

# Membership Application Guide

This resource will guide you through the steps to becoming a Registry Member. Two appendices at the end of this guide provide additional information.

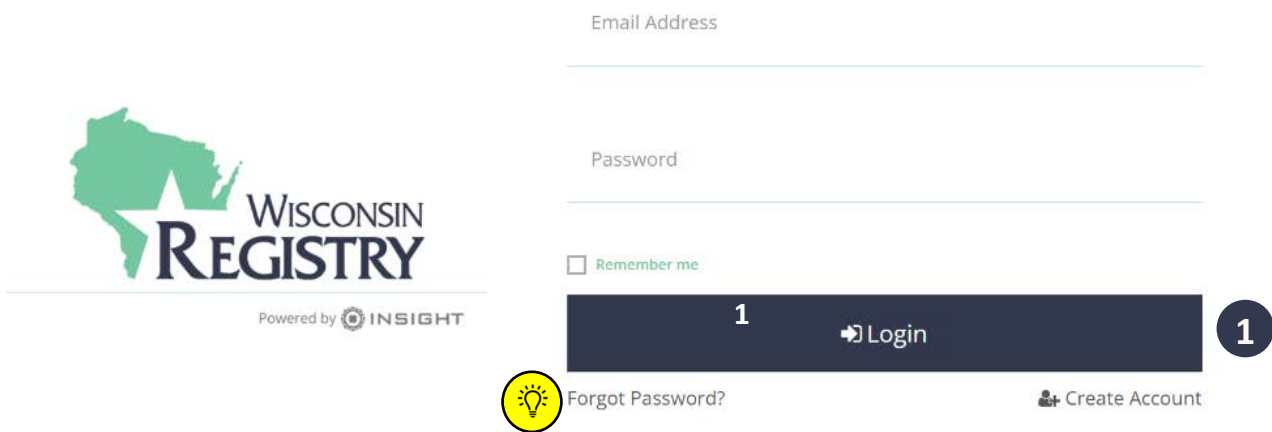
You will need a Registry account before you can apply for membership. If you have not already created an account, please download our [Creating a Registry Account](#) support guide to get started.

## STEP 1: Go to [www.wiregistry.org](http://www.wiregistry.org)



1. Go to [www.wiregistry.org](http://www.wiregistry.org) and click **LOG IN**.

## STEP 2: Logging In

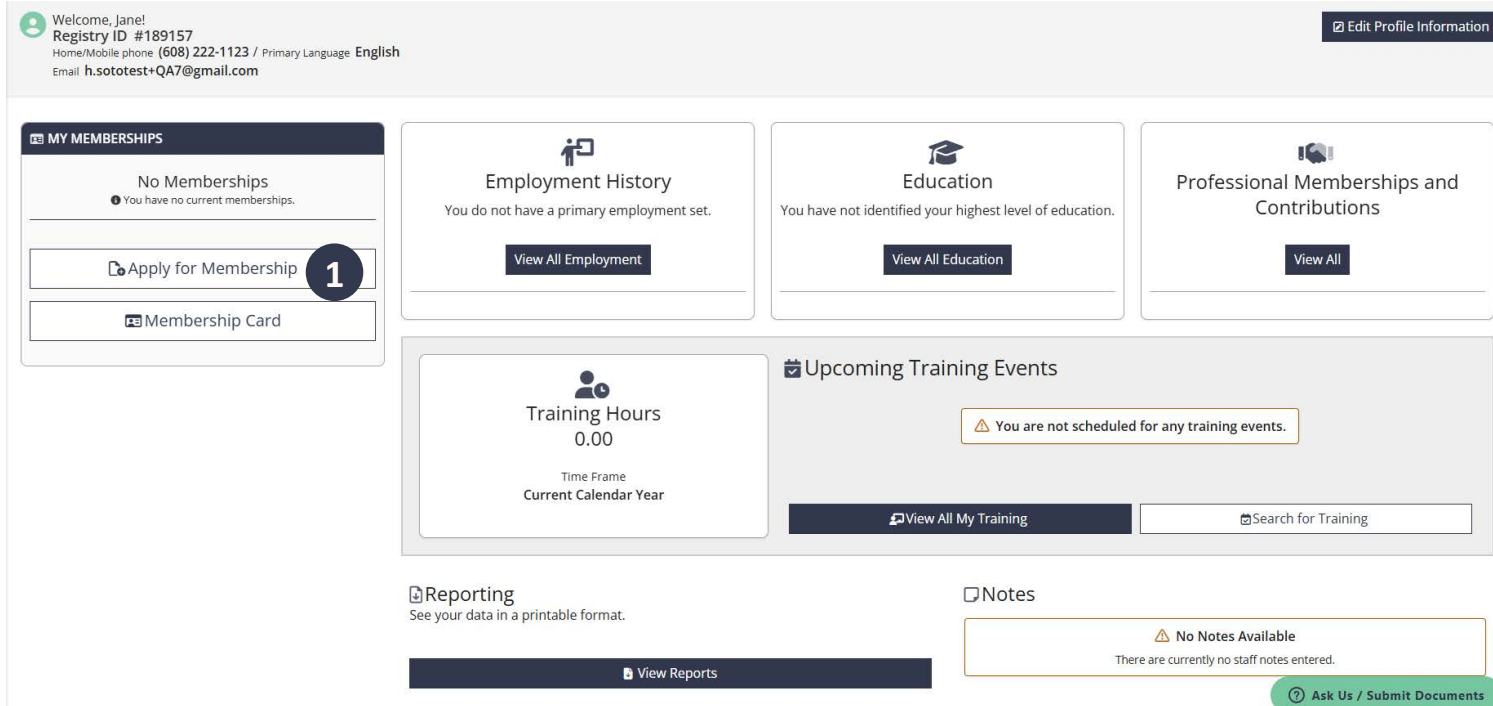


1. Enter your email address and password, then click **LOGIN**.



Click on **FORGOT PASSWORD?** if you need to reset your password. If you are experiencing other issues logging in, download our [Logging In Tips](#) support guide.

## STEP 3: Become a Registry Member



Welcome, Jane!  
Registry ID #189157  
Home/Mobile phone (608) 222-1123 / Primary Language English  
Email h.sototest+QA7@gmail.com

[Edit Profile Information](#)

**MY MEMBERSHIPS**

No Memberships  
● You have no current memberships.

[Apply for Membership](#) **1**

[Membership Card](#)

**Employment History**  
You do not have a primary employment set.  
[View All Employment](#)

**Education**  
You have not identified your highest level of education.  
[View All Education](#)

**Professional Memberships and Contributions**  
[View All](#)

**Training Hours**  
0.00  
Time Frame  
Current Calendar Year

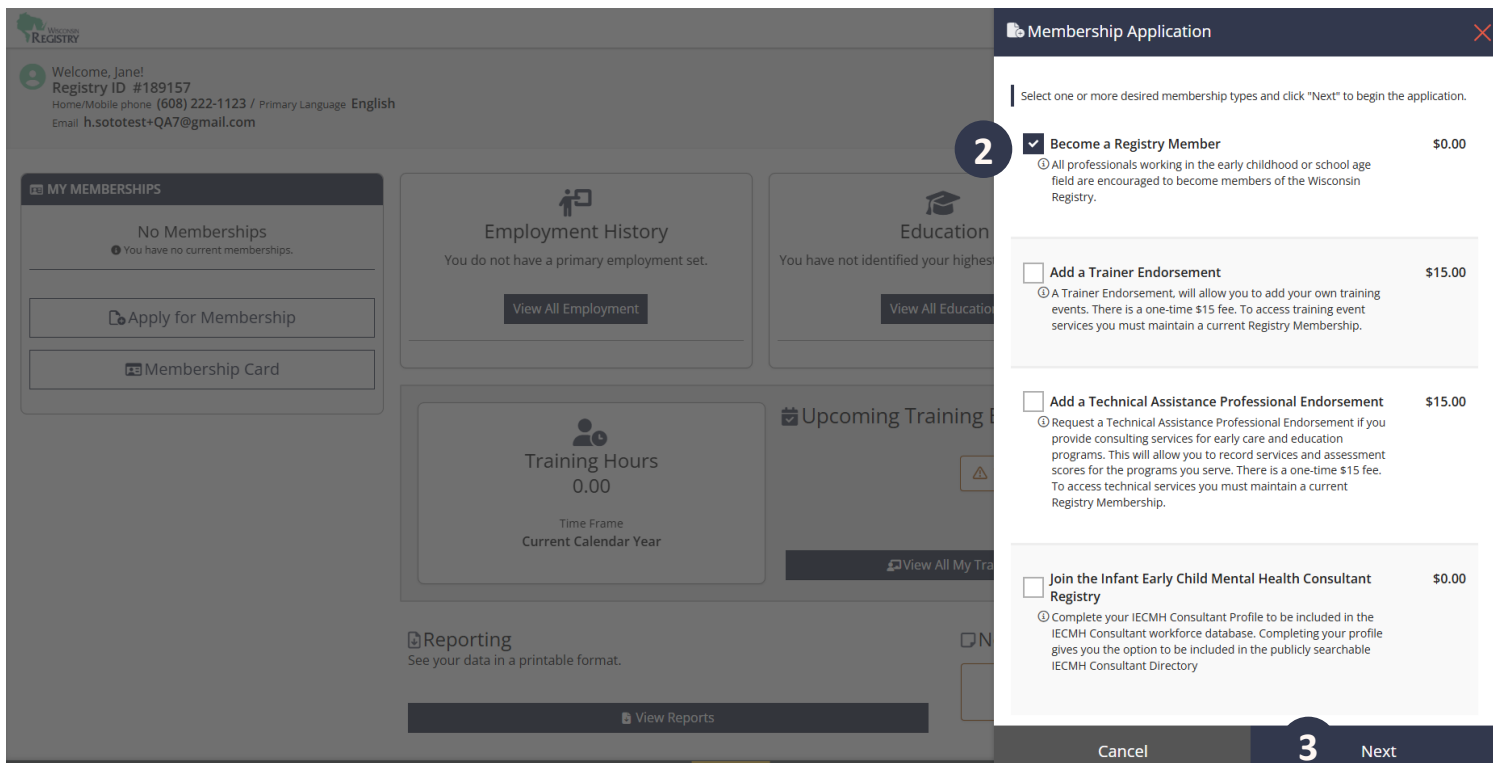
**Upcoming Training Events**  
⚠ You are not scheduled for any training events.  
[View All My Training](#) [Search for Training](#)

**Reporting**  
See your data in a printable format.  
[View Reports](#)

**Notes**  
⚠ No Notes Available  
There are currently no staff notes entered.

[Ask Us / Submit Documents](#)

1. Click the **APPLY FOR MEMBERSHIP** Button.



**Membership Application**

Select one or more desired membership types and click "Next" to begin the application.

<input checked="" type="checkbox"/>	<b>Become a Registry Member</b>	\$0.00
ⓘ All professionals working in the early childhood or school age field are encouraged to become members of the Wisconsin Registry.		
<input type="checkbox"/>	<b>Add a Trainer Endorsement</b>	\$15.00
ⓘ A Trainer Endorsement will allow you to add your own training events. There is a one-time \$15 fee. To access training event services you must maintain a current Registry Membership.		
<input type="checkbox"/>	<b>Add a Technical Assistance Professional Endorsement</b>	\$15.00
ⓘ Request a Technical Assistance Professional Endorsement if you provide consulting services for early care and education programs. This will allow you to record services and assessment scores for the programs you serve. There is a one-time \$15 fee. To access technical services you must maintain a current Registry Membership.		
<input type="checkbox"/>	<b>Join the Infant Early Child Mental Health Consultant Registry</b>	\$0.00
ⓘ Complete your IECMH Consultant Profile to be included in the IECMH Consultant workforce database. Completing your profile gives you the option to be included in the publicly searchable IECMH Consultant Directory.		

[Cancel](#) **3** [Next](#)

2. Check the box next to **BECOME A REGISTRY MEMBER**.

3. Click **NEXT**.







## STEP 4: Starting the Membership Application

### Membership Application

[Return to Profile](#)

1

All portions of the application must be reviewed and confirmed in order to continue.

Personal Information	 unconfirmed	<a href="#">Review</a>	2
Education	  unconfirmed	<a href="#">Review</a>	
Employment History	 unconfirmed	<a href="#">Review</a>	
Training	 unconfirmed	<a href="#">Review</a>	
Professional Membership/Contributions	 unconfirmed	<a href="#">Review</a>	

[Cancel Application](#)
[Review Application](#)
[Ask Us / Submit Documents](#)

1. You will need to complete and review the information listed for the following parts:
  - a. Personal Information
  - b. Education
  - c. Employment History
  - d. Training
  - e. Professional Memberships/Contributions
2. Click the Review button next to Personal Information to start the application process.



**Please Note:** You may begin the application with any section. Make sure to save and confirm when adding your information. When each section is completed, it should say confirmed next to it on your membership application page.

## STEP 5: Membership Application - Personal Information

Personal Information ✕

**General Information**

1

First Name:  Middle Name:  Last Name:

[Show Previous Names](#)

Date of Birth:

Gender:

**Communication**

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address:

Home/Mobile phone:  Work phone:  Fax:

2 Save & Confirm
Close

1. Verify all personal information is correct. This includes mailing address, home address (if different from mailing address), last five digits of social security number, birth date, ethnicity, language, and communication preferences.
2. Click **SAVE & CONFIRM**.

Membership Application Return to Profile

All portions of the application must be reviewed and confirmed in order to continue.

Personal Information	3 <input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>
Education	⚠ unconfirmed	<a href="#">Review</a> 4
Employment History	⚠ unconfirmed	<a href="#">Review</a>
Training	⚠ unconfirmed	<a href="#">Review</a>
Professional Membership/Contributions	⚠ unconfirmed	<a href="#">Review</a>

Cancel Application
Review Application
? Ask Us / Submit Documents

3. Personal Information is now confirmed!
4. Click the Review button next to another portion of the application to continue.

## STEP 6: Membership Application - Education

The Education page is where you list your high school, college, CDA, Montessori and Teaching License, and Department of Children and Families licensing requirements information. Click the **+ADD EDUCATION ENTRY** button to self report the education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

Education Summary ✕

+ Add Education Entry

**Primary Education**

ⓘ No Education Entered

Click "Add Education Entry" to enter your education.

**Other Education**

ⓘ No Education Entered

Click "Add Education Entry" to enter your education.

Confirm
Close

Add Education ✕

1

Type

--Make a selection--

--Make a selection--

**Primary Education**

High School

Higher Education

**Other Education**

Licensing

Other Education

CDA Credential

State Teaching License

Save
Close

Example - How to self report high school education.

1. In the Type dropdown, choose High School.

Add Education ✕

Type

**2** What is your high school education status?

Graduation Year

---

Documentation

Save **3** Close

2. If you select **I HAVE A HIGH SCHOOL DIPLOMA OR GED**, another text box will display to type the graduation year
3. Click **SAVE** to continue.

Education Summary ✕

**4** Add Education Entry

Primary Education  
  
Click "Add Education Entry" to enter your education.

Other Education  
  
Click "Add Education Entry" to enter your education.

Confirm Close

4. Click the **+ADD EDUCATION ENTRY** button to self report additional education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
5. Click **CONFIRM** when finished on the Education page.

## STEP 7: Membership Application - Employment History

The next step is adding any employment history related to the childcare field. Most often, this will be regulated childcare, where a Licensed Facility number or DCF Provider number has been issued. Other direct care can be added to the Employment History page. Please see [Appendix B: Employment](#) for the steps to add Other Direct Care and Training or Local/State Agency.

Employment Summary ✕

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

Find Employer

1

**No job positions have been added.**  
Select "Find Employer" to add a position.

Confirm

Close

1. Click on **FIND EMPLOYER** to add a new employer to your Employment History. You will be taken to a page to search for your employment type (see page 8).



If you have Managerial Experience, make sure to send us a copy of your resume. See the **EMPLOYMENT** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

## STEP 7A: Employment History - Filter Employers

Find Employer ✕

**1** Filter Employers

**Employer Name**  
Search by Employer Name

**City**  
Search by City

**Organization ID**  
Search by Organization ID

**License**  
Search by License

**License Source**  
Search by License Source  
Search by License Source  
 Licensed Facility #  
 DCF Provider #

**3 Search to Find Employers**

Use the provided search fields found under ☰ to search for applicable employers.

Cancel

1. Use the Filter Employers Search to connect your employment entry to your Employer’s Program Profile. The most accurate way to locate your Employer is by using their Licensed Facility Number or DCF Provider Number (see search results below).



*If you do not know your Employer’s Licensed Facility number or DCF Provider number, search using the **EMPLOYER NAME** and **CITY**.*

Find Employer ✕

**2** Filter Employers

**Employer Name**  
Search by Employer Name

**City**  
Search by City

**Organization ID**  
Search by Organization ID

**License**  
1010699

**License Source**  
Licensed Facility #

Sort by Name Direction Ascending

Showing 1 out of 1

#1234  
**Once Upon A Time Child Care Center** **3**

📍 Employer Once Upon A Time Child Care Center / Licensed Facility # 1010699  
 🏢 Organization Type Group Child Care Program  
 📍 Address 910 Whalen Rd / City Verona / State WI / Zip Code 53593 / County Dane  
 📞 Phone (608) 845-2367 / ✉ Email Frankie.Miller@email.com

Showing 1 out of 1

**Can't Find Your Employer?**

Use this button for adding historical employment for programs no longer licensed or for out-of-state licensed programs. Also, programs that are not related to early learning or school-age programs.

Cancel

2. After typing in the Licensed Facility number, click **SEARCH**.
3. The Employer information will display to the right of the Filter Employers search. Click the **SELECT** button next to the name of your employer to continue.

## STEP 7B: Employment History - Position Information

#1234

Once Upon A Time Child Care Center

Employer Once Upon A Time Child Care Center / Licensed Facility # 1010699

Organization Type Group Child Care Program

Address 910 Whalen Rd / City Verona / State WI / Zip Code 53593 / County Dane

Phone (608) 845-2367 / Email Frankie.Miller@email.com

### Employment Information

Title

--Make a selection--

Required

Is this your primary employment?

This is my primary employment

Not my primary employment

1

### Age of Children

At least one option must be selected

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

Start Date

mm/dd/yyyy

Required

End Date

mm/dd/yyyy

Required

Hours per Week

Enter Hours per Week

Required

Months Per Year

Enter Months per Year

Required

### Compensation

I receive an hourly wage

I receive an annual salary

I do not wish to provide this information

Required

2

Save

Close

1. Enter your position details
2. Click **SAVE** and then OK to continue.



Compensation is an optional question, but the Wisconsin Registry does provide this data to many agencies across the state and nation to help close the gap in compensation.

## STEP 7C: Employment History - Review and Continue

### Employment Summary

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

#1234  
**Once Upon A Time Child Care Center**

Address 910 Whalen Rd / City Verona / State WI / Zip Code 53593 / County Dane

---

**Teacher**

Start Date 09/08/2025  
 Compensation Not Provided / Hours per Week 40 / Months Per Year 12

Y Ages you work with: 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)

Status Self Reported / Status By Jane Wisconsin

1

1. After all employment history has been added, click **CONFIRM** then OK to review the next portion of the application.

## STEP 8: Membership Application - Training

### Training Summary

#### Filter Events

##### Event ID

##### Course Title

#### Training Completion

##### From Date

##### To Date

 Show E-Learning events only

**No Training Available**

No training has been added.

1

1. Members may add training for certificates with a Registry Event ID. The Event ID can be typed in the EVENT ID text box, the click **SEARCH**. If there is not a Registry Event ID number on the certificate, please send a copy of your certificate. See the TRAINING section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. Click Confirm and then OK to continue.

## STEP 9: Membership Application - Professional Memberships/Contributions

Professional Memberships and Contributions

Professional Memberships Add Membership **1**

No Memberships have been entered.

Professional Contributions Add Contribution **1**

No Contributions have been entered.

Confirm

Close

1. Click the **+ADD MEMBERSHIP** button to self report Professional Memberships. Click the **+ADD CONTRIBUTION** button to self report Professional Contributions. See the PROFESSIONAL ORGANIZATION MEMBERSHIP & CONTRIBUTIONS section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. Click Confirm and then OK to continue.

## STEP 10: Membership Application - Submit Application

### Membership Application

[Return to Profile](#)

All portions of the application must be reviewed and confirmed in order to continue.

Personal Information	<input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>
Education	<input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>
Employment History	<input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>
Training	<input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>
Professional Membership/Contributions	<input checked="" type="checkbox"/> confirmed	<a href="#">Review</a>

1

[Cancel Application](#)
[Review Application](#)
[Ask Us / Submit Documents](#)

1. Once all portions of the application show as Confirmed, then you can click the REVIEW APPLICATION button.

### Review Application

[Go Back](#)

Throughout the application we asked you to tell us if you were going to upload files or mail them in separately. Below is a summary of what you told us.

If you see anything here you would like to revise, click the go back button to make changes.

#### Education Background

I have a high school diploma or GED  
 Graduation Year 2013  
 Self-Reported @ Uploaded Files 0

#### Employment History

Once Upon A Time Child Care Center  
 Title Teacher / Employed 09/08/2025 - Present  
 Self-Reported

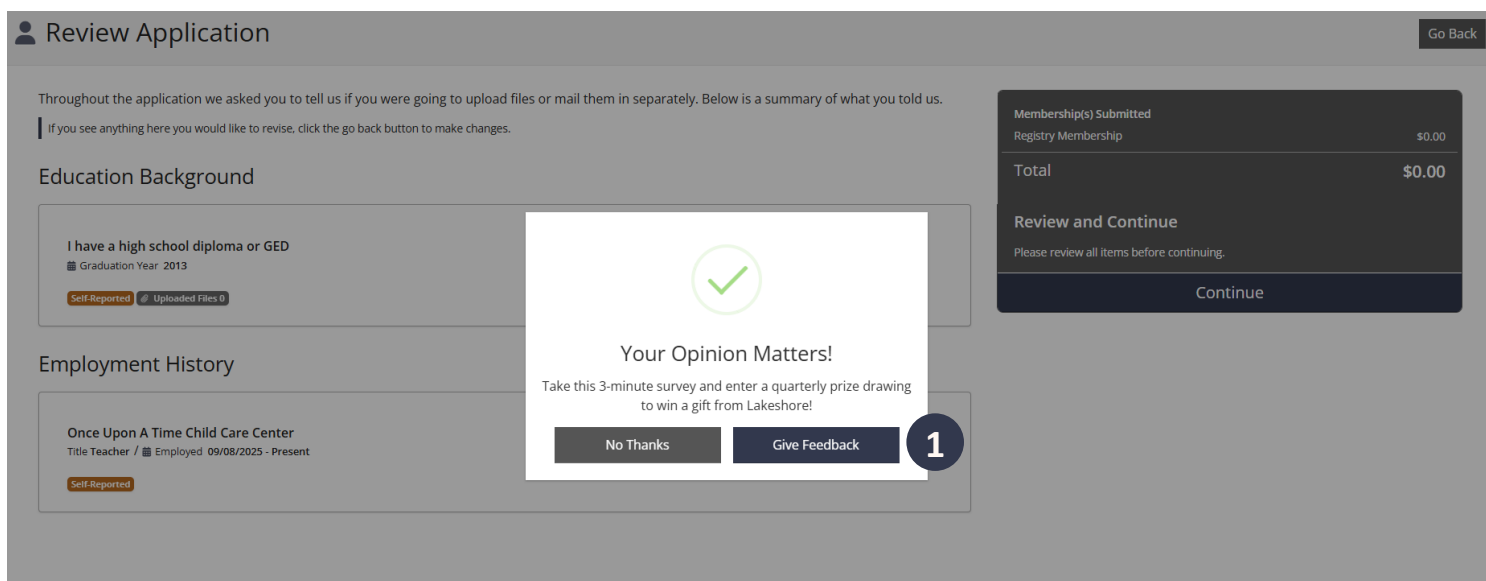
Membership(s) Submitted	
Registry Membership	\$0.00
<b>Total</b>	<b>\$0.00</b>
<b>Review and Continue</b>	
Please review all items before continuing.	
<a href="#">Continue</a>	

2

2. Click the blue **CONTINUE** button under the gray section on the right to submit your membership application.
3. Click OK.

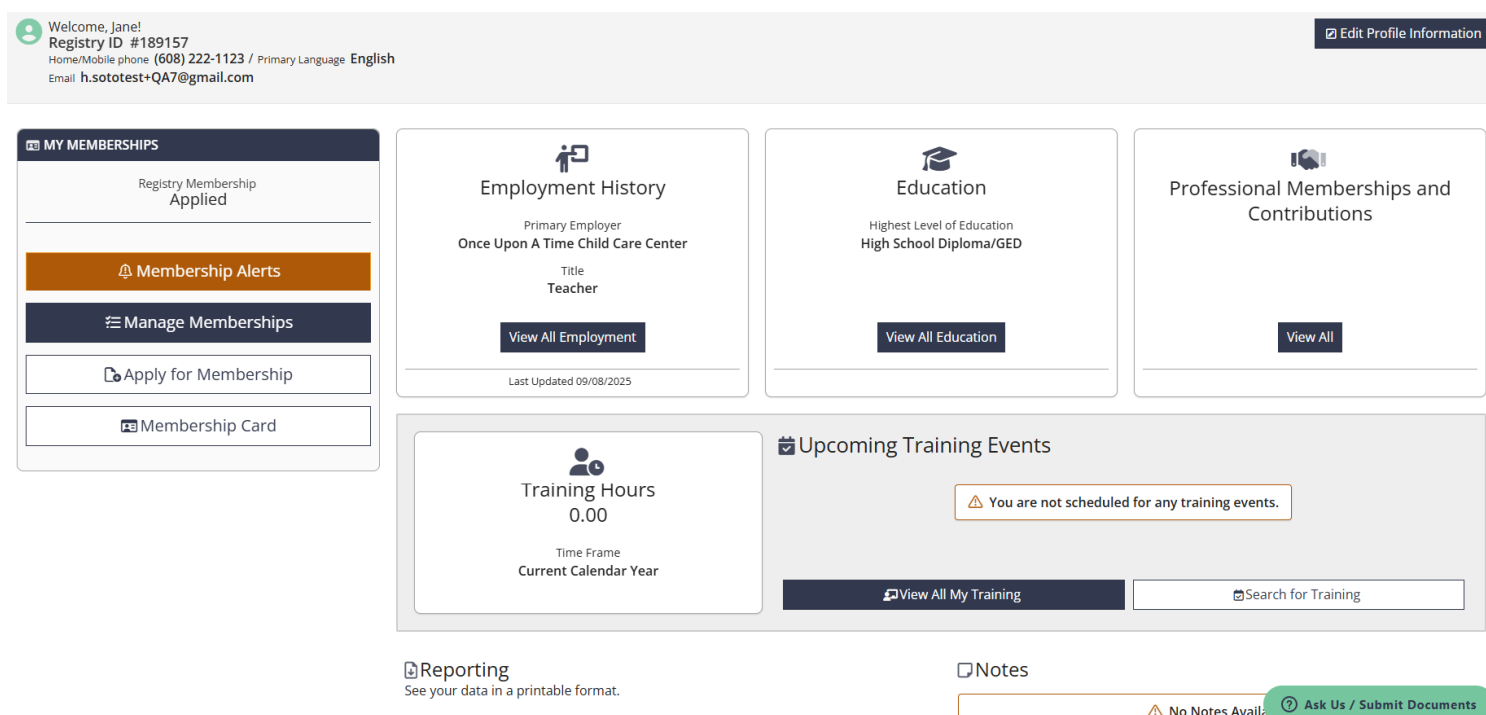
**Please Note:** Once an application has been submitted, the account is locked. No changes can be made until the application has been processed, finalized, and your membership is listed as Current.

## STEP 11: Membership Application - Optional Survey



1. Take our 3-minute survey and be entered in our quarterly prize drawing. Click **GIVE FEEDBACK** to complete the survey.

## STEP 12: Membership Application - Payment and Documentation



1. Documentation can now be sent to the Wisconsin Registry. All documentation must be received within 21 days of the submit date. See the SUBMITTING DOCUMENTATION section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

Welcome, Jane!  
 Registry ID #189157  
 Home/Mobile phone (608) 222-1123 / Primary Language English  
 Email h.sototest+QA7@gmail.com

[Edit Profile Information](#)

**MY MEMBERSHIPS**

Registry Membership Applied

**2** [Membership Alerts](#)

[Manage Memberships](#)

[Apply for Membership](#)

[Membership Card](#)

**Employment History**

Primary Employer  
 Once Upon A Time Child Care Center  
 Title  
 Teacher

[View All Employment](#)

Last Updated 09/08/2025

**Education**

Highest Level of Education  
 High School Diploma/GED

[View All Education](#)

**Professional Memberships and Contributions**

[View All](#)

**Training Hours**

0.00

Time Frame  
 Current Calendar Year

**Upcoming Training Events**

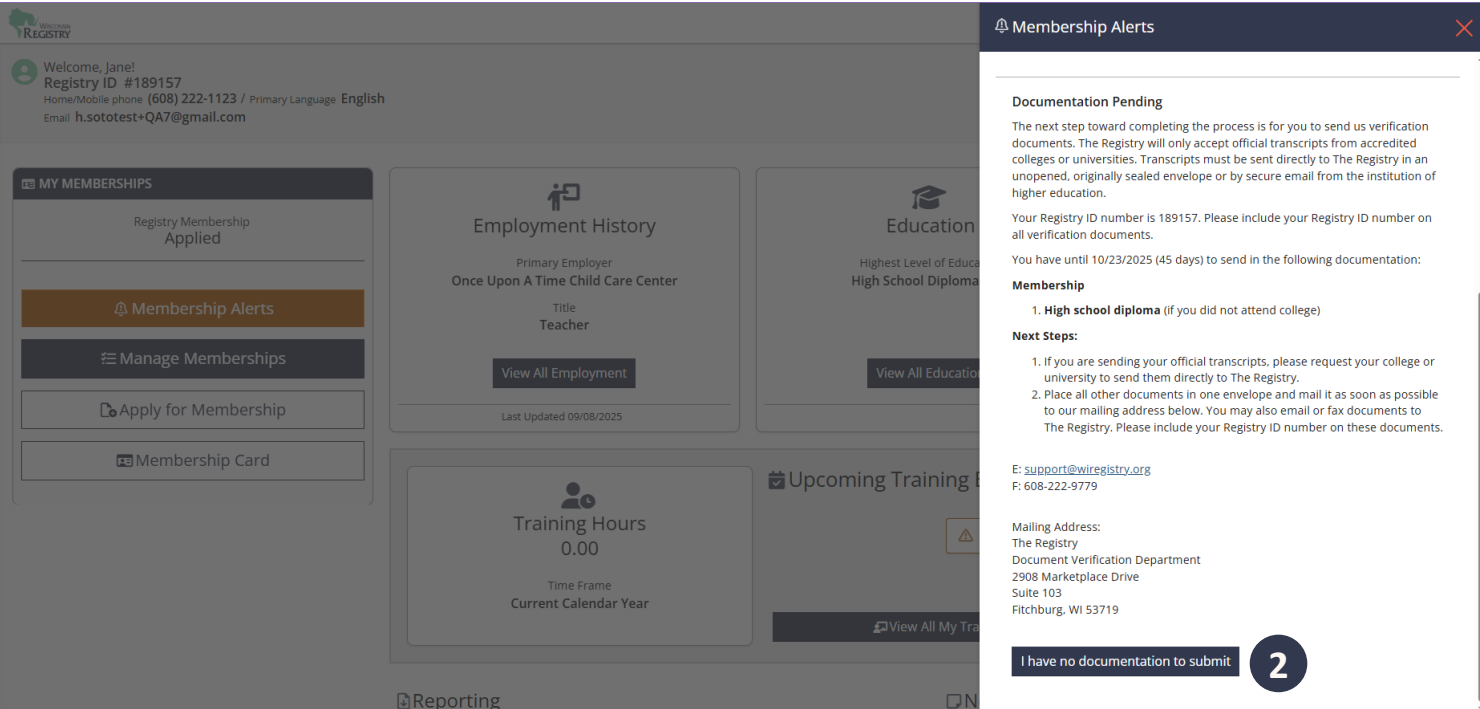
[View All My Training](#)

[Search for Training](#)

**You are not scheduled for any training events.**

**Reporting**  
 See your data in a printable format.

**Notes**  
 No Notes Available [Ask Us / Submit Documents](#)



**Membership Alerts**

**Documentation Pending**

The next step toward completing the process is for you to send us verification documents. The Registry will only accept official transcripts from accredited colleges or universities. Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.

Your Registry ID number is 189157. Please include your Registry ID number on all verification documents.

You have until 10/23/2025 (45 days) to send in the following documentation:

**Membership**

1. **High school diploma** (if you did not attend college)

**Next Steps:**

1. If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
2. Place all other documents in one envelope and mail it as soon as possible to our mailing address below. You may also email or fax documents to The Registry. Please include your Registry ID number on these documents.

E: [support@wisregistry.org](mailto:support@wisregistry.org)  
 F: 608-222-9779

Mailing Address:  
 The Registry  
 Document Verification Department  
 2908 Marketplace Drive  
 Suite 103  
 Fitchburg, WI 53719

[I have no documentation to submit](#) **2**

2. To find the **I HAVE NO DOCUMENTATION TO SUBMIT** button, click the orange **MEMBERSHIP ALERTS** button. This section provides important information such as current application processing times, your membership application status, and documentation we are requesting. At the bottom of this section is where you will find the blue **I HAVE NO DOCUMENTATION TO SUBMIT** button.

**Please Note:** A membership application is not considered complete until we receive documentation OR the **I HAVE NO DOCUMENTATION TO SUBMIT** button has been clicked. If we do not receive documentation or that button is not clicked within 21 days after submitting your membership application, then your application will be canceled.

## APPENDIX A: Acceptable Documentation & Application Definitions

Submitting documentation to the Wisconsin Registry is how items that were self-reported become verified. After you submit your membership application, the Wisconsin Registry will email you a list of the documentation pending. Please [send your documentation](#) as soon as possible after you submit your membership application.

This resource contains information about documentation needed for the following pages of the Wisconsin Registry Membership Application: [Education page](#), [Employment page](#), [Training page](#), and the [Professional Organizations Membership & Contributions page](#).

**Please Note:** *If you are also applying to be a Trainer or Technical Assistance Professional, please read the [online toolkit](#) for more information.*

### EDUCATION

#### High School:

If you have graduated from high school, enter your graduation year. This is important for qualifying for positions such as, Director, Administrator, and Teacher.

The Wisconsin Registry requires documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED).

**You will need to send ONE of the following documents:**

- Copy of a High School Diploma showing date of graduation.
- Copy of High School Transcripts showing date of graduation.
- Letter from the High School you attended, on school letterhead specifying the graduation date.
- GED certificate issued by the Department of Education of the state in which it was achieved.
- Official Transcripts sent directly to the Wisconsin Registry from an accredited college or university in an **unopened, originally sealed envelope** OR request your college or university email your official transcript to [support@wiregistry.org](mailto:support@wiregistry.org). The official transcript must show a degree completed or that the individual is enrolled in a program.
  - Copy of a Diploma from an accredited College or University showing:
    - 1-year Technical Diploma
    - Associate's Degree
    - Bachelor's Degree
    - Master's Degree
    - Doctorate Degree
- Verified State Teaching License.
- An **evaluated** foreign transcript from an accredited foreign credential evaluation agency showing a degree completed or the program the individual was enrolled in. (See [page 6](#) for more information regarding Foreign Transcript and Degree documentation).

## Licensing:

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

The following list shows information about licensing courses and the required documentation you will need to submit to the Wisconsin Registry for verification:

- **Child Abuse and Neglect (CAN)** – list any child abuse trainings, including mandated reporter on your membership application. CAN is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006.  
**Expiration:** CAN expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **AED** – list AED training on your membership application if it was included in your CPR/First Aid course.  
**Expiration:** AED expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for the Wisconsin Registry to verify. \*
- **Child CPR** – list Child CPR training on your membership application if it was included in your CPR/First Aid course. Child CPR expires two years after the date of completion. A list of approved agencies can be found on the [Wisconsin Department of Health Services website](#).  
**Expiration:** Child CPR expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for the Wisconsin Registry to verify. \*
- **DCF Abusive Head Trauma (AHT)** – AHT is a stand-alone course and was embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 9/1/2020. AHT is also embedded in the DPI Assistant Child Care Teacher course as of 9/1/2020.  
**Expiration:** This requirement does not expire once earned.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify. Name of recipient must be typed, and the Trainer must be on the Wisconsin AHT Approved Trainers List.  
**Please Note:** If you completed the free online training called DCF’s Abusive Head Trauma (AHT) Prevention Training for Child Care Providers, then AHT will be verified directly on your Registry profile. You do not need to send a copy of a certificate, and one will not be provided to you.
- **DCF – Infant Toddler Requirement** – the Infant Toddler requirement is embedded in coursework such as, Fundamentals of Infant and Toddler Care, as well as higher education courses Infant and Toddler Development, and Child Development.  
**Expiration:** This requirement does not expire once earned.  
**Documentation Needed:** Submit [official transcripts](#) if I/T requirement was embedded in a higher education course. If *Fundamentals of Infant and Toddler Care* was completed, no extra documentation is necessary. The I/T requirement will be verified by the training agency.

## Licensing (continued):

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

- **DCF – Shaken Baby Syndrome (SBS)** – SBS is a stand-alone course and was embedded in the Wisconsin Technical College course, Health, Safety, Nutrition from 1/1/2006 through 8/31/2020. SBS is also embedded in the DPI Assistant Child Care Teacher course from 7/1/2005 through 8/31/2020.  
**Expiration:** This requirement does not expire once earned.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify. Name of recipient must be typed, and the Trainer must be on the Wisconsin SBS Approved Trainers List.
- **DCF – Sudden Infant Death Syndrome (SIDS)** – SIDS is a stand-alone course and is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006. SIDS is also embedded in the DPI Assistant Child Care Teacher course as of 7/1/2005.  
**Expiration:** This requirement does not expire once earned.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **First Aid** – list First Aid training on your membership application if it was included in your CPR/First Aid course. First Aid expires two years after the date of completion. First Aid can be completed through any agency.  
**Expiration:** First Aid expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for the Wisconsin Registry to verify. \*
- **Infant CPR** – record Infant CPR training if it was included in your CPR/First Aid course. A list of approved agencies can be found on the [Wisconsin Department of Health Services website](#).  
**Expiration:** Infant CPR expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for the Wisconsin Registry to verify. \*
- **Pediatric First Aid** – record Pediatric First Aid training if it was included in your CPR/First Aid course. Pediatric First Aid can be completed through any agency.  
**Expiration:** Pediatric First Aid expires two years after the date of completion.  
**Documentation Needed:** Submit a copy of the front and back of a current CPR/First Aid card for the Wisconsin Registry to verify. \*

**Please Note: the Wisconsin Registry requires your CPR/First Aid card have the following:**

- Your name.
- The date the training was completed.
- The date of expiration.
- The training sponsor organization. CPR certification must be from the approved organizations list found [Wisconsin Department of Health Services website](#).

## Other Education:

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

The following list shows items from the **OTHER EDUCATION** dropdown menu and the required documentation you will need to submit to the Wisconsin Registry for verification:

- **Apprenticeship** - The Early Childhood Education Apprenticeship program is offered through the Wisconsin Technical College System. It is a 2-year training program.  
**Documentation Needed:** Submit official transcripts for completed Early Childhood Educator Apprenticeship program.
- **CCEI Early Childhood Credential** - This credential is a CEU certificate program offered by ChildCare Education Institute.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **DPI High School Assistant Child Care Teacher Certificate** - This course is offered at approved high schools in Wisconsin. Shaken Baby Syndrome and SIDS are embedded in the course after 7/1/2005. AHT is embedded in this course after 9/1/2020.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **DPI High School Child Care Teacher Certificate** - This course is offered at approved high schools in Wisconsin.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **DPI High School Infant/Toddler Certificate** - This course is offered at approved high schools in Wisconsin. The DCF - Infant Toddler requirement is embedded in this course.  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **Family Services Credential - Credit**  
**Documentation Needed:** Submit a copy of the certificate you received and your official transcripts for the Wisconsin Registry to verify.
- **Family Services Credential - Non Credit**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **Infant, Early Childhood and Family Mental Health Certificate**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **Licensed Practical Nurse (LPN)**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify your certification as a Licensed Practice Nurse.
- **Mentor – Mentor Protégé**  
**Documentation Needed:** Submit your official transcripts for the Wisconsin Registry to verify.

### Other Education (continued):

In this section, list the required licensing courses such as, CPR, First Aid, Infant Toddler, etc., if applicable.

- **NWTC 9-12 Credit Technical Diploma**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **Registered Nurse (RN)**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify your certification as a Registered Nurse.
- **The American Montessori Society (AMS)**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **The Association Montessori Internationale (AMI)**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **Wisconsin School-Age Credential**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **MACTE (Montessori Accreditation Council for Teacher Education)**  
**Documentation Needed:** Submit a copy of the certificate you received for the Wisconsin Registry to verify.

### CDA Credentials

In this section, list your CDA Credentials, if applicable.

The following CDA Credentials are accepted by the Wisconsin Registry and the required documentation you will need to submit to the Wisconsin Registry for verification:

- Family Child Care
- Family Child Care (Bilingual)
- Home Visitor
- Home Visitor (Bilingual)
- Infant Toddler
- Infant Toddler (Bilingual)
- Preschool
- Preschool (Bilingual)

**Documentation Needed:** Submit a copy of the certificate you received for each CDA Credential you have completed to the Wisconsin Registry to verify.

## Registry Credentials

In this section, list any Registry Credentials you have completed. Registry Credentials are offered at approved UW colleges and Wisconsin Technical Colleges. For more information, please visit [The Credentials Overview page](#) on our website.

The following CDA Credentials are accepted by the Wisconsin Registry and the required documentation you will need to submit to the Wisconsin Registry for verification:

- Registry Administrator Credential
- Registry Afterschool/Youth Development Credential
- Registry Diversity Credential
- Registry Family Child Care Credential
- Registry Inclusion Credential
- Registry Infant Toddler Credential
- Registry Leadership Credential
- Registry Preschool Credential
- Registry Program Development Credential
- Registry Supporting Dual Language Learners Credential

**Documentation Needed:** Submit your official transcript to verify your Registry Credential. Request your college or university send your official transcript directly to the Wisconsin Registry in an unopened, originally sealed envelope OR request your college or university email your official transcript to [support@wiregistry.org](mailto:support@wiregistry.org).

## Higher Education

In this section, add your higher education if applicable. The Wisconsin Registry verifies the date you completed your degree (and major) and completed college credit.

The following list shows information about higher education and the required documentation you will need to submit to the Wisconsin Registry for verification:

- **Some College** - If you have not earned a degree, you must choose this option and submit your official transcript for the Wisconsin Registry to verify.
- **Technical Diploma**
- **Associate Diploma**
- **Bachelor Diploma**
- **Master Diploma**
- **Doctorate Diploma**

**Documentation Needed:** Submit your official transcripts from an accredited college or university. By sending your official transcript, the Wisconsin Registry will verify completed credit and your degree. Request your college or university send your official transcript directly to the Wisconsin Registry in an unopened, originally sealed envelope OR request your college or university email your official transcript to [support@wiregistry.org](mailto:support@wiregistry.org).

If you have earned a degree, you may submit a copy of your diploma. If you submit a copy of your diploma instead of your official transcript, the Wisconsin Registry cannot verify your completed credits. The copy of your diploma must show the date of graduation for completion of:

- 1-year Technical Diploma
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

<p><b>Higher Education (continued):</b></p> <p>In this section, add your higher education if applicable. The Wisconsin Registry verifies the date you completed your degree (and major) and completed college credit.</p>	<p><b>ADDITIONAL INFORMATION</b></p> <p><b>FOREIGN TRANSCRIPTS</b></p> <p>Individuals with foreign transcripts, degrees, and other relevant documents are responsible for obtaining a complete evaluation of these documents for the U.S. Equivalency prior to applying for Registry membership. The Wisconsin Registry does not accept translated transcripts but evaluated transcripts only.</p> <p>Students with a high school diploma should obtain a <b>general evaluation report</b>. Students who have earned credits beyond high school should obtain a <b>course by course report</b>.</p> <p>More information regarding foreign educational document evaluation services can be found at the following link: <a href="#">International Evaluation Services</a>. Once the evaluation process is complete, submit the evaluation report to the Wisconsin Registry with your membership application.</p> <p>Evaluation of foreign educational documents is not a requirement for a Registry membership; however, you are encouraged to complete this process if you would like your education to be recognized in the Wisconsin Registry.</p>
<p><b>State Teaching License:</b></p> <p>In this section, you can list your DPI license if applicable.</p>	<p><b>The following list shows the license types and the required documentation you will need to submit to the Wisconsin Registry for verification:</b></p> <ul style="list-style-type: none"> <li>• <b>Early Childhood (Birth-3 Gr.)</b></li> <li>• <b>Early Childhood Special Education (Birth-3 Gr.)</b></li> <li>• <b>Elementary and Middle School</b></li> <li>• <b>Middle and High School</b></li> <li>• <b>Prekindergarten through grade 12</b></li> <li>• <b>Kindergarten through grade 12 Cross-Categorical Special Education</b></li> <li>• <b>1088 Elementary/Middle Level Education</b></li> <li>• <b>1809 Early Childhood Special Education</b></li> <li>• <b>DPI - Other Teaching License</b></li> <li>• <b>Out of State Teaching License</b></li> <li>• <b>DCF Education Degree - The DCF Education Degree is for Registry Office Use Only.</b></li> </ul> <p><b>Documentation Needed:</b> A copy of the license you received and/or a print-out from Wisconsin DPI Educator Licensing Online (ELO) is acceptable for the Wisconsin Registry to verify the license.</p>

## EMPLOYMENT

<p><b>Managerial Experience</b></p> <p>Add Managerial Experience to your profile if you have one- year experience as a manager per Wisconsin Department of Children and Families DCF 251.05(1)(d)(3)(a).</p>	<p>If you would like to list managerial experience on your employment history, you must submit the following documentation to the Wisconsin Registry for verification:</p> <p><b>Documentation Needed:</b> Submit a detailed job description or a detailed resume describing your time as a manager.</p>
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## TRAINING

<p><b>Training Certificates:</b></p> <p>In this section, consider sending documentation for any training within the past two years that isn't already listed on the Training page in your Registry Profile.</p>	<p>the Wisconsin Registry classifies training into the following categories and requires the following documentation:</p> <ul style="list-style-type: none"> <li>• <b>Tiered Training</b> - This is training that is approved by the Wisconsin Registry. The trainer or training sponsor is responsible for taking your attendance in the Wisconsin Registry system. If you are not sure, please ask your trainer at the time of the training. <b>Documentation Needed:</b> If the training appears on your Training History in your Registry Profile as <b>Verified</b>, you do not need to send in any documentation. If Tiered Training does not appear on your Registry Profile, you will need to contact the trainer or training sponsor organization requesting your name be added on the attendee roster in the Wisconsin Registry system.</li> <li>• <b>Registered Training</b> - This is training entered in the Wisconsin Registry system. In most cases, the trainer or training sponsor will give attendees a certificate with a Registry Event ID number on the certificate. <b>Documentation Needed:</b> Submit a copy of the certificate you received for the Wisconsin Registry to verify. The certificate should have the following information:             <ul style="list-style-type: none"> <li>○ Name of attendee</li> <li>○ Registry Event ID Number</li> <li>○ Date of attendance (taken within the last 2 years).</li> <li>○ Hours of attendance.</li> <li>○ Name of trainer and training sponsor organization.</li> <li>○ Title of the training (Must be relevant to child care).</li> </ul> </li> <li>• <b>Non-Registry Approved Training</b> - This is training that is not approved by the Wisconsin Registry. If you send documentation for this type of training, the Wisconsin Registry will list it as Continuing Education Hours at the bottom of your Training History in your Registry Profile. <b>Documentation Needed:</b> Submit a copy of the certificate you received for the Wisconsin Registry to verify. The certificate should have the following information:</li> </ul>
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### Training Certificates (continued):

In this section, consider sending documentation for any training within the past two years that isn't already listed on the Training page in your Registry Profile.

- o Name of attendee
- o Date of attendance (taken within the last 2 years).
- o Hours of attendance.
- o Name of trainer and training sponsor organization.
- o Title of the training (Must be relevant to child care).

#### ADDITIONAL INFORMATION

#### COMMON REASONS WHY TRAINING CERTIFICATES ARE NOT ACCEPTED

Trainings are manually reviewed by the Wisconsin Registry staff for alterations and certificate inconsistencies. Below are some common reasons training is not added to an individual's Learning Record:

- Illegible or blurry information
  - o e.g., date, hours, training name...etc.
- Handwritten or altered training information (without trainer initials present on changes).
  - o e.g., date, hours, training name...etc.
- Staff sign-in sheet
- Training registration or receipts (this is not a certificate of completion).
- The participant is the individual providing the training that was submitted for hours.

**Please Note:** To avoid having training not accepted, please review all documentation and submit it all at once to the Wisconsin Registry.

## PROFESSIONAL ORGANIZATION MEMBERSHIP & CONTRIBUTIONS

### Professional Memberships and Professional Contributions:

If you would like to list any professional memberships and/or professional contributions, you must submit the following documentation to the Wisconsin Registry for verification:

**Documentation Needed:** Submit a copy of the membership certificate to verify professional memberships. Submit a copy of the certificate to verify professional contributions.

## SUBMITTING DOCUMENTATION

Make sure all your documents list your name and the Wisconsin Registry ID number. When you are ready, send (email, fax, or physically mail) all your documents together at one time.

**Please Note:** Please request your college or university mail or email your official transcripts directly to the Wisconsin Registry.

### WAYS TO SUBMIT DOCUMENTATION

**Scan/Email:** [support@wiregistry.org](mailto:support@wiregistry.org)

**Fax:** (608) 222-9779

**Mail:** Wisconsin Registry  
2908 Marketplace Drive #103  
Fitchburg, WI 53719

## APPENDIX B: EMPLOYMENT

This appendix walks through adding employment for programs or agencies that are not licensed: [OTHER DIRECT CARE](#) and [TRAINING OR LOCAL/STATE AGENCY](#).

**OTHER DIRECT CARE** – This employment type is for recording employment within a Public School/Private School, Out of State Child Care, Wisconsin regulated programs closed before 2001, etc. Training or Local/State Agency - This employment type is for non-direct care, training or support agencies, or related government agencies.

### Employment Summary ✕

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.

Find Employer

#1234  
**Once Upon A Time Child Care Center** ⊙

⊙ Address 910 Whalen Rd / City Verona / State WI / Zip Code 53593 / County Dane

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**Teacher**

📅 Start Date 09/08/2025

💰 Compensation Not Provided / ⌚ Hours per Week 40 / 📅 Months Per Year 12

👶 Ages you work with: 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)

Status Self Reported / Status By Jane Wisconsin

Add Employment Record

Manage ▼

Confirm
Close

1. Click the green **FIND EMPLOYER** button to add a new employer to your Employment History.

Find Employer ✕

**Filter Employers**

Employer Name  
Public School 2

City  
Search by City

Organization ID  
Search by Organization ID

License  
Search by License

License Source  
Search by License Source ▼

Search Reset

Search to Find Employers

Use the provided search fields found under ☰ to search for applicable employers.

Cancel

2. Type the name of the organization in the Employer Name section.
3. Click **SEARCH**.

Find Employer

Filter Employers

Employer Name  
Test Public School

City  
Search by City

Organization ID  
Search by Organization ID

License  
Search by License

License Source  
Search by License Source

Search Reset

**No Employers Found**  
No Employers were found using the current search criteria. All licensed providers are in the system. Try using less search criteria to get more potential matches.

**Can't Find Your Employer?**  
Use this button for adding historical employment for programs no longer licensed or for out-of-state licensed programs. Also, programs that are not related to early learning or school-age programs.

+Add New Employer **4**

Cancel

- Click on +ADD NEW EMPLOYER
- Click OK

Create Employer

Employer's Name  
Enter Employer's Name Required

Program Type  
-- Make Selection -- Required

Contact First Name  
Enter Contact First Name

Contact Last Name  
Enter Contact Last Name

Phone  
e.g. (201) 555-0123 Required

Fax  
e.g. (201) 555-0123

Mailing Address

Country  
United States

Address  
Enter Address Required

Apt/Suite #  
Enter Apt. Unit, Suite

Zip Code  
Enter Zip Code Required

City  
Enter City Required

State  
WI

County  
Enter County

**6** Continue **7** Cancel

- Enter Employer details
- Click **CONTINUE**

## Test Public School

Address 123 Example Rd / City Madison / State WI / Zip Code 53719 / County Dane

Phone (555) 555-5555

### Employment Information

Title

--Make a selection--

Required

Is this your primary employment?

Required

- This is my primary employment
- Not my primary employment

8

Age of Children

At least one option must be selected

- 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

Start Date

mm/dd/yyyy

Required

End Date

mm/dd/yyyy

Hours per Week

Enter Hours per Week

Required

Months Per Year

Enter Months per Year

Required

Compensation

- I receive an hourly wage
- I receive an annual salary
- I do not wish to provide this information

Required

9

Save

Close

8. Enter position details
9. Click **SAVE**