



# Online Registration Request Form

Return this completed form with payment to the Wisconsin Registry PD Department. Online registration requests are processed within 2-4 weeks.

## Section 1: Training Sponsor Organization Information

Name of Organization:			
Registry Program Profile ID#:			
Name of Main Contact:			
Email:		Phone:	
Organization Role:	<input type="checkbox"/> Non-direct care <input type="checkbox"/> Provides direct care – License Facility # _____		

## Section 2: Registry Onboarding

Onboarding Visit:	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person		
Interest in Insight LMS? (required for blended CCFT courses)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
First Date Choice:		3-Hour Timeframe:	
Second Date Choice:		3-Hour Timeframe:	
Third Date Choice:		3-Hour Timeframe:	

Onboarding Location Information			
Address:		Room Number:	
City, State, Zip Code:			
Additional information to aid in planning:			

## Section 3: Payment Information

Select Organization Role	Cost per year
<input type="checkbox"/> Non-direct care	\$250
<input type="checkbox"/> Direct care	\$125
Select Payment Type	
<input type="checkbox"/> Check or Money Order Included (Checks payable to The Registry)	
<input type="checkbox"/> Pay with Credit Card → Email electronic invoice to: _____	

Online Registration Request Forms can be:

1. Mailed to: Wisconsin Registry, Attn: PD Department | 2908 Marketplace Drive #103 | Fitchburg, WI 53719
2. Scanned and emailed to [support@wiregistry.org](mailto:support@wiregistry.org)
3. Faxed to 608-222-9779 | Attn: PD Department

Contact the Professional Development Department at 608-222-1123, ext.5 for any questions.

Section 3: Annual Activation Fee:

- Your initial fee will be prorated based on your Online Registration Activation month
- Your Online Registration Activation will expire at the same time as your Training Sponsor Organization Agreement
- An Online Registration renewal invoice will be sent to you separate of your Training Sponsor Organization Agreement

## **POLICIES**

### **Activation**

Upon submission of the online registration form, an on-boarding date is scheduled, and you shall receive an invoice due upon receipt within 5-10 business days. Once payment of the invoice is received, an on-boarding date will be confirmed. Online registration will be activated during on-boarding.

### **Fees and Charges**

An annual fee of \$125 for Regulated Child Care Programs or \$250 for all other Training Sponsor Organizations will be assessed. Approved payment methods include cash, check, PayPal, or Stripe. Once the annual fee is paid, it is non-refundable and non-transferable.

A service charge of \$10 will be assessed on payments returned for non-sufficient funds. After two or more non-sufficient fund payments on the same invoice, The Registry will require cash payment.

### **Renewal**

Invoices will be sent the 1<sup>st</sup> day of expiration month. If payment is not received within the month of expiration, a reminder will be sent the 1<sup>st</sup> day of the following month. If payment is not received within 30 days of expiration online registration will be de-activated.

### **Cancellation and Refund Policy**

Notice of cancellation is required if you wish to no longer have access to online registration. Acceptable notification includes, in person, via email, fax, phone, or mail. No refunds shall be offered upon cancellation.

### **Termination Policy**

The Wisconsin Registry reserves the right to terminate online registration access and cancel events utilizing the service for any reason.