

This support guide provides new child care professionals the steps to obtain a Registry certificate for child care licensing.

New child care professionals will want to create a free Registry account. This account includes a Registry ID number and login. Individuals also can begin tracking training completed. Download the [Creating an Account](#) guide for more information.

Steps to Registry Membership & Helpful Resources

The following steps demonstrate how individuals can apply for Registry membership with links to helpful Registry support guides that provide additional information.

1 Logging In

- a. Go to www.wiregisry.org.
- b. Individuals will need to log in with their email address and password.



Recommended Resources

- [Tips on Logging In](#)
- [Forgotten Password](#)

2 Completing the Membership Application

The membership application walks individuals through the following steps:

- a. Personal Information
- b. Education
- c. Employment History
- d. Training
- e. Professional Memberships / Contributions
- f. Submit Application

Edits and additions may be made on each page of the application.



Recommended Resources

- [Membership Application Support Guide](#)

3 Submitting Documentation

Sending documentation to the Wisconsin Registry is how the items self-reported on the membership application are verified.

a. Official Transcripts

- If applicable, individuals must request their college or university mail official transcripts directly to the Wisconsin Registry in an originally sealed envelope. The Wisconsin Registry will also accept an official transcript emailed directly from a college or university to support@wiregistry.org.

b. Documentation

- If applicable, individuals must make copies of any endorsement, credential, CPR or First Aid Card, training certificate, and/or a diploma that is not already verified. The Wisconsin Registry prefers documentation be sent via email, but individuals may fax or mail their documentation

Standard application processing time is 5-7 weeks from the date documentation is received by the Wisconsin Registry for individuals with a submitted membership application.



Recommended Resources

- [Acceptable Documentation & Application Definitions](#)

Frequently Asked Questions

The following questions provide more information and may help answer questions new child care professionals have about the Wisconsin Registry.



How do I know if I already have a Registry account?

An individual may already have a Registry account if they have previously completed entry level training, such as Introduction to the Child Care Profession or Skills & Strategies for the Child Care Teacher. These courses are automatically verified on a Registry account by the training agency.

If you feel you may have a Registry account, please contact the Wisconsin Registry. Registry staff can assist you in locating your account.



How do I obtain my Registry Certificate of Achievement?

A Registry Certificate of Achievement is awarded to an individual after his/her membership application is processed. The Registry Certificate of Achievement is available to current Registry members through the Reports Tab within the individual's Personal Profile. The certificate report is accessible any time while the individual's Registry membership is current.



How do I contact the Wisconsin Registry?

The Wisconsin Registry can be reached by phone or email.

- The Wisconsin Registry's phone number is 608-222-1123. Press Option 4 to speak with Registry staff. Our phone hours are Monday – Thursday 8:00 am-5:00 pm, and Friday 8:00 am-1:00 pm.
- Our email address is support@wiregistry.org. Emails are responded to within 2 business days.

How many levels does the Wisconsin Registry use?

The Wisconsin Registry recognizes 17 Career Levels. The Wisconsin Registry Career Levels indicate an individual's educational achievement. The Career Levels do not reflect the positions an individual may qualify for with child care licensing.

Recommended Resources

- [Wisconsin Registry Career Levels](#)

Can I upload documents to my application?

Currently, individuals are unable to upload documentation to their Registry membership application. All documentation may be mailed, emailed, or faxed to the Wisconsin Registry.

Mailing Address: Wisconsin Registry
2908 Marketplace Drive, Suite 103
Fitchburg WI 53719

Email: support@wregistry.org
Fax: 608-222-9779

How long will it take to process my application?

The Wisconsin Registry's contracted processing time is 5-7 weeks after a complete application is received. A complete application includes a submitted membership application and documentation received. If no documentation is being sent, clicking the "I have no documentation to submit" button replaces documentation being received. Once an application is finalized, the individual is notified by email that their Registry Certificate of Achievement is available to view and download from their Personal Profile.

Why does it say "self-reported" on my application?

Information entered on a membership application that has not yet been verified by the Wisconsin Registry is 'self-reported.' For the Wisconsin Registry to verify information on the membership application, individuals must submit copies of training certificates, official transcripts, etc.

Recommended Resources

- [Acceptable Documentation & Application Definitions](#)

How do I update my employment history?

An individual may add any employment history related to the child care field to their Personal Profile. Most employment records will be tied to a Licensed Facility Number or DCF Provider Number. These numbers are listed on the child care license issued to a program or organization. Be prepared to enter either of these numbers when adding an employment record to your Personal Profile. Updating employment history will not be available while an application is being processed. Registry staff can assist individuals who need to make an update to their employment history after a membership application has been submitted.

Recommended Resources

- [Updating Employment History](#)



Contact the Wisconsin Registry!

Our friendly and knowledgeable customer support team is available via email and phone to provide you excellent customer support.



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



support@wiregistry.org



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