How to Become a Trainer

This guide is for individuals looking to become an approved Registry Trainer. An approved Registry Trainer offers training to professionals in the field of early care and education.

Your Trainer type will determine what tier of training you are approved to offer. For more information on the two different types of training, Registered and Tiered, go to:
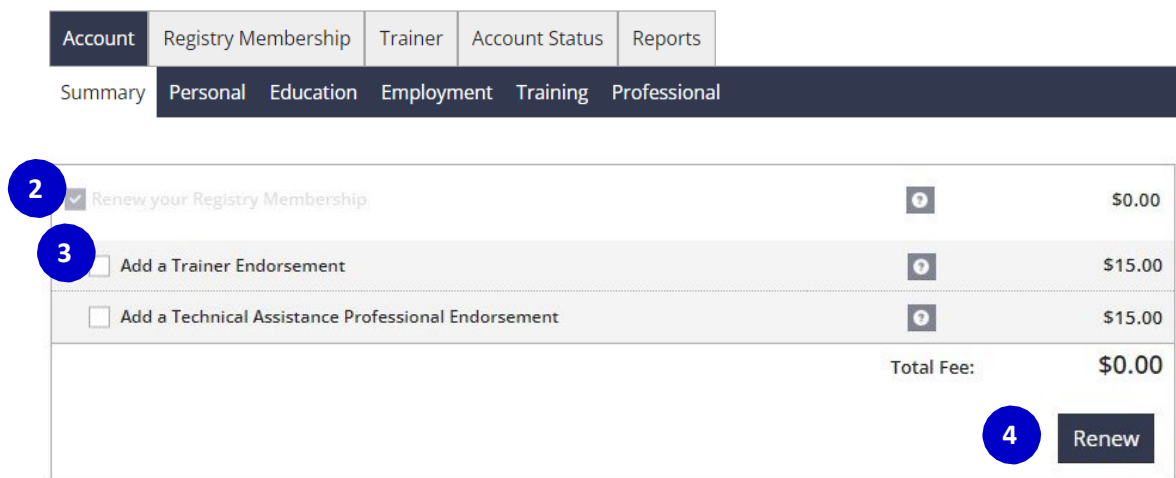http://wiregistry.org/wp-content/uploads/training-tiers.pdf

If you are brand new to the Wisconsin Registry review our Membership Application Guide.

Review the T-TAP Requirements Chart to see different Trainer types and requirements.

💡 *During the application process, documents can be updated to meet endorsement requirements if not already verified on your Registry account. Be sure to have any documentation applicable to the Trainer type you are applying for ready before you begin your Registry Trainer application.*

STEP 1: Login into your Registry account

1. Login into your Registry Profile.

2. Check the box that says **RENEW YOUR REGISTRY MEMBER.**

💡 If *you already have a current Registry membership, just click the **ADD A TRAINER ENDORSEMENT** box.*

3. Check the box that says **ADD A TRAINER ENDORSEMENT**. Aside from your membership fee there is a one-time fee of $15.00 to add a Trainer endorsement.

4. Click the **APPLY** or **RENEW** button.

STEP 2: Trainer Tab
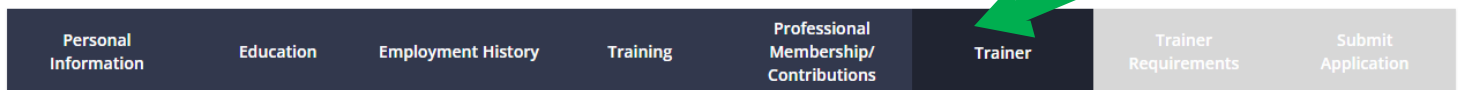
1. Complete the general membership application. Once on the Trainer tab you will see the following:

2. Select when you have availability to facilitate a training including time of day and miles willing to travel as a Trainer.
3. Select the primary language or languages you will be giving trainings in.
4. Give us a brief overview about yourself. Your Trainer profile will come up when individuals search for you in the Trainer directory.
5. Type in key topics in which individuals will be able to locate your profile when searching in the directory. *Hint: Enter training topics or content areas you specialize in. This can include training you are approved to teach for licensing or YoungStar criteria. Examples: Abusive Head Trauma, Pyramid Model, WI Model Early Learning Standards, ASQ, CPR, Guiding Children's Behaviors, Strengthening Families, DCF Foundational courses, Curriculum Development, Inclusive Practices, business related, etc.*

1 Age Group Expertise*

☐ Infants (0-12 months)

☐ One Year Olds (13-24 months)

☐ Two to Two and half (25-30 months)

1. Check all the boxes that apply to which age group(s) you have training expertise in.

2 Content Areas *

Check all content areas where you have received at least 40 hours of training. Documentation of that training is required.

☐ 1. Child Development   ☐ Verified

☐ 2. Family Systems and Dynamics   ☐ Verified

☐ 3. Diversity   ☐ Verified

☐ 4. Special Needs, Disabilities, and Inclusive Practices   ☐ Verified

2. Check all the boxes that apply. The Registry will use the training on your membership training page and college transcripts to verify the 40 hours.

Archived Trainer Documentation

3

⚠ No documentation entered.

3. If you are applying for the first time this is for archived trainer documents and you will have no documents to add here.

4 Approved to Teach

Select only if you are currently on the DCF Approved Agencies Offering Non-Credit Courses. More Info

☐ 10 Hour School-age Assistant Child Care Worker   ☐ Verified

☐ Administrator Supervison   ☐ Verified

☐ Center Administrator   ☐ Verified

4. Only check the boxes of those courses you are approved by the Department of Children and Families to teach.

Additional Endorsements

☐ Active Early & Healthy Bites: Home Edition		☐ Verified
☐ ASQ Trainer		☐ Verified
☐ Brazelton Touchpoints		☐ Verified
☐ Certified L.E.A.N. EXPECTATIONS and L.E.A.N. START Coach		☐ Verified

5. Check any additional endorsements you have been approved to train. If the Train the Trainer course for the endorsement is not already on your training page, you will need to provide documentation with your application to prove you are approved to train the specific endorsement.

6. Click the **SAVE AND CONTINUE** button once you have completed each section.

STEP 4: Trainer Requirements Tab

Return to My Profile   < Previous Step   Save and Continue >

Select the trainer type that best describes your training activity.

Type

Select Trainer Type   ⌄

Required

Return to My Profile   < Previous Step   Save and Continue >

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1. Select which trainer type that best describes your training activity in the field. Depending on which trainer type you select, your application may vary from the examples below. If you are unsure of which trainer type best describes you, review the T-TAP Requirements Chart.

Registered Trainers

1. Select Registered Trainer.
2. Click the **+Screening** to upload a copy of your Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI completed within the last five years. You can submit a copy of the Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI results you completed for your employment. *This is required for all* **Registered Trainers.** If you have any questions about obtaining a background check please see the [Obtaining a Criminal Background Check](#) guide on our website.
3. Click the **SAVE AND CONTINUE** button.

To move forward in the application, you will need to upload a document in the background check section. If you will be mailing your background check, upload a document stating this.

Tier Trainers

💡 *Documentation must be uploaded to complete the application. If you feel information is already on your Registry account that will verify the requirement, upload a document indicating where the information can be found. Example: Adult Education course submitted by Trainer and is verified on my training page.*

Adult Education   ☐ Verified

Complete both the T-TAP Foundations Course and the Training Professional Course or equivalent. Click here to read more information.

This requirement applies to the following trainer levels:

💡 Tier 1 Trainer   Tier 2 Trainer   Tier 3 Trainer

If these trainings are not in your Registry training list, upload proof of your completion of both of these trainings.

1   **+File**

ℹ **No documents have been added.**
Click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

💡 *The Blue boxes indicate this requirement applies to all Trainer types listed.*

1. Click **+ FILE** to upload documentation of both T-TAP Foundations Course and Training Professional Course. *This is a requirement for **all Tier Trainers**.*

Training Experience: 40 Hours   ☐ Verified

You must have at least 40 hours of training experience. If you have already provided evidence of 20 hours of training, provide evidence of 20 more hours. Otherwise, provide evidence of 40 hours of training experience.

This requirement applies to the following trainer levels:

Tier 2 Trainer   Tier 3 Trainer

Upload a list of training showing training experience. Include dates, topic and length of time.

+File   **2**

⚠ **Documents are required.**
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

2. Click the **+ FILE** to upload documentation of hours of experience here. This document can be a self-generated list with the training topic, date of the training, and the length of time the training took. *This is required for **all Tier Trainers** and **Specialist 2 and 3 Trainers**, however hour requirements may differ depending on the Trainer type.*

Professional Growth of Another Adult

☐ Verified

You must have at least two years of experience supervising professional growth of another adult. For example, you supervised student teachers or served as a mentor.

This requirement applies to the following trainer levels:

Tier 3 Trainer

Upload proof of this experience. You can write a letter for your file to serve as documentation.

3 +File

⚠ Documents are required.
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

3. Click **+ FILE** to provide documentation of two years of experience supervising the professional growth of another adult. *This is required for **Tier 3 Trainers** and **TA Professionals** only.*

Background Screenings

4 +Screening

You must provide a background screening dated within the last five years. Click here to read more information. Click here to request a record check through the Wisconsin Department of Justice.

ℹ No Background Screenings have been entered.

4. Click the **+Screening** to upload a copy of your Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI completed within the last five years. You can submit a copy of the Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI results you completed for your employment. *This is required for all **Tier Trainers**.* If you have any questions about obtaining a background check please see the Obtaining a Criminal Background Check guide on our website.

💡 *To move forward in the application, you will need to upload a document in the background check section. If you will be mailing your background check, upload a document stating this.*

Specialist Trainers

💡 *Specialist Trainers have a specific area of expertise that benefits the early care and education community. Specialist Trainers can offer Tier Training but only in their specific area of expertise. For more information on each Specialist Trainer type, review the T-TAP Requirements Chart.*

Training Experience: 40 Hours
☐ Verified

You must have at least 40 hours of training experience.

This requirement applies to the following trainer levels:

💡 [Specialist 2 - Wisconsin Specialist] [Specialist 3 - Content Specialist]

Upload a list of training showing training experience. Include dates, topic and length of time.

+File **1**

⚠ **Documents are required.**
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

💡 *The Blue boxes indicates this requirement applies to all Trainer types listed.*

1. Click the **+ FILE** to upload documentation of hours of experience here. This document can be a self-generated list with the training topic, date of the training, and the length of time the training took. *This is required for **all Tier Trainers** and **Specialist 2 and 3 Trainers** however hour requirements may differ depending on the Trainer type.*

License or Certification
☐ Verified

You must be licensed or certified in your area of expertise.

This requirement applies to the following trainer levels:

[Specialist 2 - Wisconsin Specialist] [Specialist 3 - Content Specialist]

Upload documentation of your license or certification.

2 +File

⚠ **Documents are required.**
Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

2. Click the **+ FILE** to upload any licenses or certifications that demonstrates your competency to train in an area of specialty. *This is required for **Specialist 2 and 3 Trainers** only.*

Resume   ☐ Verified

We require a resume, including a description of your content specialty.

This requirement applies to the following trainer levels:

Specialist 3 - Content Specialist

Upload your resume.

③ +File

> ⚠ Documents are required.
> Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

3. Click the **+FILE** to upload a resume. *This is required for **Specialist 1 trainers** only.*

Two Years of Presenting on Area of Expertise   ☐ Verified

You must have at least two years of experience presenting on your area of expertise.

This requirement applies to the following trainer levels:

Specialist 1 - National Training Organization

Upload a curriculum vitae that documents your presentation experience.

④ +File

> ⚠ Documents are required.
> Please click the "+File" button to upload documents.

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx

4. Click the **+FILE** to upload your curriculum vitae showing your training experience in your content area of specialty. A curriculum vitae is a brief overview of a person's education, qualifications, and previous training experience. *This section is for **Specialist 2 and 3 Trainers** only.*

Background Screenings   ⑤ +Screening

You must provide a background screening dated within the last five years. Click here to read more information. Click here to request a record check through the Wisconsin Department of Justice.

> ℹ No Background Screenings have been entered.

5. Click the **+Screening** to upload a copy of your Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI completed within the last five years. You can submit a copy of the Department of Justice (DOJ) name-based criminal history record check or a copy of the results of a background check from the DOJ/FBI results you completed for your employment. *This is required for all **Specialist 2 and 3 Trainers.*** If you have any questions about obtaining a background check, please see the Obtaining a Criminal Background Check guide on our website.

💡 *To move forward in the application, you will need to upload a document in the background check section. If you will be mailing your background check, upload a document stating this.*

STEP 5: Submitting Your Application

1. After you have filled out the Trainer type that best describes you click SAVE AND CONTINUE.

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 (Paper)	08/31/23	$0.00
☑	Trainer	None - Initial (Paper)	N/A	$15.00
	Total Processing Fee*:			**$15.00**

*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.

2. Select **SUBMIT APPLICATION**

💡 *Once submitted to the Wisconsin Registry, processing time for all Trainer and TA Professional applications takes 2-4 weeks. Mail, email, or fax any other documentation, including certificates of training completion, to the Wisconsin Registry within 45 days. All official college transcripts must be sent directly to the Wisconsin Registry from the institution of higher education.*

Fitchburg, WI 53719

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

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

3. Read the Registry Training & Technical Assistance Professional Agreement and check the box to acknowledge you have reviewed the agreement.
4. Click **SAVE AND CONTINUE**

Invoice	149711-20231026-2	
Status	Unpaid	
Amount	$15.00	Change
Payment From	#149711 Jane Wisconsin regtest70@gmail.com Receipt will be emailed	Change
Coupon Code		Apply

Pay Online

Clicking 'Pay Invoice' will allow you to pay via credit card online.

Pay Invoice

5. Submit the payment online by selecting PAY INVOICE or mail in a check or money order to the Wisconsin Registry.