

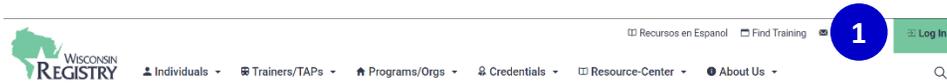
Membership Application Guide



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

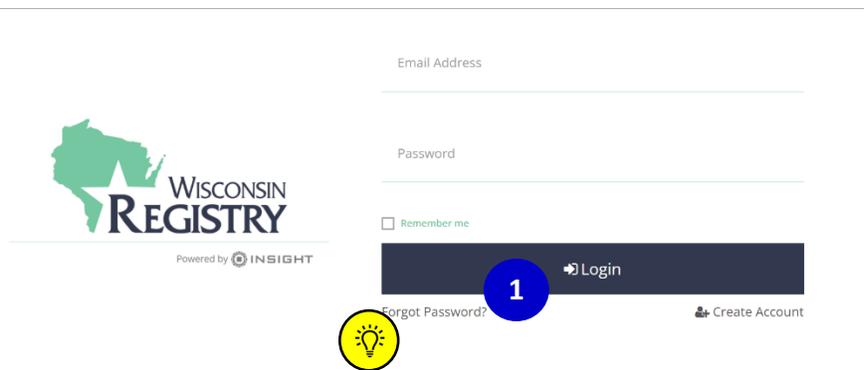
You will need a Registry account before you can apply for membership. If you have not already created an account, please download our [Creating a Registry Account](#) support guide to get started.

STEP 1: Go to www.wiregistry.org



1. Go to <http://www.wiregistry.org/> and click on Sign-In/Join.

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

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Jane Wisconsin

You have signed in but not submitted an application.

1

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> Become a Registry Member | | \$0.00 |
| <input type="checkbox"/> Add a Trainer Endorsement | | \$15.00 |
| <input type="checkbox"/> Add a Technical Assistance Professional Endorsement | | \$15.00 |
| Total Fee: | | \$0.00 |
| <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;"> 2 </div> | | <div style="border: 1px solid black; padding: 5px 15px; display: inline-block; background-color: #333; color: white; font-weight: bold;"> Apply </div> |

1. Check the box next to **BECOME A REGISTRY MEMBER**.
2. Next, click the red **APPLY** button.

STEP 4: Starting the Membership Application

My Personal Profile

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment history
4. Training
5. Professional Memberships/Contributions (Individual Membership only)
6. Submit Application

1

Start Interview

1. Click on **START INTERVIEW** to begin. This will start the membership application. You will need to complete and review the information listed for the following parts:
 1. Personal Information
 2. Education
 3. Employment history
 4. Training
 5. Professional Memberships/Contributions
 6. Submit Application

STEP 5: Membership Application - Personal Information

Registry ID **149711**

First Name *

Jane

Middle Name

Last Name *

Wisconsin

[I want to provide my previous name.](#)

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 *

regtest70@gmail.com

1

Mailing Address

This is a business Address

Street Address *

2908 MARKETPLACE DR

Apt/Suite #

STE 103

Zip

53719-5318

City*

FITCHBURG

State*

WI

County*

Dane

Country*

United States

Communication Preferences

The Registry sends occasional newsletters, updates and special offers. If you do not wish to receive these, select Unsubscribe.

Unsubscribe

You will continue to receive emails regarding your account.

Subscribe

You will receive informational emails from The Registry in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)

2

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 & 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. Use the drop-down menus within each category to self-report the education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

My Personal Profile

| Personal Information | Education | Employment History | Training | Professional Membership Contributions | Submit Application | |
|---|-----------|--------------------|----------|---------------------------------------|--------------------|---|
| <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 80%;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> High School Edit </div> <p>Graduation Year: 2011 SELF REPORTED</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Licensing -- Add New -- </div> <p>First Aid: Jul 2020 Expires: Jul 2022 SELF REPORTED</p> <p>Example Agency</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Other Education -- Add New -- </div> <p style="text-align: center; color: #00aaff;">Click the Add Item button to update your information</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> CDA Credential -- Add New -- </div> <p style="text-align: center; color: #00aaff;">Click the Add Item button to update your information</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Registry Credential -- Add New -- </div> <p style="text-align: center; color: #00aaff;">Registry credentials will be entered and verified by the Registry office.</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> Higher Education -- Add New -- </div> <p>Associate: May 2020 SELF REPORTED</p> <p>University of Wisconsin - Madison Early Childhood Education</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> State Teaching License -- Add New -- </div> <p style="text-align: center; color: #00aaff;">Click the Add Item button to update your information</p> </div> </div> </div> | | | | | | 1 |
| <div style="display: flex; justify-content: space-between; align-items: center;"> Return to My Profile < Previous Step Save and Continue > </div> | | | | | | 3 |

1. Click on **EDIT** under High School to self-report the status of your high school graduation.
 - A window will display. Use the drop-down menu to select if you have a high school diploma or GED.
 - If you select **I HAVE A HIGH SCHOOL DIPLOMA OR GED**, another text box will display to type the graduation year. Click **SAVE AND CLOSE** to continue.
2. Use the drop-down menus within each category to self-report the education you have completed. See [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
3. Click on **SAVE AND CONTINUE** 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.

| | | | | | |
|----------------------|-----------|--------------------|----------|---------------------------------------|--------------------|
| Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application |
|----------------------|-----------|--------------------|----------|---------------------------------------|--------------------|

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.

1 Add Employment Record

| Employer | Title | Compensation | Start | End | Status | |
|--|---------|--------------|----------|---------|---------------|---|
|  Heart Of A Child Lic Child Dev Cnt | Teacher | Not Provided | 3/1/2020 | Present | Self Reported |  |

Managerial Experience

Add Experience


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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

Return to My Profile
< Previous Step
Save and Continue >

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History. You will be taken to a page to choose your employment type (see page 6).



If you have Managerial Experience, make sure to list your experience online in your employment records. See the **EMPLOYMENT** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.

STEP 7A: Employment History – Wisconsin Regulated Child Care and Education

| | | | | | |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|
| Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|

Select the option that best describes your employer:

[Return to Employment List](#)

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs



Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies



Select

1. Click **SELECT** next to Wisconsin Regulated Child Care and Education.



If your employment type is **Other Direct Child Care** or with a **Training or Local/State Agency**, please see [Appendix B: Employment](#) for step-by-step instructions on how to add these types of employment.

STEP 7B: Employment History – Employer Search

Search for: Wisconsin Regulated Child Care and Education

Use your Licensed Facility or DCF Provider number to quickly find your employer.

Registry Organization / Program ID

Search

Employer Name

City

Licensed Facility #

DCF Provider #

[Start Over](#)



1

1. Use the Employer 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**.*

Registry Organization / Program ID

Employer Name

City

2 Licensed Facility #

DCF Provider #

Click on the Organization ID or Name to add that facility to your employment record.

| Organization ID | Name | Address | License | Effective |
|-----------------|--|---------|---------|-----------|
| 1234 | Once Upon A Time Child Care Center | | 1010699 | 7/31/2006 |

3 Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact us](#) if you still cannot locate your employer.

2. After typing in the Licensed Facility number, click **SEARCH**.
3. The Employer information will display at the bottom of the page. Click on the Organization ID or Name of Employer to continue.

STEP 7C: Employment History – Position Details

| | | | | | |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|
| Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|

You selected the following program. Confirm the selected program is correct.

Program Information

Licensed Facility # 1010699
 Effective 7/31/2006
 Name **Once Upon A Time Child Care Center**
 Address

 Phone
 Email

1

1. Verify the information is correct for your Employer. Click **CONFIRM** to continue.

STEP 7D: Employment History – Position Information

| | | | | | |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|
| Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application |
|----------------------|-----------|---------------------------|----------|---------------------------------------|--------------------|

Program Information

Licensed Facility # 1010699
 Effective 7/31/2006
 Name **Once Upon A Time Child Care Center**
 Address 910 Whalen Rd, Verona, WI 53593
 Dane County
 Phone (608) 845-2367
 Email Tracy.Matuszewski@email.com

Position Information

1

Position*

Hours Per Week*

Months per year*

This is my primary employer

Ages you work with*

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

Start Date*

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *



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

Date of last wage increase

Status Self Reported

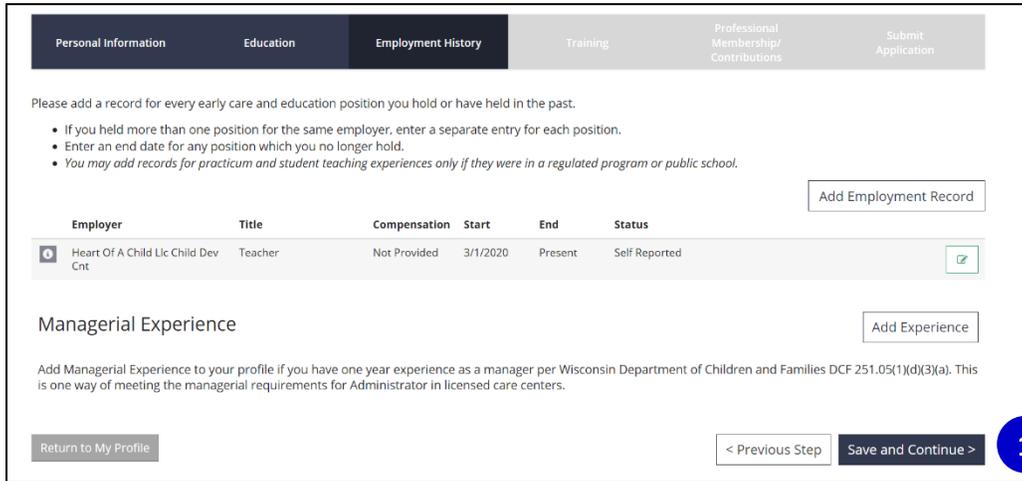
2

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



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

STEP 7E: Employment History – Review and Continue



Personal Information Education **Employment History** Training Professional Membership/Contributions Submit Application

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.

Add Employment Record

| Employer | Title | Compensation | Start | End | Status |
|------------------------------------|---------|--------------|----------|---------|---------------|
| Heart Of A Child Lic Child Dev Cnt | Teacher | Not Provided | 3/1/2020 | Present | Self Reported |

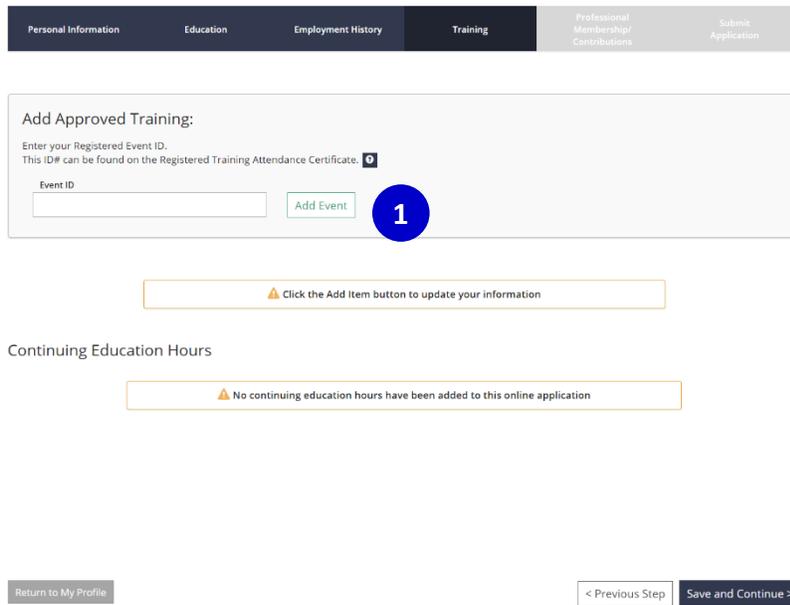
Managerial Experience

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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

Return to My Profile < Previous Step **Save and Continue >** 1

1. After all employment history has been added, click **SAVE AND CONTINUE** to move to the next step in the application.

STEP 8: Membership Application - Training



Personal Information Education Employment History **Training** Professional Membership/Contributions Submit Application

Add Approved Training:

Enter your Registered Event ID.
This ID# can be found on the Registered Training Attendance Certificate. 

Event ID **Add Event** 1

Click the Add Item button to update your information

Continuing Education Hours

No continuing education hours have been added to this online application

Return to My Profile < Previous Step **Save and Continue >** 2

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

STEP 9: Membership Application - Professional Memberships/Contributions

| Personal Information | Education | Employment History | Training | Professional Membership/Contributions | Submit Application |
|---|-----------|--------------------|----------|---------------------------------------|--------------------|
| <h3>Professional Memberships</h3> <p>Memberships</p> <p>-- Select to add Professional Membership -- 1</p> <hr/> <h3>Professional Contributions</h3> <p>Contributions</p> <p>-- Select to add Professional Contribution --</p> <hr/> <p>Return to My Profile < Previous Step Save and Continue > 2</p> | | | | | |

1. Use the drop-down menus to add Professional Memberships and/or Professional Contributions. See the **PROFESSIONAL ORGANIZATION MEMBERSHIP & CONTRIBUTIONS** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. Click **SAVE AND CONTINUE**.

STEP 10: Membership Application - Submit Application

My Personal Profile

Personal Information
Education
Employment History
Training
Professional Membership/Contributions
Submit Application

1

Instructions:

This is the final step in completing the online application update process. Please check that all information is accurate. Once you press the **Submit Application** button below, your account will be locked and you will not be able to edit until your application has been approved.

Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance
- Professional Membership Information (Individual Membership Only)
- Professional Contributions (Individual Membership Only)

What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be locked. You will only be able to view your records.
- A confirmation email will be sent to you with the instructions for the next step.
- You will be sent a list of verification documentation to send in.
- Your payment will be processed as soon as it is received.
- Registry staff will review your documents and process your application.
- An email will be sent to you when your Registry Certificate of Achievement is available and your Profile is unlocked.
- This application counts as your official initial application; you will not need to submit a paper application.

Application Selections

| Item | Level | Expires | Fee* |
|-------------------------------|----------------|---------|---------------|
| Registry Membership | None - Initial | N/A | \$0.00 |
| Total Processing Fee*: | | | \$0.00 |

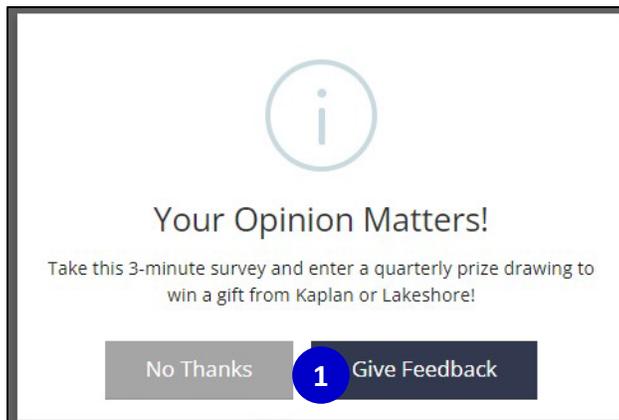
*A submission fee is required where noted in order to process your Online Application. Payments will be processed immediately. All fees are subject to change without notice. The Wisconsin Registry accepts and highly encourages payment via **all major credit cards** using our secure Stripe interface. A Stripe account is not required to use this service. Alternatively you can send in a check payable to **Wisconsin Registry** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

Return to My Profile
< Previous Step
Submit Application
2

1. Review the Instructions for submitting the application.
2. Click **SUBMIT APPLICATION**.

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

| | | | | | | |
|---------|----------|-----------|------------|----------|--------------|---------|
| Summary | Personal | Education | Employment | Training | Professional | Reports |
|---------|----------|-----------|------------|----------|--------------|---------|

Welcome, Jane Wisconsin

Your application was submitted on 10/26/2023.

You have completed the online portion of the application.

Go to the bottom of this page to review required fees or documentation.

| | | |
|---|-----------------------|---------------|
| <input type="checkbox"/> Become a Registry Member | <input type="radio"/> | \$0.00 |
| <input type="checkbox"/> Add a Trainer Endorsement | <input type="radio"/> | \$15.00 |
| <input type="checkbox"/> Add a Technical Assistance Professional Endorsement | <input type="radio"/> | \$15.00 |
| Total Fee: | | \$0.00 |
| Apply | | |

1

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 149849. Please include your Registry ID number on all verification documents.

You have until 12/10/2023 (45 days) to send in the following documentation:

Membership

1. **High school diploma**

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@the-registry.org
 F: 608-222-9779

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

2

I have no documentation to submit

1. Documentation can now be sent to the Wisconsin Registry. All documentation must be received within 45 days of the submit date. See the **SUBMITTING DOCUMENTATION** section of [Appendix A: Acceptable Documentation & Application Definitions](#) for more information.
2. If no documentation will be sent to the Wisconsin Registry, please click the **I HAVE NO DOCUMENTATION TO SUBMIT** button. This will allow us to process the application with all documentation that was previously sent to the Wisconsin Registry.

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

| | |
|---|---|
| <p>High School:</p> <p>If you have graduated from high school, enter your graduation year. This is important for qualifying for positions such as, Director, Administrator, and Teacher.</p> | <p>The Wisconsin Registry requires documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED).</p> <p>You will need to send <u>ONE</u> of the following documents:</p> <ul style="list-style-type: none"> • 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. 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: <ul style="list-style-type: none"> ○ 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: 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. *
- **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.
- **DCF – Shaken Baby Syndrome (SBS)** – SBS is a stand-alone course and is embedded in the Wisconsin Technical College course, Health, Safety, Nutrition as of 1/1/2006. SBS 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. 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.

**Licensing
(continued):**

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

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: This requirement does not expire once earned.
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 your other education information, including DPI courses, Montessori certificates, and previously offered credentials 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** – This is a historical program and may no longer be offered.
Documentation Needed: Submit a copy of the certificate you received for the Wisconsin Registry to verify.
- **CCEI Early Childhood Credential** – This is a historical program and may no longer be offered.

Other Education (continued):

In this section, list your other education information, including DPI courses, Montessori certificates, and previously offered credentials if applicable.

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.

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
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 Practical Nurse.

- **Mentor – Mentor Protégé** – This is a historical program and may no longer be offered.

Documentation Needed: Submit your [official transcripts](#) for the Wisconsin Registry to verify.

- **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.

| | |
|---|---|
| <p>Other Education (continued):</p> <p>In this section, list your other education information, including DPI courses, Montessori certificates, and previously offered credentials if applicable.</p> | <ul style="list-style-type: none"> • 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 received for the Wisconsin Registry to verify. |
| <p>CDA Credentials:</p> <p>In this section, list your CDA Credentials, if applicable.</p> | <p>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:</p> <ul style="list-style-type: none"> • Family Child Care • Family Child Care (Bilingual) • Home Visitor • Home Visitor (Bilingual) • Infant Toddler • Infant Toddler (Bilingual) • Preschool • Preschool (Bilingual) <p>Documentation Needed: Submit a copy of the certificate received for each CDA Credential you have completed to the Wisconsin Registry to verify.</p> |

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 is a list of Registry Credentials 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.

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

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

| | |
|---|---|
| <p>Higher Education (continued):</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> | <ul style="list-style-type: none"> ○ Bachelor’s Degree ○ Master’s Degree ○ Doctorate Degree <p>ADDITIONAL INFORMATION</p> <p>FOREIGN TRANSCRIPTS</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 general evaluation report. Students who have earned credits beyond high school should obtain a course by course report.</p> <p>More information regarding foreign educational document evaluation services can be found at the following link: International Evaluation Services. 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>State Teaching License:</p> <p>In this section, you can list your DPI license if applicable.</p> | <p>The following list shows the license types and the required documentation you will need to submit to the Wisconsin Registry for verification:</p> <ul style="list-style-type: none"> ● DPI 70 – Early Childhood (Birth-8) ● DPI 71 – Early Childhood-Middle Childhood (Birth-age 11) ● DPI 72 – Middle Childhood-Early Adolescence (Age 6-approx. 12-13) ● DPI 73 – Early Adolescence-Adolescence (Age 10-21) ● DPI 74 – Early Childhood-Adolescence (Birth-Age 21) ● DPI 76 – Early Adolescence (Age 10-14) ● DPI 080 Prekindergarten ● DPI 083 Prekindergarten-Grade 3 ● DPI 086 Prekindergarten-Grade 6 ● DPI 088 Prekindergarten-Grade 8 ● DPI 090 Prekindergarten-Kindergarten ● DPI 100 Kindergarten ● DPI 103 Grades Kindergarten-3 ● DPI 106 Grades Kindergarten-6 ● DPI 108 Grades Kindergarten-8 ● DPI – 808 Early Childhood-EEN (Grades PreK-K) ● DPI – 809 Early Childhood Special Education (Grades PreK-3) ● DPI – Other Teaching License ● Out of State Teaching License |

State Teaching License (continued):

In this section, you can list your DPI license if applicable.

- **DCF Education Degree** – The DCF Education Degree is for Registry Office Use Only.

Documentation Needed: 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.

EMPLOYMENT

Managerial Experience:

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).

If you would like to list managerial experience on your employment history, you must submit the following documentation to the Wisconsin Registry for verification:

Documentation Needed: Submit a detailed job description or a detailed resume describing your time as a manager.

TRAINING

Training Certificates:

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.

the Wisconsin Registry classifies training into the following categories and requires the following documentation:

- **Tiered Training** – 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.
Documentation Needed: If the training appears on your Training History in your Registry Profile as **Verified**, 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.
- **Registered Training** – 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.
Documentation Needed: Submit a copy of the certificate you received for the Wisconsin Registry to verify. The certificate should have the following information:
 - Name of attendee.
 - Registry Event ID Number
 - Date of attendance (taken within the last 2 years).
 - Hours of attendance.
 - Name of trainer and training sponsor organization.
 - Title of the training (must be relevant to child care).
- **Non-Registry Approved Training** – 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.
Documentation Needed: Submit a copy of the certificate you received for the Wisconsin Registry to verify. The certificate should have the following information:
 - Name of attendee.
 - Date of attendance (taken within the last 2 years).
 - Hours of attendance.
 - Name of trainer and training sponsor organization.
 - Title of the training (must be relevant to child care).

ADDITIONAL INFORMATION

[COMMON REASONS WHY TRAINING CERTIFICATES ARE NOT ACCEPTED](#)

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.

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.
 - e.g., date, hours, training name...etc.
- Handwritten or altered training information (without trainer initials present on changes).
 - e.g., date, hours, attendee 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 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

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.

Finished Employment

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.

Add Employment Record

| | Employer | Title | Compensation | Start | End | Status | |
|----------|------------------------------------|---------|--------------|----------|---------|---------------|--|
| 1 | Heart Of A Child Lic Child Dev Cnt | Teacher | Not Provided | 3/1/2020 | Present | Self Reported | ✎ |

Managerial Experience

Add Experience

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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

My Personal Profile

Select the option that best describes your employer:

Return to Employment List

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

2
Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

Select

2. Click **SELECT** next to Other Direct Child Care

My Personal Profile

Do not add a new employer if you work in Wisconsin Regulated or legally exempt child care. Staff of YoungStar participant programs should click "Start Over" and select from the Wisconsin Regulated Child Care option.

Employer's Name*

Program Type*

Contact First Name

Contact Last Name

Mailing Address*

Suite/Box#

Country

Zip*: City*: State*:

County*

Phone*
 - -

Fax
 - -

3

4

3. Enter Employer details.
4. Click **SAVE AND CONTINUE**.

My Personal Profile

Program Information

5

Name

Example Direct Care

Address

123 Example Road, Madison, WI 53719
Dane County

Phone

608-111-1111

6

Confirm

Return

5. Confirm Program Information entered.
6. Click **CONFIRM**.

My Personal Profile

Program Information

Licensed Facility # 1010699
Effective 7/31/2006
Name **Once Upon A Time Child Care Center**
Address [REDACTED]
Phone [REDACTED]
Email [REDACTED]

Position Information

Position*
-- Make a selection --

Hours Per Week*

Months per year*

This is my primary employer

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)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

7

Start Date* End Date
(mm/dd/yyyy) (mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *

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

Date of last wage increase

Status Self Reported

Save Cancel 8

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

[**GO TO STEP 8**](#)

TRAINING OR LOCAL/STATE AGENCY – *This employment type is for non-direct care, training or support agencies, or related government agencies.*

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.

Finished Employment

1 Add Employment Record

| Employer | Title | Compensation | Start | End | Status |
|--|---------|--------------|----------|---------|---------------|
|  Heart Of A Child Llc Child Dev Cnt | Teacher | Not Provided | 3/1/2020 | Present | Self Reported |

Managerial Experience

Add Experience

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). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

My Personal Profile

Select the option that best describes your employer:

Return to Employment List

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

2 Select

2. Click **SELECT** next to Training or Local/State Agency.

Search for: Training or Local/State Agency

3

4 Teachers on call

bloomington

Click on the Organization ID or Name to add that facility to your employment record.

| Organization ID | Name | Address |
|-----------------|------------------|---|
| 53365 | Teachers On Call | 3001 Metro Drive Bloomington, MN 55425 |

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- Still can't find your employer? [Start here](#)

3. Enter Registry Organization ID/Program ID or Employer Name and City.
4. Click **SEARCH**.
5. Click on the Organization ID or Name to continue.

My Personal Profile

You selected the following program. Confirm the selected program is correct.

Program Information

Name **6** **Example Training Center**
Address 123 Example Road, Madison, WI 53719
Dane County

Phone
Email 608-111-1111

7

6. Confirm the Program Information.
7. Click **CONFIRM**.

My Personal Profile

Program Information

Name **Teachers On Call**

Address

Phone

Email

Position Information

Position*

-- Make a selection --

Hours Per Week*

Months per year*

This is my primary employer

Ages you work with*

Infants (0-12 months)

Five Year Olds (61-72 months)

One Year Olds (13-24 months)

Elementary (K-5th grade)

Two to Two and half (25-30 months)

Middle (6th-8th grade)

Two and a Half to Three - (31-36 months)

Secondary (High School)

Three Year Olds - (37-48 months)

Adults

Four Year Olds (49-60 months)

Start Date*

(mm/dd/yyyy)

End Date

(mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *

I receive an hourly wage

I receive an annual salary

I do not wish to provide this information

Date of last wage increase

Status Self Reported

Save

Cancel

9

8. Enter position details.

9. Click **SAVE**.

[GO TO STEP 8](#)