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Greetings!

The Wisconsin Registry Team consistently reevaluates policies and procedures to ensure a high quality experience for all users of our system. After examining data related to processing time, partner needs, and members expectations we are making changes so we can better support you!

All changes will be made effective on November 6, 2025. As always, our team is here to support you via email and phone.

Sincerely,

*The Wisconsin Registry Team*

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# Documentation Submission Window and Incomplete Applications

**Did you know that 91% of applicants submit all application materials to the Wisconsin Registry within 21 days of submission?**

Submitted applications are not considered complete until the "I have no documents to submit" button on the application is clicked OR documents are received. Historically, members have had 45 days to send documentation after submitting their application. This can lead to longer processing times due to delays in receiving documentation.

Based on our data and to reduce application processing times, the Wisconsin Registry is shortening the document submission window to 21 days. After 21 days, incomplete applications will be cancelled.

# Training Event Roster Entry Window

The Wisconsin Registry, our partners, and members rely on timely training event roster data entry. This ensures accurate recognition of members' achievements and ensures partners have the data to make decisions that support the field.

In order to better support these efforts, the training roster entry window is being shortened from 45 days to 15 days.

## New Mobile First Layout of the Personal Profile

Beginning on November 6, 2025, all Wisconsin Registry users will see a new and improved Personal Profile when logging in to the Wisconsin Registry system. This enhanced layout ensures that your information is organized in a more user-friendly, mobile-first format.

While the layout is changing, the functionality will remain the same. You can still easily apply for membership, review and update your information, and download reports, such as the Registry Certificate of Achievement. Resources on our [website](#) will be updated to reflect these changes.

# Follow Wisconsin Registry on Facebook

The Wisconsin registry uses our [Facebook Page](#) to post weekly tips, important updates, staff highlights, and conferences we will be attending.



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