

The Wisconsin Registry only accepts official transcripts to verify college credits during Membership processing.

Official transcripts must be sent directly to the Wisconsin Registry by a college, university, or clearinghouse as:

- 1 An encrypted PDF transcript document. (Email)
- 2 A sealed, unopened envelope containing a hardcopy transcript document printed on special paper. (Mail)

Order your Official Transcripts and have them sent directly to the Wisconsin Registry as a third-party recipient. To order your transcript:

- 1 Search the web. For example, search: University of Wisconsin-Madison order official transcript
Note: This will work even if your school has closed.
- 2 Follow your school's ordering instructions.
Note: Many schools charge a processing fee.
- 3 Have your transcripts directly sent to the Wisconsin Registry.



support@wiregistry.org



Wisconsin Registry
2908 Marketplace Dr
Suite #103
Fitchburg, WI 53719

The more you know:

- 1 The following documents will NOT be accepted:
 - Unofficial transcripts
 - Grade or transcript printouts from your online student portal
 - Copies of official transcripts
 - Official transcripts that were previously opened or emailed by the individual as an attachment
- 2 If your name has changed, make sure any previous names are listed on your Wisconsin Registry profile.
- 3 Completed your education outside the US? See our [International Documentation Services Guide](#) for information on how to obtain an evaluation of foreign transcripts.
- 4 See the [Early Childhood Qualifying Courses for Credit document](#) for information on the entry level courses that qualify a person for positions in a regulated ECE program.