

*This support guide provides information on maintaining a Program Profile. It includes support for accessing a Program Profile, managing classrooms, and utilizing Program Profile reports.*

**Note:** All screenshots used for this guide are from tests accounts. The Wisconsin Registry follows all data privacy regulations and uses test accounts for screenshots in guides, toolkits, and other materials.

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## Types of Program Profiles

### Direct Care Programs

A Registry Program Profile is an online profile for direct care programs or organizations. It is accessed through a personal Registry profile and needs to be maintained for YoungStar rating purposes.

Education and training are verified by Registry staff on person Registry profiles. The data verified is connected to a Program Profile once the individual is listed as a current employee for the program or organization. YoungStar utilizes this data to determine the program or organization’s star rating.

### Training Sponsor Organizations

A Training Sponsor Organization (TSO) is an organization or program that uses the Registry Professional Development System (PDASystem) to provide training to Early Childhood Care and Afterschool Education Professionals in the field.

## Accessing the Program Profiles

An active program profile may be accessed by logging in to a Registry Personal Profile.

1. Open the drop-down menu in the upper right-hand corner
2. Click the organization or program’s name to access the Program Profile.
  - » Those with access to six or more Program Profiles will see My Organizations instead of individual program names listed when using the drop down menu in the upper right corner. After clicking on My Organizations, a list will display of all programs this individual has access to. Select the program’s name to visit its Program Profile. Continue to use the drop down menu to switch between Program Profiles.

### Creating a Program Profile Support Guide

**Note:** This feature is only available to the Program Profile Owner or an individual who has been granted access.

## Program Profile Landing Page (Contact Tab)

#267  
21 For Tots

Licensed Facility # :  
Youngstar : Five Star  
Anniversary Date : 4/1/2020

Account	<b>Contact</b>	Settings	Program Info	Classrooms	Employees	Consultations	Reports
Overview	Training Events						

### Contact Information

Email Address\*  
 [Send Message](#)


First Name\*  Last Name\*

Phone  -  -  Ext.

[Manage organization profile users](#)



The landing page for the Program Profile is the Contact tab of the profile. It lists the name, email address, and phone number for the main contact person. This person will receive periodic emails from the Wisconsin Registry. The contact person may be a different person than the Profile Owner.

### Program Profile Review


End Impersonation
Test Organization
My Cart(0)

Program Profile Review

Please review and confirm all sections are current and accurate in order to submit this review.

<p><b>General Information</b> General organization information such as contact information.</p>	 review	<input type="button" value="Review"/>
<p><b>Employees</b> Please review and ensure your list of employees is current and correct.</p>	 review	<input type="button" value="Review"/>

Quarterly, individuals accessing a Program Profile will be asked to review information. This will include general information regarding the program or organization, as well as information regarding employees. The Program Profile Review must be completed before an individual can continue to the Program Profile.

A Profile Owner is the original 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. The Profile Owner will receive all emails regarding the Program Profile regarding verifying employment records.

A Profile Owner can be changed as needed. The current Profile Owner can transfer ownership prior to leaving the program or their role changing. If the current Profile Owner is no longer with the program or organization, Registry staff can assist with assigning a new Profile Owner.

Following the contact information is Communication Preferences. This is where a program or organization can opt in to receive occasional emails from the Wisconsin Registry.

Next are the Organization Details for the program or organization. It includes the Organization Name, date the profile was created, and the Organization Type. The following can be chosen for the Organization Type:

- Family Child Care Program
- Group Child Care Program
- Out of School Time Program
- Public School - Exempt Program
- Head Start Grantee
- Head Start Site
- Child Care Program in Partnership with Head Start
- Program within School District
- Tribal Program
- Child Care Program in Partnership with Military Child Care
- Government Agency - Local or County
- Government Agency - State
- CACFP
- CCR&R
- CESA
- Early Intervention/Special Education
- Family Child Care Support Organization
- First Aid/CPR Provider
- High School
- Higher Education - Accredited
- Higher Education - Non-Accredited
- Higher Education International
- National Training Agency
- Individual Consultant/Trainer
- Public School
- Private or Parochial School
- Professional Association
- Statewide Organization
- Support Group
- Technical Assistance Agency
- Tribale Agency
- U.W. Extension
- Out of Wisconsin Direct Child Care Provider
- Licensed Wisconsin Child Care Prior to 2021

After creating of the Program Profile, the Organization Type may only be changed by Registry Staff. Please contact the Wisconsin Registry if your Organization Type has changed.

Programs or organizations that offer training will utilize the following on the Contact tab:

- » [Training Sponsor Organization](#) information specific to the program or organization and what they are approved to offer. Programs or organizations that offer community-based training, online or correspondence training, or courses for credit should consider becoming a Training Sponsor Organization.
- » Training Qualifications are additional trainings that a program or organization are approved to offer, such as Pyramid Model Training or WMELS training.
- » Technical Assistance Organization can be selected if your program or organization provides technical assistance services for Regulated Care programs. This will allow the entering of Technical Assistance Events and assessment scores into the PDASystem.

The physical address and mailing address of the program or organization is listed on the Contact tab. There is an option to list the same address for both or have separate addresses listed.

The phone number, fax number, primary website, and additional information for the program or organization concludes the Contact tab.

## Account

# 267  
21 For Tots  
Licensed Facility # : 420772  
Youngstar : Five Star

Account | Contact | Settings | Program Info | Classrooms | Employees | Consultations | Reports

Organization Status - **Active**

Account Status: Active

Last Verified: 6/7/2019 4:13 PM by Sally Beining

Program Identification Numbers Add New

Type	LICENSED CENTER
Effective Date	11/3/2002 - 6/9/2018
Licensed Facility #	420772
Location	<b>Twenty-one For Tots</b> 303 S Bluemound Dr Appleton, WI 54914 Outagamie County Contact: Dawn Christensen (920) 730-8687

Effective Date	11/3/2002 - 6/9/2018
DCF Provider #	3000561943001

Information regarding the program or organization’s license facility number and/or DCF Provider Number will be found on the Account tab of the Program Profile. This tab will also list the following information, if applicable to the program or organization:

- » Child and Adult Care Food Program (CACFP) number
- » Head Start Grantee or Site number
- » School District partner number
- » Tribal information
- » Military base information

Any information connected to a program or organization is reviewed by Registry staff within 1-5 business days after submission. Once the information is reviewed, it will display on the Account tab as Approved, Pending or Denied. The Profile Owner will receive an email from the Wisconsin Registry after the review process is completed by a Registry staff member.

# Program Info

Account	Contact	Settings	<b>Program Info</b>	Classrooms	Employees	Consultations	Reports
Info <b>Accreditation</b>							

**Program Type** Edit

- For Profit

**Benefit Options** Edit

- Lead Teaching Staff has Paid Time Off

- Paid Staff Meeting

- Paid Sick Leave

- Conference Registration Fees

- Paid Release Time for Training

- Reduced Rate for Child Care

- Paid Vacation

- Paid Personal Leave

- Training Registration Fees

- Paid Registry Certificate

**Business and Professional Practices** Edit

- Personnel-Employment Policies and Procedures

The program or organization’s services can be listed when a Program Profile is first created or while maintaining the Program Profile. The Edit buttons allow an individual with access to the Program Profile the ability to update or add new program information. Information collected for the Program Info tab will detail the following:

- » Program Type
- » Benefits Options
- » Business and Professional Practices
- » Child Outcomes
- » Health and Wellness
- » Parent/Family Involvement
- » Program Curriculum

### Program Info Accreditation

The Program Info tab also allows a program or organization to self-report their accreditation information. This includes accreditation from the following:

- » American Montessori Society Association
- » City of Madison Certification
- » National Accreditation Commission
- » National Association for the Education of Young Children
- » National Early Childhood Program Accreditation
- » National Lutheran School Accreditation
- » AdvancED Accreditation

**+ Accreditation**
×

▲ Accreditation

-- Accreditation --

-- Accreditation --

American Montessori Society Accreditation

City of Madison Certification

National Accreditation Commission

National Association for the Education of Young Children

National Early Childhood Program Accreditation

National Family Child Care Accreditation

National Lutheran School Accreditation

AdvancED Accreditation

Upload Org Accreditation Documentation

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

+ Files

Save and Close

Save and Add Another

## Classrooms

# 267  
21 For Tots

Licensed Facility # :  
Youngstar : Five Star

Account	Contact	Program Info	<b>Classrooms</b>	Employees	Consultations	Reports
---------	---------	--------------	-------------------	-----------	---------------	---------

### 1 Program Type

2. Group

If you apply for YoungStar this will be your track number.

### Program Capacity

Total Capacity	40
Number of Classrooms / Groups	3
Number of Children Enrolled	47

The Classrooms tab is an important component of the Program Profile. Programs or organizations participating in YoungStar will need to continuously update this tab for an accurate star rating.

### Important Note for Family Child Care Providers

A family child care program typically has one employee or a smaller staff. If the owner of the family child care program is the only employee, they will need to be added as the Licensee/Owner and the Primary Family Provider. This is important for an accurate report to be pulled by YoungStar for the program’s star rating.

- The Program Type is selected when the Program Profile is created. The type is based on the Organization Type chosen when creating the Program Profile. The Organization Type is found on the Contact tab. The Program Type will be the track number for the program or organization if they participate in YoungStar. The following are examples of tracks that may be chosen:

- » Family
- » Group
- » School-Age Only
- » Short-Term Operational

Based on the track chosen, the terminology used on the Classrooms tab will slightly differ. The following are examples from the Family, Group, School-Age Only, and Short-Term Operational tracks.

#### Family

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

#### Group

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

#### School-Age Only

- Director of Record or Site Supervisor
- Groups of Children
  - » Add School-Age Group button
  - » YoungStar Lead Teacher/ Primary Family Provider
  - » Teacher

#### Short-Term Operational

- Director of Record
- Groups of Children
  - » Add Short-Term Operational button
  - » YoungStar Lead Teacher/ Primary Family Provider
  - » Teacher



Program Capacity

Program Capacity

Edit

Total Capacity	40
Number of Classrooms / Groups	3
Number of Children Enrolled	40

Infants (0-12 months)	4
One Year Olds (13-24 months)	4
Two to Two and half (25-30 months)	4
Two and a Half to Three - (31-36 months)	3
Three Year Olds - (37-48 months)	4
Four Year Olds (49-60 months)	6
Five Year Olds (61-72 months)	5
Elementary (K-5th grade)	3
Middle (6th-8th grade)	0
Secondary (High School)	0
Adults	7

The Program Capacity is listed on the Classrooms tab as well. The Total Capacity is pulled directly from the Department of Children and Families licensing through a data transfer with the Wisconsin Registry. From there, the program or organization can determine the number of classrooms/groups and the number of children enrolled. The number selected for classrooms/groups determines how many classrooms can be created within the Classrooms tab.

- The Director of Record is typically going to be the Center Director, Site Supervisor or Family Child Care Licensee for the program or organization. To be listed as Director of Record, this individual will need to have a current employment record for the program or organization. Their title will need to be listed as Center Director (50 or fewer children), Center Director (51 or more children), School Age Director or Family Child Care Licensee.
- An individual can be assigned the Director of Record and the YoungStar Lead Teacher/Primary Family Provider for the same program or organization.
- An individual cannot be listed as the YoungStar Lead Teacher for more than one classroom
- An individual cannot be listed as the Director of Record for more than one program or organization.

Director of Record

Director of Record

1 Edit

None

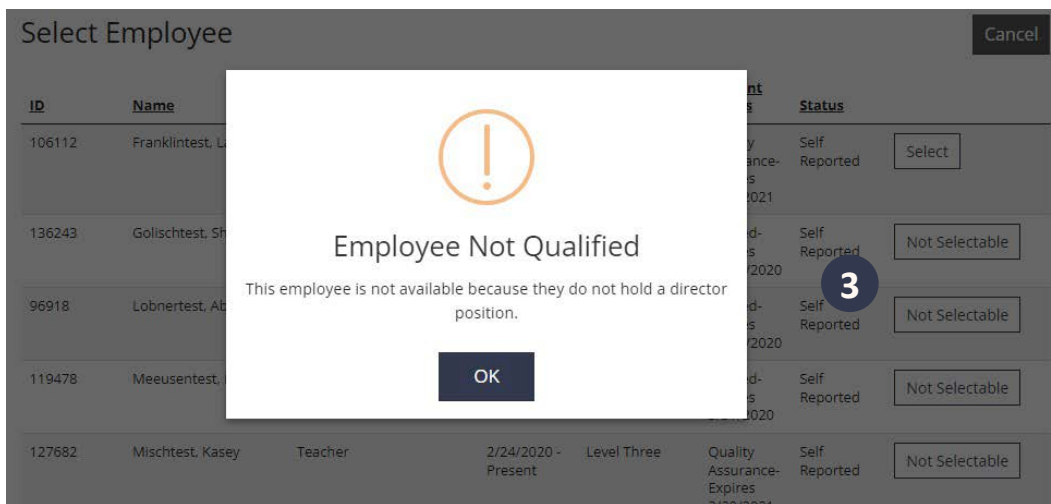
Edit Director of Record

2 Add Director

Update Return

To add or edit who is the Director of Record:

1. First click **EDIT** to the right of Director of Record *Note: These steps will apply if you are on a different track such as Family, School-Age Only, or Short-Term Operational*
2. Click on **ADD DIRECTOR**



3. If an employee cannot be selected, there will be a **NOT SELECTABLE** button to the right of their name and employment information. Click this button to see the reason why they cannot be selected.

### Select Employee

Cancel

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance-Expires 2/28/2021	Self Reported	Select <b>4</b>
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired-Expires 12/31/2020	Self Reported	Not Selectable
96918	Lobnertest, Abigail	Teacher	9/3/2019 - Present	Level Eight	Expired-Expires 12/31/2020	Self Reported	Not Selectable
119478	Meeusentest, Michelle	Teacher	7/23/2019 - Present	Level Three	Expired-Expires 3/31/2020	Self Reported	Not Selectable

- Employees who have the correct position title and qualify for the position will be selectable. Click **SELECT** to choose an employee.

### Add Director of Record

Franklintest, Laura #106112

Indicate when this employee became the Director of Record

**5**

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm Cancel

- Enter the date the individual became the Director of Record. If applicable, an end date can be entered.

### Edit Director of Record

Add Director

Franklintest, Laura

Start Date  mm/dd/yyyy

End Date  **6** mm/dd/yyyy

**7** Update **8** Return

- If the Director Record needs to be updated, an end date can be added for the current Director of Record.
- Another Director of Record can also be selected. Click **UPDATE** to save any new information.
- Click **RETURN** to go back to the Classrooms tab.

## Add a Classroom

### Classrooms

**1** Add Classroom ▾

For the YoungStar program, do not add 3K or 4K classrooms to your program profile. Contact your local YoungStar office for additional clarification.

No Classrooms exist

1. Click **ADD CLASSROOM** to add a new classroom to the Classrooms tab.
  - » Please Note: *If classroom capacity is met, the number of classrooms can be updated under Program Capacity. After the number of classrooms is updated, additional classrooms can be created.*

### Add Classroom

**2**

Classroom Name \*

Start Date \*  Hours Open Per Week \*

#### Capacity

**3**

Age Ranges \*

- Infants (0-12 months)
- One Year Olds (13-24 months)
- Two to Two and half (25-30 months)
- Two and a Half to Three - (31-36 months)
- Three Year Olds - (37-48 months)
- Four Year Olds (49-60 months)
- Five Year Olds (61-72 months)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

**4**

What is the capacity of this room / group?

**5**

2. Type in a Classroom Name, Start Date, and number of hours open for this new classroom.
3. Under Capacity, check the boxes for the age ranges that will be in this classroom
4. List the current capacity for this classroom. This number can be updated as needed.
5. Click **SAVE** to create the classroom

### Edit Classroom

✔ Save Complete  
Your changes have been saved successfully.

Classroom Name \*  
 Delete Classroom

Start Date \*       Hours Open Per Week \*

YoungStar Lead Teacher / Primary Family Provider +

6

Teacher +

#### Capacity

Age Ranges \*

- Infants (0-12 months)
- One Year Olds (13-24 months)
- Two to Two and half (25-30 months)
- Two and a Half to Three - (31-36 months)
- Three Year Olds - (37-48 months)
- Four Year Olds (49-60 months)
- Five Year Olds (61-72 months)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

What is the capacity of this room / group?

Update Cancel

Now that the classroom is created, the YoungStar Lead Teacher/Primary Family Provider or Teacher can be added.

6. Click on the + next to the right of YoungStar Lead Teacher/Family Provider to get started

## Select YoungStar Lead Teacher / Primary Family Provider for Infants

Cancel

Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Registry Level.

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance- Expires 2/28/2021	Verified by Program	Not Selectable <b>8</b>
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Self Reported	Select <b>7</b>
96918	Lobnertest, Abigail	Teacher	9/3/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Self Reported	Select
119478	Meeusentest, Michelle	Teacher	7/23/2019 - Present	Level Three	Expired- Expires 3/31/2020	Self Reported	Select

The list of employees shown are those who added the program or organization to their Employment history within their personal profile.

7. Employees who have the correct position title and qualify for the position will be selectable. Click **SELECT** to choose an employee.
8. If an employee cannot be selected, there will be a **NOT SELECTABLE** button to the right of their name and employment information. Click this button to see the reason why they cannot be selected.

Add YoungStar Lead Teacher / Primary Family Provider to Infants

Cancel

Golischtest, Sherry #136243

When did this YoungStar Lead Teacher / Primary Family Provider start as lead for this Classroom:

9

03/01/2023

mm/dd/yyyy

If applicable, when did this YoungStar Lead Teacher / Primary Family Provider stop being lead in this Classroom:

10

mm/dd/yyyy

Hours per Week

40

11

Next 12

9. Fill in the date this individual began working in the classroom. This date must fall on or after their hire date.
10. Add an end date for the individual’s time in the classroom if applicable.
11. Indicate the number of hours this individual works in the classroom per week.
12. Click **NEXT** to save the individuals information.
13. Click **RETURN** to go back to the Edit Classroom page.
14. Click **+** to the right of YoungStar Lead Teacher/Primary Family Provider if another individual needs to be listed for historical record. Only one current YoungStar Lead Teacher/Primary Family Provider may be listed at a time.

Next, you can add a Teacher to the page. Click **+** to the right of Teacher to add a secondary individual to the classroom.

Select Teacher for Infants

Cancel

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance- Expires 2/28/2021	Verified by Program	Not Selectable <b>16</b>
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Verified by Program	Select <b>15</b>
96918	Lobnertest, Abigail	Teacher	9/3/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Self Reported	Select
119478	Meeusentest, Michelle	Teacher	7/23/2019 - Present	Level Three	Expired- Expires 3/31/2020	Self Reported	Select
127682	Mischtest, Kasey	Teacher	2/24/2020 - Present	Level Three	Quality Assurance- Expires 2/28/2021	Self Reported	Select

The list of employees shown are those who added the program or organization to their Employment history within their personal profile.

- 15. Employees who have the correct position title and qualify for the position will be selectable. Click **SELECT** to choose an employee.
- 16. If an employee cannot be selected, there will be a **NOT SELECTABLE** button to the right of their name and employment information. Click this button to see the reason why they cannot be selected.

The screenshot shows a modal dialog box titled "Employee Not Qualified" centered over the "Select Teacher for Infants" interface. The dialog box contains an orange exclamation mark icon, the title "Employee Not Qualified", and the message "This employee is not available because they do not hold a teacher position." Below the message is an "OK" button. A callout bubble with the number "16" is positioned near the "OK" button. The background interface is dimmed, showing the table from the previous image.



### Add Teacher to Infants

Cancel

Meeusentest, Michelle #119478

When did this Teacher start for this Classroom:

 **17**  
mm/dd/yyyy

If applicable, when did this Teacher leave this Classroom:

 **18**  
mm/dd/yyyy

Hours per Week

 **19**

Next **20**

- 17. Fill in the date this individual began working in the classroom. This date must fall on or after their hire date.
- 18. Add an end date for the individual’s time in the classroom if applicable.
- 19. Indicate the number of hours this individual works in the classroom per week.
- 20. Click **NEXT** to save the individuals information.
- 21. Click **RETURN** to go back to the Edit Classroom page.
- 22. Click **+** to the right of Teacher to add any additional teachers to the classroom

Once the changes are saved, click **CANCEL** ([see image on page 13 of this guide](#)) to return to the Classrooms tab. Some of the classroom details will be available from this page, including the individual listed as the YoungStar Lead Teacher/Primary Family Provider, Teacher, Age Ranges, Room Capacity, and Hours Open Per week. See the image below for an example.

Additional classrooms can be made by following the steps above.

### Classrooms

Add Classroom ▾

**For the YoungStar program, do not add 3K or 4K classrooms to your program profile. Contact your local YoungStar office for additional clarification.**

<u>Infants</u>	
YoungStar Lead Teacher / Primary Family Provider	Golischtest, Sherry (40 Hours)
Teacher	Meeusentest, Michelle (40 Hours)
Age Ranges	Infants (0-12 months)
Room Capacity	5
Hours Open Per Week	40

## Delete a Classroom

### Edit Classroom

Classroom Name \*

Infants Delete Classroom **1**

Start Date \* Hours Open Per Week \*

03/01/2023 40

A classroom can be deleted if it is no longer being used. However, it is recommended that programs confirm with their YoungStar Technical Consult prior to deleting the classroom.

1. To delete a Classroom, click on the name of the Classroom, then **DELETE CLASSROOM**.

**Confirm Removal of Classroom** X

Are you sure you want to delete this Classroom?

Start Date 03/01/23

End Date

Confirm Cancel **2**

2. Enter an End Date for the classroom, then click **CONFIRM**

## Employees

Account Contact Program Info Classrooms **Employees** Consultations Reports

Registered Employees Manage Invites

The following list of employees has been gathered by the Wisconsin Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees  
Employees

1 ID	2 Name	3 Title	4 Date	5 Career Ladder Level	6 Current Status	7 Status
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance- Expires 2/29/2021	Verified by Program
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Verified by Program

Individuals working for a direct care program or organization are encouraged to update their employment history on their personal Registry profile. By adding an employment record, the employee will automatically be displayed on the Employees tab of the Program Profile.

The Employees tab lists the following for an individual:

1. Registry ID Number - This number is assigned to a personal Registry account.
2. Name - Individual's name as it is listed on their personal Registry account.
3. Position Title - The title the individual chose when entering their employment history.
4. Date of Employment - Start and end date for the employee. A current employee will show Present instead of an end date.
5. Career Level - If the individual has completed the membership application process, their Registry Career Level will be listed.
6. Membership Status - This is the status of the individual's Registry membership. The following could be listed under current status:
  - » If the individual has never applied for Registry Membership, their Current Status will be blank.
  - » Applied – the individual has submitted an application for Registry membership.
  - » In Process – a membership application has been submitted, payment applied, and documentation received. Registry staff have begun processing the individual's membership application.
  - » Incomplete – Registry staff have asked for additional documentation and/or payment for the individual's membership application. Registry staff will contact an individual by email and add a staff note on their personal profile.
  - » Calculating – Registry staff are determining an individual's Career Level and preliminary position qualifications.
  - » Quality Assurance – the final step in application processing. Registry staff are completing a final review of the application.
  - » Current – the individual is a Registry member. They will have access to reports on their personal profile including their Registry Certificate of Achievement.
  - » Expired – an individual's Registry membership has lapsed. They no longer have access to reports on their Personal Profile. Their previous Registry Certificate of Achievement is valid, but they will not see new information reflected.
7. Employment Status - This is the status of employment record determined by the program or organization.

- Account
- Contact
- Program Info
- Classrooms
- Employees**
- Consultations
- Reports

### Registered Employees

Manage Invites

The following list of employees has been gathered by the Wisconsin Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

Employees

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance- Expires 2/28/2021	Verified by Program	...
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Verified by Program	...
96918	Lobnertest, Abigail	Teacher	9/3/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Self Reported	...
119478	Meeusentest, Michelle	Teacher	7/23/2019 - Present	Level Three	Expired- Expires 3/31/2020	Verified by Program	...

The above image is an enlarged image of the employment tab, detailed on page 19.

### Update Employment Records

- Account
- Contact
- Program Info
- Classrooms
- Employees**
- Consultations
- Reports

### Registered Employees

Manage Invites

The following list of employees has been gathered by the Wisconsin Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

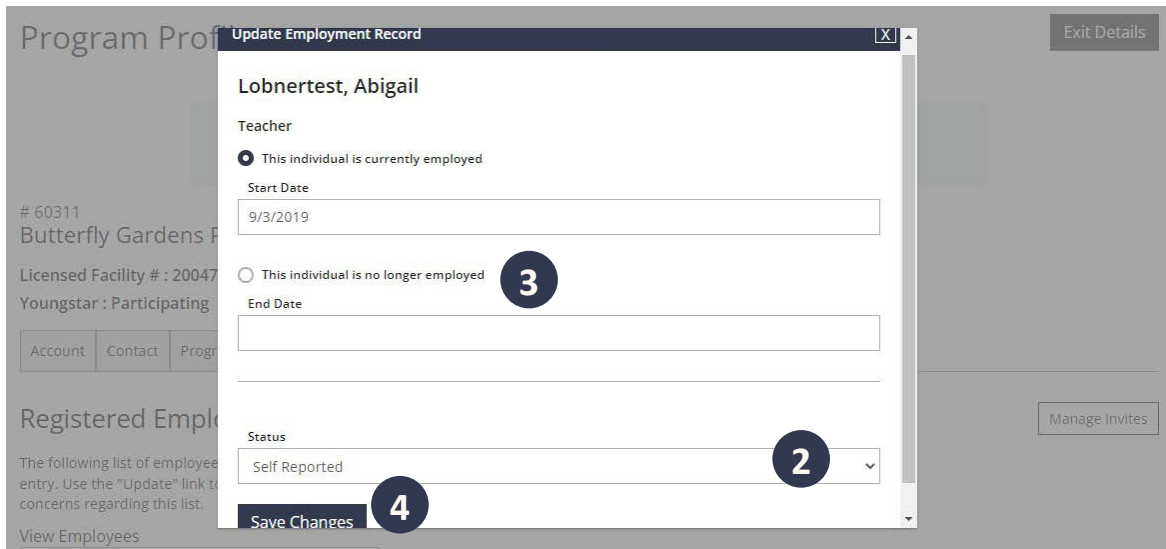
View Employees

Employees

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
106112	Franklintest, Laura	Center Director (50 or fewer children)	9/9/2019 - Present	Level Sixteen	Quality Assurance- Expires 2/28/2021	Verified by Program	... <b>1</b>
136243	Golischtest, Sherry	Teacher	10/14/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Verified by Program	...
96918	Lobnertest, Abigail	Teacher	9/3/2019 - Present	Level Eight	Expired- Expires 12/31/2020	Self Reported	...

The end date and employment status can be updated by anyone with access to a Program Profile.

- To update this information, click on the three dots to the right of the employee's information, then click **UPDATE**.



2. If the employee currently works for the program or organization, review the start date by changing the Status of their employment record. Click in the drop-down menu to switch from Self-Reported to any of the following:
  - » Verified by Program
  - » Reviewed/Not Verified
  - » Denied
3. If the employee no longer works for the program or organization, click the circle next to **THE INDIVIDUAL IS NO LONGER EMPLOYED**. The page will reload, then enter the employee’s end date.
4. Click **SAVE CHANGES** to confirm any updates and return to the Employees tab.

## Past Employees

Account Contact Settings Program Info Classrooms **Employees** Consultations Reports

Registered Employees Manage Invites

The following list of employees has been gathered by the Wisconsin Registry through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees  
Past Employees

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
60856	Arnoldussentest, Chris	Teacher	6/1/1986 - 6/1/1987	Level Twelve	Expired- Expires 2/28/2020	Self Reported	...
31125	Asentest, Lula	Assistant Teacher	4/1/2005 - 9/12/2008	Level Fourteen	Expired- Expires 8/31/2013	Verified by Program	...
96724	Braintest, Melissa	Student Teacher	9/16/2015 - 12/18/2015	Level Twelve	Expired- Expires 11/30/2018	Self Reported	...

The Past Employees section lists all previous employees that listed the program or organization as their employer.

Those with access to the Program Profile have access to the following information for past employees.

- » Registry ID Number
- » Name
- » Position Title
- » Date of Employment
- » Career Level
- » Membership Status
- » Employment Status with this program or organization

Employers are not able to remove the end date from an employee’s record. If a past employee is rehired, the employee would need to log in to their personal Registry account and add a new employment record.

## Manage Employee Invites

+ Staff Invitations Close

Filter Invites Invite Staff

Open Invitations  
 Rejected Invitations

Q Search Reset

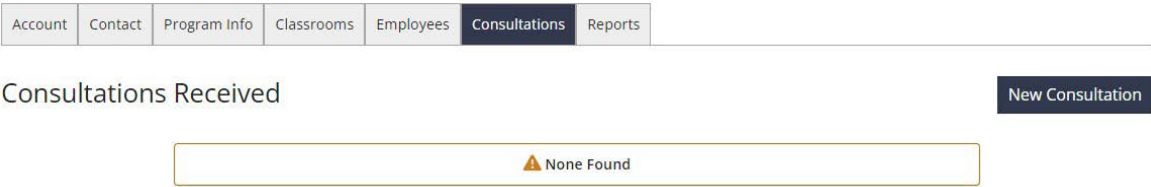
1 No Open Invitations

This feature allows programs or organizations to start the process of creating an employment record for a **new** employee.

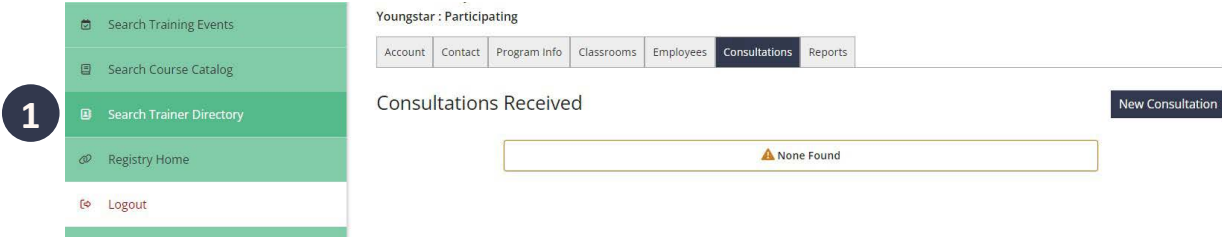
Programs or organizations are not currently able to invite past employees.

The [Manage Employee Invites support guide](#) is a resource to assist your staff in adding their employment history to their personal Registry account.

# Consultations



The Consultations tab is a record of consultations a program has received. A Registry approved TA Professional can list the program or organization on the TA Event. After the event is complete, a record will display on the Consultations tab.



A program or organization interested in a consultation can look up a TA Professional on the Wisconsin Registry Trainer Directory.

1. This directory can be found in the left side navigation menu. Click **SEARCH TRAINER DIRECTORY**, then click on **TECHNICAL ASSISTANCE PROFESSIONAL** to search for a TA Professional.

## Reports

Account	Contact	Program Info	Classrooms	Employees	Consultations	<b>Reports</b>
---------	---------	--------------	------------	-----------	---------------	----------------

### Program Staff



[Staff List](#)



[Staff Preliminary Position Qualifications](#)

All staff preliminary licensing position qualifications.



[Classroom Qualification Review](#)

Preliminary licensing position qualification check for all staff currently assigned in classrooms.

The Reports tab is a resource to support Directors, Administrators, or those supporting staff at a program or organization. The reports are divided into the following categories:

#### Program Staff

- [Staff List](#)
- [Classroom Qualification Review](#)
- [Staff Preliminary Position Qualifications](#)

#### YoungStar

- [Program Classroom Summary](#)
- [Program Profile Detail](#)

#### NAEYC Accreditation

- [Director Accreditation Summary](#)
- [Director Training Report](#)
- [Staff Accreditation Summary](#)
- [Staff Training Report](#)

#### NAC Accreditation

- [NAC Training Log](#)

#### Training

- [Organization Training Qualification - Participant](#)
- [Organization Training Demographics](#)
- [Event Roster List](#)



### Staff List

Program Staff								
	Class	Facility ID	County	Organization ID				
	Licensed Center	2004723	Rock	60311				
Facility:	Butterfly Gardens Preschool And Nur	Contact:	Amy Gorman					
	92 E State Road 59		(608) 561-6371					
	Edgerton WI 53534	Effective Date:	9/3/2019	Expiration Date:	Open			
Current Staff ID	Name	Position	Start Date	Verification Status	Certificate	Level	Application Status	Expiration Date
106112	Frankintest, Laura	Center Director (50 or fewer children)	9/9/2019	Verified by Program	✓	Level Sixteen	Quality Assurance	2/28/2021
136243	Golischtest, Sherry	Teacher	10/14/2019	Verified by Program	✓	Level Eight	Expired	12/31/2020
96918	Lobnertest, Abigail	Teacher	9/3/2019	Self Reported	✓	Level Eight	Expired	12/31/2020
119478	Meeusentest, Michelle	Teacher	7/23/2019	Verified by Program	✓	Level Three	Expired	3/31/2020
127682	Mischtest, Kasey	Teacher	2/24/2020	Self Reported	✓	Level Three	Quality Assurance	2/28/2021
133442	Osbornetest, Melissa	Teacher	10/1/2019	Self Reported	✓	Level Three	Expired	12/31/2020
27244	Reisdorfftest, Sandra	Teacher	10/25/2019	Self Reported	✓	Level Three	Expired	7/31/2020
136263	Schroederfest, Colleen	Teacher	12/2/2019	Self Reported	✓	Level Three	Quality Assurance	2/28/2021
140580	Schullotest, Linda	Teacher	10/21/2019	Self Reported	✓	Level Three	Quality Assurance	2/28/2021
46642	Tatumtest, Mia	Center Director (51 or more children)	2/20/2020	Self Reported	✓	Level Ten	Expired	5/31/2020
Current Staff Count: 10								

This report provides general information on the program or organization as well as the staff who listed the program or organization as their current employer. The report includes the following information on the employees:

- » Registry ID Number
- » Name
- » Position
- » Start Date with Program or Organization
- » Verification Status
- » Does the individual have a Registry Certificate of Achievement?
- » Registry Career Level
- » Application Status
- » Registry Membership Expiration Date

### Classroom Qualification Review

Classrooms:						
Room Name						
Infants						
	Requirement Type Name	Is Qualified	Name	Start Date	Registry Level/Expiration Date	Hours
YoungStar Lead Teacher / Primary Family Provider:	Teacher	True	Golischtest, Sherry	3/1/2023	Level Eight Expires:12/31/2020	40 Hours
YoungStar Lead Teacher / Primary Family Provider:	Assistant Teacher	True	Golischtest, Sherry	3/1/2023	Level Eight Expires:12/31/2020	40 Hours
Teacher:	Teacher	True	Meeusentest, Michelle	3/1/2023	Level Three Expires:3/31/2020	40 Hours
Teacher:	Assistant Teacher	True	Meeusentest, Michelle	3/1/2023	Level Three Expires:3/31/2020	40 Hours

This report reviews preliminary qualifications for staff currently assigned to a classroom ID on the Classrooms tab of the Program Profile. This report lists:


- » The Assigned Roles, example: YoungStar Lead Teacher or Teacher
- » Individual's Name
- » Start Date
- » Registry Membership Information
- » Registry Membership Information
- » True or False - Whether the individual qualifies for the position they are assigned to in the classroom

### Staff Preliminary Position Qualifications

60311 Butterfly Gardens Preschool And Nur			Director	Teacher		Assistant Teacher	
Registry ID	Name	Finalize Date	N/A	Classroom	School-Age Group	Classroom	School-Age Group
106112	Franklintest, Laura	04/30/2020	True	True	True	True	True
136243	Golischtest, Sherry	02/07/2020	True	True	True	True	True
96918	Lobnertest, Abigail	02/19/2020	True	True	True	True	True
119478	Meeusentest, Michelle	04/26/2019	True	True	True	True	True
127682	Mischtest, Kasey	05/19/2020	False	False	False	False	False
133442	Osbornetest, Melissa	02/19/2020	True	True	True	True	True
27244	Reisdorfest, Sandra	10/28/2019	True	True	True	True	True
136263	Schroedertest, Colleen	05/19/2020	False	False	False	False	False
140580	Schullotest, Linda	05/19/2020	False	False	False	False	False
46642	Tatumtest, Mia	07/20/2019	True	True	True	True	True

This report was created to confirm if an employee qualifies for a position, so they can be used in a classroom on the Classrooms tab of the Program Profile. This report reflects all staff currently listed on the Employees tab of the Program Profile. The report will list the Registry ID number and name of the employee, then True or False, depending on the positions they qualify for. This applies for the positions of Assistant Teacher, Teacher, and Director.

### Program Classroom Summary



2908 Marketplace Drive #103  
Fitchburg, WI 53719  
www.the-registry.org

**Registry Program Summary**

**Butterfly Gardens Preschool And Nur**

Type: Licensed Center      Licensed Facility # 2004723      DCF Provider # 1000589871001

Amy Gorman      Effective Date: 9/3/2019      Expiration Date: Open

92 E State Road 59  
Edgerton WI 53534      County: Rock  
(608) 561-6371

Last Verified: 9/10/2021 10:43:32 AM by Member Test11

---

**Director of Record or Licensee:**

Franklintest, Laura	Start Date	3/1/2023	Level Sixteen Expires:2/28/2021
---------------------	------------	----------	---------------------------------

---

**Classrooms:**

Room Name	Start Date	Registry Level/Expiration Date	Hours
<b>Infants - Ages Served: Infants (0-12 months)</b>			
YoungStar Lead Teacher / Golischtest, Sherry	3/1/2023	Level Eight Expires:12/31/2020	40 Hours
Primary Family Provider: Teacher: Meeusentest, Michelle	3/1/2023	Level Three Expires:3/31/2020	40 Hours

The Program Classroom Summary report is generated as a PDF. It lists general program or organization information, as well as information from the Classrooms tab. This includes Director of Record or Licensee, Classroom names, the staff assigned to those classrooms, and Registry membership information for those individuals.

Program Profile Detail



2908 Marketplace Drive #103  
 Fitchburg, WI 53719  
 www.the-registry.org

Registry Program Summary			
<b>Butterfly Gardens Preschool And Nur</b>			
<b>Type:</b> Licensed Center	<b>Licensed Facility #</b> 2004723	<b>DCF Provider #</b> 1000589871001	
Amy Gorman	<b>Effective Date:</b> 9/3/2019	<b>Expiration Date:</b> Open	
92 E State Road 59 Edgerton WI 53534 (608) 561-6371	<b>County:</b> Rock		
<small>Last Verified: 9/10/2021 10:43:32 AM by Member Test11</small>			

Director of Record or Licensee:			
Franklintest, Laura	<b>Start Date</b>	3/1/2023	Level Sixteen Expires:2/28/2021

Professional Credentials	
No Credentials Found	

Staff YoungStar Training											
	B2.1 Standards		D1.3 Social/Emotional/Inclusion					D.1.4 Protective Factors			
	Wisconsin Model Early Learning Standards	SA Curricular Framework	SEFEL Pyramid Model	PBIS	TRIBES	Guiding Childrens Behavior SA	2+ Credits on Inclusion	Registry-verified Equivalency	Health Safety Nutrition	Strengthening Families	Darkness To Light

The Program Profile Detail report is generated as a PDF and includes a YoungStar training grid. It displays general information on the program or organization as well as the Director of Record or Licensee. The YoungStar grid includes information on current employees who have completed YoungStar training. Finally, this report includes information from the Program Profile self-assessment.

## NAEYC Accreditation Reports

The National Association for the Education of Young Children (NAEYC) is a professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. The following reports are for programs or organizations participating in NAEYC accreditation.

## Director Accreditation Summary

1 of 1 Find | Next

### Director Education and Training Report



**Program Name** Butterfly Gardens Preschool And Nur  
**NAEYC Program ID:**  
**Report Date:** 3/20/2023

Role	CDA Exp.Date	First Aid Exp. Date	Ped/Inf CPR Exp.Date	CPR Exp.Date	Total Degree Credits	Total ECE Credits	Total Admin Credits	Total PD Hours*
<b>Tatumtest, Mia - 46642</b>	Center Director (51 or more children)				27	27.00	0	0
	<b>Degree/Major</b>		<b>Institution</b>		<b>Date</b>			
	Some College\Undeclared		University of Wisconsin - Platteville		12/20/2012			
	Some College\Undeclared		Northeast Wisconsin Technical College		9/1/2017			
<b>Franklintest, Laura - 106112</b>	Center Director (50 or fewer children)				150	36.00	0	0
	<b>Degree/Major</b>		<b>Institution</b>		<b>Date</b>			
	Bachelor's\Educational Studies		Ashford University Online		2/13/2017			
	Master's\Human Services Counseling: Crisis Response & Trauma		Liberty University		4/3/2018			

The information contained in this report is current as of the date printed and is only as accurate as the information submitted to and processed by The Registry. The Registry is a member of the National Workforce Registry Alliance, and has been authorized to generate this report. This report should not be shared, reproduced or photocopied for any other purpose.

Report generated by The Registry - 2908 Marketplace Drive - #103 - Fitchburg - WI - 53719 - www.the-registry.org

The Director Accreditation Summary report can be generated to show the education and training verified for Directors and Administrators. The report lists the following:


- » Individual's Name
- » Registry ID Number
- » Position Title
- » Total higher education credits completed
- » Total early childhood education credits completed
- » Total admin credits completed
- » Total PD hours within three years of the report being generated
- » Degree or some college
- » Major
- » Institution Name
- » Date of Degree or last semester completed

If applicable, the following information will also be listed on the report per person:

- » CDA Expiration date
- » First Aid expiration date
- » CPR expiration date

## Director Training Report

report\_Admin\_WI
1 / 2 | - 100% + | [Print] [Share]



### Director Education and Training Report

**Program Name** Butterfly Gardens Preschool And Nur  
**NAEYC Program ID:**  
**Report Date:** 3/20/2023

Participant Name:	Franklintest, Laura	Total College Credits:	150.00
Participant Registry ID:	106112	ECE Credits:	36.00
Participant Role:	Center Director (50 or fewer children)	Admin Credits	0.00
		*Training Hours:	6.00

**Education:**

Higher Education

<u>Degree/Major</u>	<u>Institution</u>	<u>Date Completed</u>
Bachelor's/Educational Studies	Ashford University Online	2/13/2017
Master's/Human Services Counseling: Crisis Response & Trauma	Liberty University	4/3/2018

**Training:**

Current Training List: No records available within the last two years.

The Director Training Report is generated as a PDF and contains details regarding Directors and Administrators currently working for the program or organization. It is a printable report containing similar information to the Director Accreditation Summary including any current Director or Administrators higher education completed.

### Staff Accreditation Summary

1 of 1 Find | Next



### Staff Education and Training Report

**Program Name** Butterfly Gardens Preschool And Nur  
**NAEYC Program ID:**  
**Report Date:** 3/20/2023

Role	CDA Exp.Date	First Aid Exp. Date	Ped/Inf CPR Exp.Date	CPR Exp.Date	Total Degree Credits	Total ECE Credits	Total Admin Credits	Total PD Hours*
Reisdorfest, Sandra - 27244	Teacher				0	0.00	0	3.5
Lobnertest, Abigail - 96918	Teacher				52	12.00	0	0
	Degree/Major		Institution		Date			
	Some College\Undeclared		University of Phoenix		4/20/2009			
Meeusentest, Michelle - 119478	Teacher				0	0.00	0	22.5
Mischttest, Kasey - 127682	Teacher				0	0.00	0	0
Osbornetest, Melissa - 133442	Teacher				0	0.00	0	45
Golischtest, Sherry - 136243	Teacher				77	0.00	23	99
	Degree/Major		Institution		Date			
	Some College\Undeclared		Rock Valley College		9/5/2014			
	Some College\Undeclared		Judson College		9/1/2017			
Schroedertest, Colleen - 136263	Teacher				0	0.00	0	94
Schullotest, Linda - 140580	Teacher				0	0.00	0	106

The Staff Accreditation Summary report can be generated to show education and training verified for Teachers, School Age Program Leaders, Assistant Teachers, and School Age Group Leaders. The report lists the following:

- » Individual's Name
- » Registry ID Number
- » Position Title
- » Total higher education credits completed
- » Total early childhood education credits completed
- » Total admin credits completed
- » Total PD hours within three years of the report being generated
- » Degree or some college
- » Major
- » Institution Name
- » Date of Degree or last semester completed

If applicable, the following information will also be listed on the report per person:

- » CDA Expiration date
- » First Aid expiration date
- » CPR expiration date

## Staff Training Report

1 of 8 | Find | Next

### Participant Education and Training Report

Document Map

- NAEYC\_TrainingReport\_Staff\_WI
- Golischtest**
- Lobnerstest
- Meeusentest
- Mischtest
- Osbornetest
- Reisdorfstest
- Schroedertest
- Schullotest

**Program Name** Butterfly Gardens Preschool And Nur

**NAEYC Program ID:**

**Report Date:** 3/20/2023

Participant Name:	Golischtest, Sherry	Total College Credits:	77.00
Participant Registry ID:	136243	ECE Credits:	0.00
Participant Role:	Teacher	Admin Credits:	23.00
		*Training Hours:	99.00

Education:

Higher Education			
Degree/Major	Institution	Date Completed	
Some College\Undeclared	Rock Valley College	9/5/2014	
Some College\Undeclared	Judson College	9/1/2017	

Training:

Additional Continuing Education				
Training Name	Institution	Date Completion	Hours	Credits
Additional Continuing Education		7/5/2018	4	

Training				
Training Name	Institution	Date Completion	Hours	Credits
Child Abuse & Neglect	Work & Family Consulting, Inc.	2/19/2019	2	0.00
Emotional Intelligence	4-C	8/31/2018	2	0.00
Introduction to the Child Care Profession	The Early Education Station	6/15/2018	46	0.00
Skills and Strategies for the Child Care Teacher	The Early Education Station	5/11/2018	45	0.00

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The Staff Training Report contains details regarding Teachers, School Age Program Leaders, Assistant Teachers, and School Age Group Leaders currently working for the program or organization. It is a printable report containing similar information to the Staff Accreditation Summary including any current higher education completed. Use the left side navigation menu to switch between different staff members.

## NAC Accreditation Report

The National Accreditation Commission for Early Care and Education Programs (NAC) is a national accreditation program that provides early childhood leaders the chance to show and document quality performance by using evidence-based practices and research-based criteria.

## NAC Training Log

1 / 10 | 100% | + | + | +

### Formal Education and On-going Training Log

Butterfly Gardens Preschool And Nur

<b>Name: Laura Franklintest</b>		<b>Hired: 9/9/2019</b>		
Director <input type="checkbox"/> Onsite Supervisor <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/>				
Position Title	Classroom Name	Classroom Age Range		
Center Director (50 or fewer children)	N/A			
<b>Years in the EC Field: 5</b>				
<b>Degrees, Certificates and Credentials</b>				
<b>Higher Education</b>				
Title	Major	Program Name	Date	Type
Bachelor's	Educational Studies	Ashford University Online	2/13/2017	Related
Master's	Human Services Counseling: Crisis Response & Trauma	Liberty University	4/3/2018	Not Related
<b>Licensing</b>				
Title		Program Name	Date	Expires
DCF - Infant Toddler Requirement			1/11/2016	
Child Abuse and Neglect			2/18/2019	

Current Training List: No records available within the last two years.  
 Additional Training List: No records available within 12 months of the Application Submit Date above.

The NAC Training Log report is generated as a PDF and details training information for all current staff listed on the Employee tab. It includes the following information per employee:

- » Name
- » Years in the field
- » Hire Date
- » Degrees, Certificates, Credentials
- » Position Title
- » Additional Continuing Education
- » Classroom Name and Age Range (if applicable)



### Training Reports

The final set of reports are most useful and available for a Training Sponsor Organization (TSO). These programs or organizations offer continuing education training to the field.

### Organization Training Qualification - Participant

StartEndDate:   EndEndDate:

QualificationID:  title:   NULL

1 of 2 ? Find | Next



2908 Marketplace Drive #103  
Fitchburg, WI 53719  
www.the-registry.org

Qualification and County - Participants

	DCF - Fundamentals of Family Child Care	DCF - Fundamentals of Infant and Toddler Care (10 Hr)	DCF - Introduction to the Childcare Profession	DCF - Skills and Strategies for the Child Care Teacher	Total
Adams	0	0	1	0	1
Ashland	1	8	7	3	9
Barron	0	1	1	4	5
Bayfield	0	3	1	2	4
Brown	33	202	185	149	353
Calumet	1	4	10	7	13
Cayuga	0	1	0	0	1
Chippewa	4	3	7	4	10
Chisago	0	1	2	2	3
Clark	0	12	10	9	17
Collier	0	0	1	0	1

The Organization Training Qualification – Participant report tallies the number of participants by qualification for each county. There is a list of training to choose from. All training can be viewed at one time or by individual training.

### Organization Training Demographics

1 of 1 Find | Next

Registry\_OrganizationView

1391

Type: Training Agency

#### Unique Participants by County


	2
Adams	13
Allamakee	4
Anoka	1
Arlington	1
Ashland	50
Barron	60
Bayfield	39
Blue Earth	1
Boone	1
Brown	1910
Buffalo	6
Buncombe	1
Burnett	62
Calumet	143
Cameron	3
Carlton	1
Cayuga	1
Champaign	1
Chippewa	55
Chisago	6
Clark	66
Clayton	1
Collier	1
Columbia	84

The Organization Training Demographics report initially groups participants based on their county. Next, it divides that number among the training types (Registered, Tier 1, Tier 2, Tier 3). The next table is a breakdown of each attendee based on ethnicity and county. After is a breakdown of attendees by county and language. Finally, there is a table with the number of individuals attending training from each county and their Registry Career Level.

## Event Roster List

Select Single Event ID   NULL

1 of 1 Find | Next



2908 Marketplace Drive #103  
Fitchburg, WI 53719  
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Expand a title (+) to access event details and rosters.

Tier	Registered/Approved	Still Pending	Participants
------	---------------------	---------------	--------------

The Event Roster List report allows you to view the roster based on a specific Event ID number.

## Appendix

### Glossary

- Administrative Access:** 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.
- DCF Provider Number:** 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.
- License Facility Number:** 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.
- Organization ID:** 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.
- Personal Profile:** 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.
- Profile Owner:** 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.
- Program Profile:** 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.
- Registry Login:** There is one login to access the Personal Profile and one or more Program Profiles. It requires a unique email address and password.

## Registry Resources

- **Personal Profile**
  - o [Creating a Registry Account](#)
  - o [Logging in Tips](#)
  - o [Forgot Password](#)
  - o [Updating Employment History](#)
  - o [Accepting an Employer’s Invitation](#)
  - o [Becoming a Registry Member](#)
  - o [Acceptable Documentation & Application Definitions](#)
  
- **Program Profile**
  - o [Adding a New License to your Program Profile](#)
  - o [Sending an Invitation to an Employee](#)
  - o [How to Renew as a Training Sponsor Organization](#)
  
- **Spanish Resources**
  - o [Recursos en Espanol](#)

### Contact Us



Monday - Thursday: 8:00 am - 5:00 pm  
Friday: 8:00 am - 1:00 pm



[support@wiregistry.org](mailto:support@wiregistry.org)



608-222-1123



608-222-9779



2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719



[www.wiregistry.org](http://www.wiregistry.org)



[Facebook.com/RegistryWI](https://Facebook.com/RegistryWI)