not by type of training.

## Continuing Professional Development

Professional Development can mean attending conferences, completing non-credit training events, or completion of college credits from various college or university degrees.



### Statewide Training Calendar

To ensure Wisconsin's Early Childhood Care and Afterschool Education workforce has access to quality professional development opportunities, the Wisconsin Registry developed the Professional Development Approval System (PDAS). Through this system, the Wisconsin Registry reviews both trainers and training events.

- Staff can use the [How do I find Training?](#) guide for information on how to search for upcoming scheduled training on the Statewide Training Calendar.
- Once they find a training on the Statewide Training calendar, staff can use the [How do I Register for a Training Event?](#) guide for steps on registering for a training.

There are two types of training reviewed and approved by the Wisconsin Registry – Registered Training and Tiered Training. While the hours completed for both types of training count towards required continuing education needed each year, there are additional benefits to completing Tier training. Visit [Training Tiers](#) resource for more information on the benefits.

### Professional Development Planning Tool

The Wisconsin Registry has partnered with WECA to offer the Professional Development Plan tool within a personal profile. It is a free tool available to those with a Wisconsin Registry account. This tool allows individuals to plan out goals for their professional development as well as have access to a [WECA Career Development Counselor](#).



### Becoming a Training Sponsor Organization

Programs or Organizations that provide training to Early Childhood Care and Afterschool Education Professionals can become a Training Sponsor Organization (TSO) through the Registry Professional Development System (PDASystem). Directors can become Registry Approved Trainers and submit their staff continuing education hours through the Registry PDASystem. For more information on the Wisconsin Registry PDASystem, becoming approved as a TSO and Trainer, view the [Trainer-TA Professional Toolkit](#).



# Appendix

## Glossary

<b>Administrative Access:</b>	An individual can be given access to the Program Profile. With this access, the individual can make changes to employment statuses, classrooms, and have access to reports.
<b>Applied:</b>	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.
<b>Calculating:</b>	Designation assigned to a Registry account in which the Data Verification Specialist is determining the award assignment for the membership application.
<b>Career Level:</b>	Award assigned to a participant who has successfully completed the membership process, based on the education and training documentation submitted for review.
<b>Content Area:</b>	The WI Core Competencies are organized under 12 Content Areas. The content areas are used to organize data on training offered and on individual learning records in the Registry system. Five specific content areas are identified as meeting the educational requirements for licensing position qualifications.
<b>Core Competencies:</b>	A common language for the birth to first grade workforce to create a common thread of professional development expectations across the variety of system partners for the ultimate benefit of children and families in Wisconsin.
<b>Course:</b>	Educational content of a training. A Registry Approved Trainer or Training Sponsoring Organization submits through the Wisconsin Registry Professional Development Approval System (PDASystem).
<b>Current:</b>	Designation assigned to a Registry account that holds a non-expired membership.
<b>DCF Provider Number:</b>	The DCF Provider Number is assigned by the Department of Children and Families, along with a location code. The DCF Provider Number plus three-digit location code can be used to add an employment record to an individual's Personal Profile.
<b>Event:</b>	An identification number and date assigned to a training course. A Registry Approved Trainer or Training Sponsoring Organization submits through the Wisconsin Registry Professional Development Approval System (PDASystem). The Event ID Number may be listed on a certificate given to attendees.
<b>Expired:</b>	Designation assigned a Registry account that no longer holds a current membership.
<b>Individual Membership:</b>	Annual service that maintains the participant's Registry Learning Record, assigns a Career Level, and provides a e-Registry card for easy training attendance scanning.
<b>In-Process:</b>	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.



<b>Incomplete:</b>	Designation assigned to a Registry account in which unofficial transcripts were received, additional information has been requested, and/or payment is missing to process their Registry application.
<b>Insight Account:</b>	Created with a unique email and password to connect an individual with an Insight Application.
<b>Insight Application:</b>	Software platform that hosts the Registry system.
<b>Learning Record:</b>	List of educational achievements and training reported and verified on a Registry account.
<b>License Facility Number:</b>	This number is assigned to an organization or program when they become registered with the state of Wisconsin. This number can also be used to add an employment record to an individual's Personal Profile.
<b>New:</b>	Designation assigned to a Registry account that was recently created and not yet assessed by the participant.
<b>Organization ID:</b>	This identification number is assigned to a Program Profile after it is created. It is used to locate a Program Profile in the Wisconsin Registry system when requesting administrative access.
<b>Participant:</b>	Client who has created a Registry account and is utilizing the Registry system.
<b>Pending:</b>	Designation assigned to information on the Registry Learning Record that has not yet been verified by Registry staff.
<b>Personal Profile:</b>	This profile contains the Wisconsin Registry Membership application, tracks educational achievements, trainings, and individual employment history. The Personal Profile can also be connected to multiple Program Profiles.
<b>Processing:</b>	An individual whose application is being reviewed by Registry staff.
<b>Profile Owner:</b>	The Profile Owner is the individual who created the Program Profile for their organization or program. They are automatically given administrative access to the Program Profile and can grant administrative access to others.
<b>Program Profile:</b>	This profile contains data regarding the organization or program, including classrooms, employees, and YoungStar information. It is accessed through the Personal Profile and does not have a separate login.
<b>Professional Development Approval System:</b>	A system created to support and promote quality training and technical consultation opportunities, assure trainer and technical assistant professionals content knowledge, and embrace the commitment of sponsoring organizations. Abbreviated as PDASystem.
<b>Quality Assurance:</b>	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.
<b>Registered:</b>	Designation assigned to a Registry Account that has been claimed and assigned to a participant or organization.

<b>Registered Trainer:</b>	An individual with a Registry Career Level 2 or above who has 6 months of experience in an approved program and a background check. No other trainer requirements need to be met. Registered trainers can only offer Registered Training events.
<b>Registered Training:</b>	Provides content that meets requirements for continuing education as defined by state licensing. Minimum length of training is 30 minutes.
<b>Registry Certificate:</b>	A Registry Certificate of Achievement is awarded to an individual after his/her membership application is processed. The certificate lists important information including a Registry Career Level, the regulated care positions that a member preliminary qualifies for, years of experience, and training hours. The electronic Registry Certificate of Achievement meets licensing requirement DCF 251.04(5) (a)5 regarding staff in a group center or school-age program and DCF 250.04 (5)(K) regarding staff in a family childcare program.
<b>Registry Credential:</b>	A credential course series consists of 4-6 courses for a total of 12-18 credits, is taught by a professional educator through an institution of higher education and focuses on job specific skills that can be readily applied to the early care and education field. A Registry Credential is awarded upon successful completion of all credential courses in the series, completing the commission process, and submitting official transcripts for credential verification.
<b>Registry eID:</b>	A Registry eID lists an individual's name, Registry ID number, and a QR code that allows trainers to quickly scan the eID and accurately take attendance. A Registry eID is accessible using The Registry App or through the Reports Tab in an individual's Registry Profile for individuals with a Registry account or Registry membership. Registry eIDs are not valid proof of current membership.
<b>Registry Login:</b>	There is one login to access the Personal Profile and one or more Program Profiles. It requires a unique email address and password.
<b>Registry Profile:</b>	A profile that belongs to an individual in the Registry system. This personal profile contains The Registry Membership application, tracks educational achievements, trainings, and individual employment history. The Personal Profile can also be connected to multiple Program Profiles.
<b>Self-Reported:</b>	Designation assigned to information on a Registry account that has not yet been verified by Registry staff.
<b>Signed In:</b>	Designation assigned to a Registry account in which the participant has accessed the account but not yet applied for a Registry membership.
<b>Specialist Trainer:</b>	An individual who has a specific area of expertise that benefits the childcare and education community, is a trainer that can offer Tiered training appropriate to the content through The Registry system and does not require a specific Level on the Registry's career level. Examples of specialist trainers include occasional national or regional presenter, registered nurse, CPR instructor, etc.
<b>Submitted:</b>	Designation assigned to a Registry account in which a participant has applied for Registry membership.
<b>Technical Assistance Event:</b>	A single or multiple session experience working with individuals and programs in the early care and education field that provides technical assistance, mentoring, coaching, consultation, professional development counseling, peer-to-peer technical assistance, or assessment.

<b>Technical Assistance Professional:</b>	An individual qualified by their experience and education approved to provide technical assistance, mentoring, coaching, consultation, professional development counseling, peer-to-peer technical assistance, or assessment with individuals and programs in the early care and education field.
<b>Technical Assistance Professional Membership:</b>	Service that assigns the Registry approved Technical Assistance Professional endorsement and allows access to create technical assistance events in the Registry Professional Development Approval System (PDASystem).
<b>Tier Trainer:</b>	An individual with a specific Registry Career Level, training experience, background check and the adult education courses required to be approved as a Tier 1, Tier 2 or Tier 3 trainer. Tier Trainers can offer Registered and Tier 1-3 training events.
<b>Tier Training:</b>	Provides content that is 1-5 hours or more in duration, is a higher level of rigor regarding the content and the Trainer, and attendance records are entered directly into the Registry system. Tiers 1-3 are offered by Registry approved trainers or approved Specialists only. Those that take tiered training and are at Levels 1-4 on The Registry Career Levels can move up in their Registry Level with an accumulation of tiered training hours. This training also meets state licensing guidelines for continuing education.
<b>Trainer:</b>	An individual qualified by their experience, education, and training experience approved to train the early care and education workforce in relevant content.
<b>Trainer Membership:</b>	Service that assigns a Registry approved Trainer type and allows access to create training courses and events in the Registry Professional Development Approval System (PDASystem).
<b>Trainer Type:</b>	Category of expertise assigned to a participant who has applied for Trainer Membership which sets parameters of the subject matter in which training courses and events can be submitted for approval.
<b>Training Sponsor Organization:</b>	Any program that offers training to professionals in the field such as community-based training, online or correspondence, or courses for credit. Examples of organizations include resource and referral agencies, professional associations, programs that provide training to their staff, and colleges and universities. Approved Training Sponsors have an online account, use a current Registry approved Trainer and pay an annual fee to access the Registry Professional Development Approval System (PDASystem).

### Contact Us



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Friday: 8:00 am - 1:00 pm



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