A Registry Program Profile is an online profile for direct care programs or organizations. Some examples of direct care programs or organizations are child care centers, school-age only centers, and in-home family child cares. This guide will be specifically for in-home Family Child Care Programs.

For other direct care programs, use our [Maintaining a Registry Program Profile guide](#).

A Registry Program Profile 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 personal 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.

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.

Table of Contents

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.

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)

57185
Little Angels For Early Education

Licensed Facility #

Youngstar : Two Star

Anniversary Date : 1/1/2021

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

Contact Information

Email Address*

example@email.com   **Send Message**

First Name*   **Last Name***

Jane   Wisconsin

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

☑ Program Profile Review

Little Angels For Early Education ▾   English ▾

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

General Information
General organization information such as contact information.   ⚠ review   Review

Capacity
Organization capacity and number of children enrolled.   ⚠ review   Review

Classrooms
Classroom hours, lead teachers and other classroom related information.   ⚠ review   Review

Quarterly, individuals accessing a Program Profile will be asked to review information. This will include general information regarding the Family Child Care Program, as well as Classroom information. 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.

Following the contact information is Communication Preferences. This is where a Family Child Care Program 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.

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 from a Family Child Care Program.

The physical address and mailing address of the Family Child Care Program 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 Family Child Care Program concludes the Contact tab.

Account

57185
Little Angels For Early Education

Licensed Facility #
Youngstar : Two Star
Anniversary Date : 1/1/2021

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

Program Identification Numbers

[Add New]

Type	LICENSED FAMILY CHILD CARE
Effective Date	8/28/2018 - N/A
Licensed Facility #	
Location	**Little Angels For Early Education** 3847 S 58Th St Milwaukee, WI 53220 Milwaukee County Contact:

Effective Date	8/28/2018 - N/A
DCF Provider #	

Information regarding the Family Child Care Program'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:

- » 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 Family Child Care Program 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.
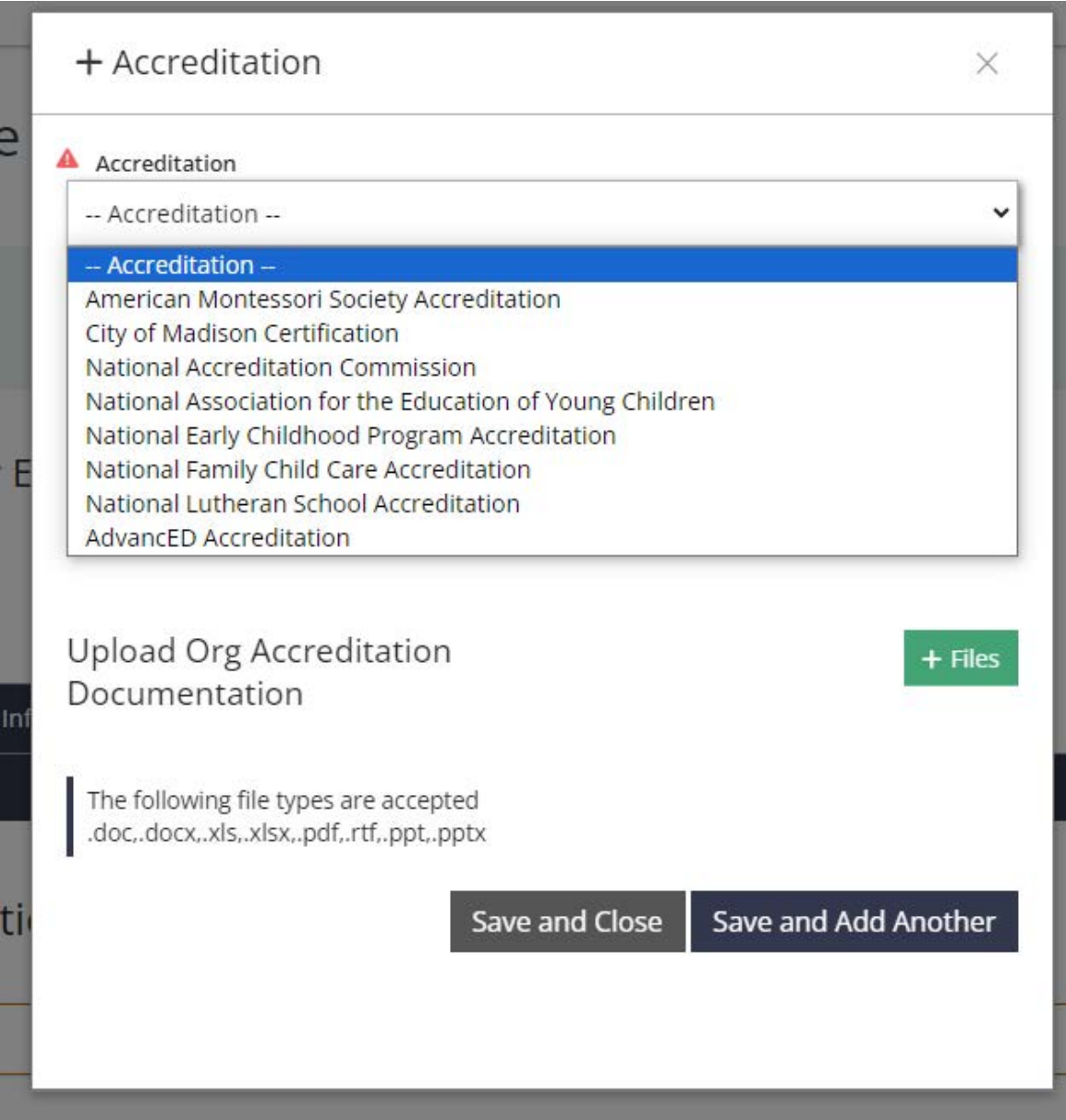
Program Info

The Family Child Care Program'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 Family Child Care Program 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

Classrooms

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

Family Child Care Programs typically have 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 Family Child Care Program's star rating.

Program Capacity

Program Capacity   Edit

Total Capacity	8
Number of Classrooms / Groups	2
Number of Children Enrolled	4
Percent of children that speak a home language other than English	0

Infants (0-12 months)	0
One Year Olds (13-24 months)	1
Two to Two and half (25-30 months)	1
Two and a Half to Three - (31-36 months)	1
Three Year Olds - (37-48 months)	1
Four Year Olds (49-60 months)	0
Five Year Olds (61-72 months)	0
Elementary (K-5th grade)	0
Middle (6th-8th grade)	0
Secondary (High School)	0
Adults	0

The Program Capacity is listed on the Classrooms tab as well. The Total Capacity is pulled directly from the Department of Children and Families through a data transfer with the Wisconsin Registry. The number selected for classrooms/groups determines how many classrooms can be created within the Classrooms tab. Typically, there is only one Family Home (Classroom) for a Family Child Care Program.

- The Licensee/Owner is typically going to be the Family Child Care Licensee of the Family Child Care Program. To be listed as the Licensee/Owner, this individual will need to have a current employment record for the Family Child Care Program, and they will need to be qualified for that position based off of their preliminary qualifications listed on their Registry Certificate of Achievement. Their position title will need to be listed as Family Child Care Licensee.

- An individual can be assigned as the Licensee/Owner **and** as the Primary Family Provider of a Family Home (Classroom) if they are the only employee of the program.

- If the Family Child Care Program employs more than one individual, the Licensee/Owner can be listed as the Family Child Care Licensee and another employee can be listed as the Primary Family Provider.

- An individual cannot be listed as the License/Owner for more than one Family Child Care Program.

Licensee/Owner

To add or edit who is the Licensee/Owner:
1. First click **EDIT** to the right of Licensee/Owner
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.

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

Add Licensee/Owner

Wisconsin, Jane #149849

Indicate when this employee became the Licensee/Owner

[   ] **5**

mm/dd/yyyy

If applicable, when did this employee stop being Licensee/Owner

[   ]

mm/dd/yyyy

[Confirm] [Cancel]

5. Enter the date the individual became the Licensee/Owner. If applicable, an end date can be entered.

Edit Licensee/Owner   [Add Director]

Wisconsin, Jane   🗑

Start Date   End Date

[8/28/2018]   [   ]

mm/dd/yyyy   mm/dd/yyyy

6 [Update]   [Return] **7**

6. Click **UPDATE** to save any new information.
7. Click **RETURN** to go back to the Classrooms tab.

Add a Family Home (Classroom)

Licensee/Owner   Edit

Wisconsin, Jane

Family Home ⊙   **1**   Add

⚠ No Family Home exist

1. Click **ADD** next to Family Home to add a Classroom.

Add Family Home

2 Family Home Name*
⚠ [   ]

Start Date *   Hours Open Per Week *
⚠ [   ]   ⚠ [0   ]

3 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?
4 [0   ]

5 [Save] [Cancel]

2. Type in a Family Home 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 Family Home

✓ Save Complete
Your changes have been saved successfully.

Family Home Name*

Little Angels   Delete Family Home

Start Date *   Hours Open Per Week *

08/28/2018   40

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?

8

[Update] [Cancel]

Now that the Family Home (Classroom) is created, the Primary Family Provider can be added. The Primary Family Provider will be the same individual that is listed as the Licensee/Owner unless an additional employee works for the program.

6.   Click on the **+** next to the right of Primary Family Provider to get started

Select Primary Family Provider for Little Angels

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	
149849	Wisconsin, Jane	Family Child Care Licensee	8/28/2018 - Present	Level Three	Current-Expires 2/28/2025	Verified by Program	Select 7

The list of employees shown are those who added the Family Child Care Program 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 Little Angels

Cancel

Wisconsin, Jane #149849

When did this teacher start as lead in this classroom

[ ] 9

mm/dd/yyyy

If applicable, when did this teacher stop being lead in this classroom

[ ] 10

mm/dd/yyyy

Hours per Week

[ ] 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 Family Home page.
14. Click **+** to the right of Primary Family Provider if another individual needs to be listed for historical record. Only one current Primary Family Provider may be listed at a time.

Next, you can add a Teacher to the classroom if applicable. Please note, this is only required if the Family Child Care Program has multiple employees. The owner's position title is Family Child Care Licensee, and any other employees' position title is Family Child Care Provider. These additional Family Child Care Providers can be added as a Teacher of the Family Home (Classroom). The Family Child Care Licensee can be listed as both the Licensee/Owner and the Primary Family Provider of the Family Home (Classroom).

Edit Family Home

✓ Save Complete
Your changes have been saved successfully.

Family Home Name*

Little Angels   Delete Family Home

Start Date *   Hours Open Per Week *
08/28/2018   40

Primary Family Provider   +

Wisconsin, Jane
Start   End   Hours per Week
08/28/2018   40   🗑
mm/dd/yyyy   mm/dd/yyyy

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?
8

Update   Cancel

Once the changes are saved, click **CANCEL** to return to the Classrooms tab. Some of the Family Home (Classroom) details will be available from this page, including the individual listed as the Primary Family Provider, Teacher, Age Ranges, Room Capacity, and Hours Open Per week. See the image below for an example.

If applicable, any additional Family Homes (Classrooms) can be made by following the steps above. Most Family Child Care Programs will only have one Family Home (Classroom) on the Classrooms tab.

Delete a Family Home (Classroom)

A Family Home (Classroom) can be deleted if it is no longer being used. However, it is recommended that programs confirm with their YoungStar Coach prior to deleting it.

1. To delete a Family Home (Classroom), click on the name of the Family Home (Classroom), then **DELETE FAMILY HOME.**

2. Enter an End Date for the Family Home (Classroom) then click **CONFIRM**

Employees

Individuals working for a Family Child Care Program 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 invididual'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 Family Child Care Program.

Update Employment Records

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

1. To update this information, click on the three dots to the right of the employee's information, then click **UPDATE.**
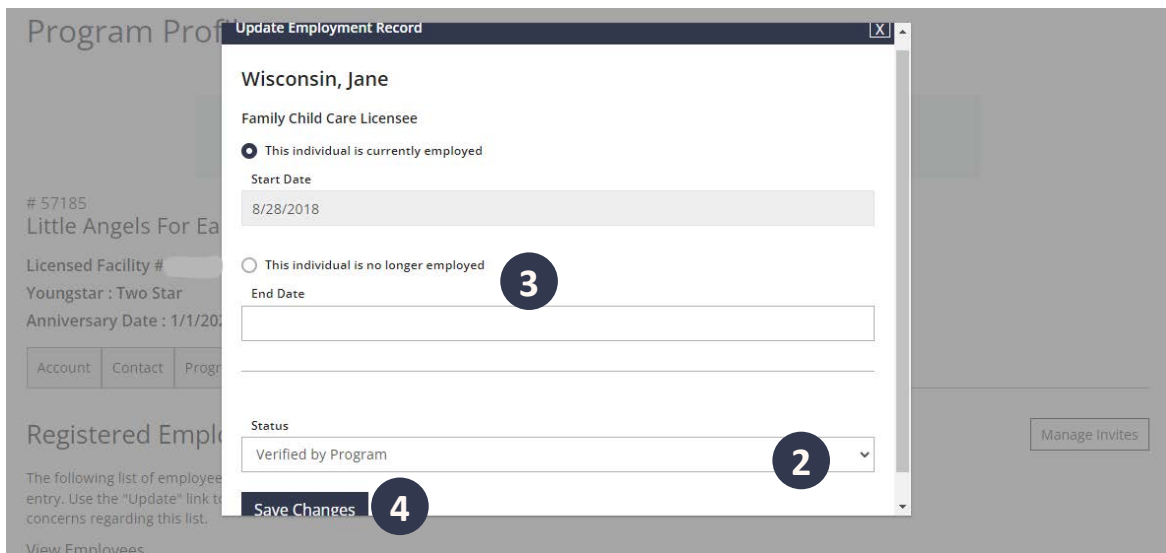
2. If the employee currently works for the Family Child Care Program, review the start date by changing the Status of their employment record. Click in the drop-down menu to switch from Self-Reported to any of the following:
    »   Verified by Program
    »   Reviewed/Not Verified
    »   Denied
3. If the employee no longer works for the Family Child Care Program, click the circle next to **THIS 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.

Licensees/Owners of Family Child Care Programs are most likely the only employee. They can verify their own employment record.

Past Employees

The Past Employees section lists all previous employees that listed the Family Child Care Program 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 Family Child Care Program

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

This feature allows Family Child Care Programs to start the process of creating an employment record for a **new** employee.

Family Child Care Programs 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 the Family Child Care 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 Family Child Care Program 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

The Reports tab is a resource to support the Licensee/Owners of a Family Child Care Program. The reports are divided into the following categories:

Program Staff	**YoungStar**
• Staff List	• Program Classroom Summary
• Classroom Qualification Review	• Program Profile Detail
• Staff Preliminary Position Qualifications	

Staff List

Program Staff						
	Class	Facility ID	County	Organzation ID		
	Licensed Family Child Care		Milwaukee	57185		
Facility:	Little Angels For Early Education	Contact				
	3847 S 58Th St					
	Milwaukee WI 53220	Effective Date: 8/28/2018	Expiration Date: Open			

Current Staff ID	Name	Position	Start Date	Verification Status	Certificate	Level	Application Status	Expiration Date
149849	Wisconsin, Jane	Family Child Care Licensee	8/28/2018	Verified by Program	✓	Level Three	Current	2/28/2025

Current Staff Count: 1

This report provides general information on the Family Child Care Program as well as the staff who listed the Family Child Care Program 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						
Little Angels						
	Requirement Type Name	Is Qualified	Name	Start Date	Registry Level/Expiration Date	Hours
Primary Family Provider:			Wisconsin, Jane	8/28/2018	Level Three Expires:2/28/2025	40 Hours

This report reviews preliminary qualifications for staff currently assigned to a Family Home (Classroom) on the Classrooms tab of the Program Profile. This report lists:

- » The Assigned Roles, example: Primary Family Provider or Teacher
- » Individual's Name
- » Start Date

- » Registry Membership Information
- » True or False - Whether the individual qualifies for the position they are assigned to in the Family Home (Classroom)

Staff Preliminary Position Qualifications

Registry ID	Name	Finalize Date	Family Child Care Provider	Certified Family Child Care Provider
149849	Wisconsin Jane	02/12/2024	True	True

This report was created to confirm if an employee qualifies for a position, so they can be used in a Family Home (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 Family Child Care Provider and Certified Family Child Care Provider.

Note: If an individual has a True under the Family Child Care Provider position on this report, then that means they are qualified for *both* Family Child Care Licensee and Family Child Care Provider positions.

Program Classroom Summary

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

Registry Program Summary

Little Angels For Early Education

Type: Licensed Family Child Care   **Licensed Facility #**   **DCF Provider #**

Effective Date: 8/28/2018   **Expiration Date:** Open

3847 S 58Th St
Milwaukee WI 53220   **County:** Milwaukee

Last Verified: 2/12/2024 12:04:39 PM by Jane Wisconsin

Director of Record or Licensee:

	Wisconsin, Jane	Start Date	8/28/2018	Level Three Expires:2/28/2025

Classrooms:

Room Name

Little Angels - Ages Served: One Year Olds (13-24 months) to Three Year Olds - (37-48 months)

Name	Start Date	Registry Level/Expiration Date	Hours
Primary Family Provider: Wisconsin, Jane	8/28/2018	Level Three Expires:2/28/2025	40 Hours

The Program Classroom Summary report is generated as a PDF. It lists general Family Child Care Program information, as well as information from the Classrooms tab. This includes Licensee/Owner, Family Home (Classroom) names, the staff assigned to those Family Homes (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

Little Angels For Early Education

Type: Licensed Family Child Care	**Licensed Facility #**		**DCF Provider #**
	Effective Date: 8/28/2018		**Expiration Date:** Open
3847 S 58Th St			
Milwaukee WI 53220	**County:** Milwaukee		

Last Verified: 2/12/2024 12:04:39 PM by Jane Wisconsin

Director of Record or Licensee:

		Start Date	8/28/2018	Level Three Expires:2/28/2025
	Wisconsin, Jane			

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	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 Family Child Care Program as well as the Licensee/Owner. The YoungStar grid includes information on current employees who have completed YoungStar training. Finally, this report includes information from the Program Profile self-assessment.

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, Family Homes (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 a Family Child Care 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 Family Child Care 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 Family Child Care 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

608-222-1123

608-222-9779

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