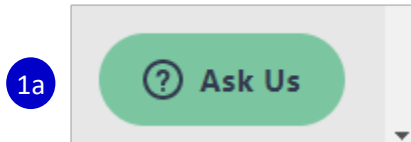
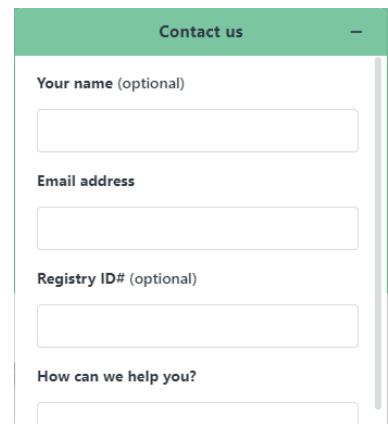


This guide is for Training Sponsor Organizations (TSO's) looking to submit their conference sessions in the Wisconsin Registry Professional Development Approval System (PDASystem). It is recommended that conference sessions be submitted a month before your organization requires the registration to be finalized.

STEP 1: Share Conference Information with the Wisconsin Registry



1. Notify the Wisconsin Registry of your conference and provide conference specifics.
 - a. Select the mint green **ASK US** button on any page of our website.OR
 - b. Email to support@wiregistry.org.
2. Provide the following conference information:
 - a. Your name and the conference name
 - b. Date(s) of the conference
 - c. Location (including if it is virtual)
 - d. Training Sponsoring Organization name and Org ID number

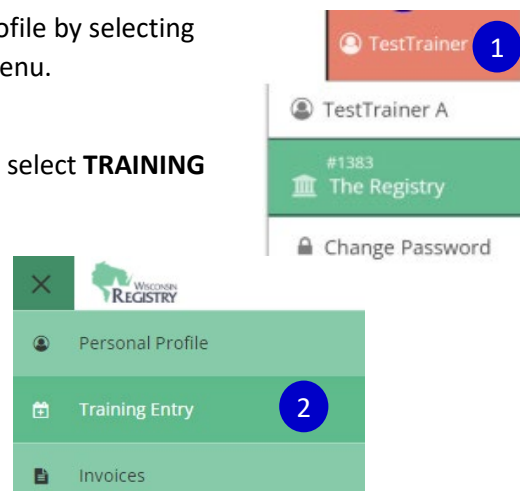


You will receive an email after the conference has been set up. Then you can start scheduling courses.

STEP 2: Submit a Course for Each Session

Log in to your Registry Account. Access your Program Profile by selecting the program name from the top right coral drop down menu.

1. Hover over the mint green Left Navigation menu and select **TRAINING ENTRY** from the menu.
2. Under the COURSES TAB, select **NEW COURSE**



STEP 3: Course Content

Title* 1

Course Type*
General Continuing Education

Course Level*
Registered 2

Owner of the Training/Curriculum

Private/Owner 3

Public Domain (State/Federal)

Publisher (Please Specify)

Other (Please Specify)

Applies Toward

Name

- DCF - Shaken Baby Syndrome
- DCF - First Aid 4
- DCF - Skills and Strategies for the Child Care Teacher
- DCF - SIDS Training
- CPR-First Aid Combined
- DCF - CPR/AED
- DCF - Child Abuse and Neglect

Save And Continue 5

1. Enter the title of the session. Include in the title if a session is online or a pre-recorded workshop. Example Title: *Child Behavior (Pre-Recorded)*
2. Select Course Level from the drop-down menu. Visit the Wisconsin Registry website for more information on Training Level requirements. The Trainer will need to be approved to offer the level of the training and have a current membership. For more information on Training Levels, view <https://wregistry.org/wp-content/uploads/training-tiers.pdf>
3. Indicate if you are the owner of the course, or if you were given permission from a state/federal agency, or another publisher.
4. Under APPLIES TOWARD, only select **your conference** from the list.
5. To move through the wizard, select **SAVE AND CONTINUE**. If you need to leave the course, you can save your entry and return later.


STEP 4: Instructional Plan

		Registered Conference Session	Tiered 1 and Tier 2 Conference Session	Tier 3 Conference Session
Course Components	Description	Required	Required 1	Required
	Perquisites	Optional	Optional	Optional
	Learning Objectives	Optional	Required	Required
	Learner Supports	Type the word <i>CONFERENCE</i>	Type the word <i>CONFERENCE</i>	Type the word <i>CONFERENCE</i>
	Outline of Content, Methods & Timeline	Type the word <i>CONFERENCE</i>	Type the word <i>CONFERENCE</i>	Type the word <i>CONFERENCE</i>
	Handouts	Optional	Optional	Optional
	Assessment	Optional	Type the word <i>CONFERENCE</i>	Required
	Evaluation	Optional	Optional	Optional
	Major Resources	Optional	Type the word <i>CONFERENCE</i>	Type the word <i>CONFERENCE</i>

1. Fill out the required fields of the instructional plan for a Conference. *It is helpful to have this information from the Trainers ahead of time.*
 - a. Registered Conference Session: Course Description is required.
 - b. Tier 1 and Tier 2 Conference Session: Course Description and Learning Objectives are required.
 - c. Tier 3 Conference Session: Course Description, Learning Objectives and Assessment of Learning Objectives are required
2. For all other fields simply enter the word *CONFERENCE*.

STEP 5: Authorized Trainers and Training Scheduler

Authorized Trainers*

This course is restricted to Authorized Trainers 

1 No Yes

Selecting "Yes" requires a minimum of one trainer being added.

WI Child Care Resource & Referral Training Scheduler

Share with WI Child Care Resource & Referral Agencies? * *

Supporting Families Together Association (SFTA) oversees courses included in the Training Scheduler. Select "No" unless you are currently sharing with SFTA. Before selecting "Yes", contact SFTA if you would like to inquire about sharing your course with the WI CCR&R agencies.

2 No Yes

NOTE: Regardless of how you answer this question, you retain exclusive responsibility for renewing or revising this course.

1. It is recommended for conferences to select **NO** for Authorized Trainers. *Only Registry Approved Trainers with current Registry memberships can be selected as an Authorized Trainer. The Authorized Trainer then has access to schedule this event as well.*
2. Select **NO**, for WI Child Care Resources & Referral Training Scheduler

STEP 6: Submit the Course for Approval

Terms and Conditions


I agree to the terms and conditions for Course Approval

1

2

Previous

Submit for Approval

 Course Submitted.

3

Your course was submitted successfully.

1. Read the Terms and Conditions and check **I AGREE TO THE TERMS AND CONDITIONS FOR COURSE APPROVAL**.
2. Select **SUBMIT FOR APPROVAL**.
3. You will receive a message letting you know the course was successfully submitted. The status of the course will change to "submitted." Courses are reviewed within 5 business days. You will receive an email once the course has been reviewed.

Once a course has been approved, you will need to schedule each course session as an event for your conference. Please keep in mind that all Registry approved trainers listed for your sessions should be current Trainers in the Wisconsin Registry system and not expired. See our support guide [Training Entry part 2 - how to submit an event](#).

FAQs

We are trying to plan our conference, what information should we ask for in the trainer session proposals?

Review the Instructional plan on page 3. In addition to those pieces, we also recommend asking if the Trainer is a Registry Approved Trainer with a current membership. If their membership has expired, they will need to renew their membership prior to be listed on an event.

What is the timeline for setting up the conference?

Our recommendation is to submit the conference sessions at least a month before the registration is required. Courses are reviewed in 1-5 business days from submission. Events are also reviewed in 1-5 business days from submission. If a Trainer for a session must renew their Registry membership, that processing time is 2-4 weeks from the date a completed application and documentation is received.

What do we do if we need to make changes to a session that has already been approved?

If small changes need to be made to either the course or event, such as wording in the description or time of the event, email our Professional Development (PD) staff at support@wiregistry.org. If larger changes need to be made to the event, we advise rescheduling it. If larger changes need to be made to the course, such as length of time of the training, we advise renewing/revising the course. These will need to be reviewed by PD staff again.

What happens if we have a late added session, or we forgot to submit the session before the conference date?

Training can be submitted up to 30 days after the event has occurred. Submit your missed session as soon as possible. If individuals registered for the sessions ahead of time, your organization would need to manually enter the registrations at this point in time.

Our organization has multiple staff members who work on conference sessions and attendance, can multiple staff access the conference sessions?

Any individual with a free Registry account can request access to a program profile. The program profile owner can approve that access. Any administrative staff who do not already have a Registry account will first need to create one. For more information on how to create a Registry account, see the guide [Creating Account](#).

For more information on managing Program Profile access, see page 11 of the [Creating a Program Profile Guide](#).