

Beginning February 1, 2024, new staff will not be able to be added to the Classroom Tab of a Program Profile if they do not meet preliminary licensing qualifications for age, verification of high school completion, education, work history, and training.

Current preliminary position qualifications are displayed on an individual’s Wisconsin Registry Certificate of Achievement. Please [review this document](#) for guidance on how to read a Certificate of Achievement.



1. Name
2. Career Level
3. Account Information
4. Training Summary
5. Years of Experience
6. Qualifications
7. Special Endorsements/Training
8. QR Code

Note: Due to limited space on the Certificate of Achievement some position titles are replaced by position titles that meet the same requirements plus more. For example, if an individual meets the qualifications for Teacher, then they also meet the requirements for Program Aide and Assistant Teacher. In that case, only Teacher will be displayed on the Certificate of Achievement, but the individual still qualifies for Program Aide and Assistant Teacher. The positions replacements are as follows:

1. Program Aide -> Assistant Teacher -> Teacher
2. School Age Program Aide -> School Age Group Leader -> School Age Program Leader
3. Center Director (50 or fewer children) -> Center Director (51 or more children)
4. Provisional Certified Family Child Care Provider -> Certified Family Child Care Provider -> Family Child Care Provider

Summary of Requirements

There are several requirements that need to be met to qualify for desired positions. Click the links below to navigate this document for a list of of these requirements:

Minimum Age Requirement

Verification of Education

Minimum Employment Requirement

Pre-Service Educational Training or Equivalent

Finalized Membership Application

Minimum Age Requirement

Age Requirement	Positions
Age 16 or older	Program Aide or School Age Program Aide
Age 17 or older	Assistant Teacher or School Age Group Leader
Age 18 or older	Teacher, School Age Program Leader, Licensed Family Child Care Provider, or Certified Family Child Care Provider
Age 21 or older	Center Director (50 or fewer children), Center Director (51 or more children), School Age Director, Administrator, or School Age Administrator



Verification of Education

- Verification of high school graduation – Please send a copy of your high school diploma, high school transcript, GED or HSED to the Wisconsin Registry for verification.
- Verification of qualifying higher education courses – Please request official transcripts be sent directly to the Wisconsin Registry from your college or university to verify completion. The Official transcripts can be sent by encrypted email or mailed to:
 - » support@wiregistry.org
 - » Wisconsin Registry
2908 Marketplace Drive STE 103
Fitchburg, WI, 53719

Minimum Employment Requirement

Positions	Minimum Employment Requirement
Program Aide or School Age Program Aide	No minimum work experience required
Assistant Teacher or School Age Group Leader	No minimum work experience required
Licensed Family Child Care Provider or Certified Family Child Care Provider	No minimum work experience required
Teacher, School Age Program Leader, Center Director (50 or fewer children) or School Age Director	Minimum of 240 hours of work experience in an approved setting
Center Director (51 or more children)	Minimum of 2 years of work experience in an approved setting
Administrator or School Age Administrator	May need at least 1 year of work experience in an approved setting to meet position qualification requirements

Pre-Service Educational Training or Equivalent

- If qualifying higher education courses have not been completed, please consider completing the non-credit, approved foundational training:
 - » Introduction to the Child Care Profession
 - » Skills and Strategies for the Child Care Teacher
 - » Fundamentals of Infant & Toddler Care
 - » Fundamentals of Family Child Care - specific to those looking to work as a Family Child Care Provider or Certified Family Child Care Provider
 - » Introduction to the School Age Care Profession – specific to those looking to work with School Age children only
 - » Strategies for the School Age Child Care Teacher - specific to those looking to work with School Age children only

Finalized Registry Membership Application (Career Level and preliminary position qualifications assigned)

- Registry membership application submitted, payment received, and documentation received
- After the application is finalized by the Registry staff, the Registry Certificate of Achievement is made available digitally through the individual’s Registry Personal Profile. The Registry Certificate of Achievement displays the assigned Career Level and preliminary position qualifications, along with additional details.

Steps to Meet Qualifications

If an individual does not meet the qualifications for the position they want to hold, here are the steps they can take to make corrections:

First Step: Log in to your Registry Profile and Review Any Open Staff Notes

The first step is to log into your Registry Profile. Review any open staff notes which may include information about missing information or documentation. There are three main reasons you may be missing qualifications you were expecting. You can click on each of the reasons below for a more detailed explanation.

1) High School Not Verified

In July 2019 the Wisconsin Registry updated their High School or High School Equivalency documentation policy. Without verification documentation of a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED) some position qualifications may no longer be listed on a Registry Certificate of Achievement.

2) Hours of Work Experience Not Met

Due to updates in Licensing Requirements, it is more important than ever that a complete history of relevant work experience is recorded in the Employment tab.

3) Pre-Service Educational Requirements Not Met

Pre-Service Educational Requirements must be verified on Registry Profile to count for Position Qualifications. If an individual has historical records or has completed Pre-Service Education through for-credit courses, but those are not verified on their Registry Profile the individual will be missing Position Qualifications.

High School Not Verified

Log into your Registry Profile and navigate to the Education Tab.

Summary	Personal	Education	Employment	Training	Professional	Reports
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Education Edit Education

■
High School

VERIFIED ←

Graduation Year 2007

To the right of High School is the record Verified? If yes, continue to the next section. If no, documentation will need to be sent with your next Registry Membership renewal. Review the [Acceptable Documentation Guide](#) to prepare documentation to send.

High School Not Verified Tips

- 1

High School Graduation or High School Equivalency may have been verified prior to July 1st, 2019. However, due to updates in documentaiton policies, high school completion may have been unverified due to the lack of verification documentation on file. Please review staff notes to confirm if High School verification documentation needs to be sent.
- 2

High School completion can be verified from official transcripts if it shows completion or enrollment in a degree program. Certificate programs do not require High School completion and therefore cannot be used as documentation for High School completion

Continue to the [next section](#) to confirm hours of Work Experience.



Hours of Work Experience Not Met

Log into your Registry Profile and navigate to the Employment Tab.

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

⚠ No managerial experience has been added to this Online Application.

Are all relevant past work positions listed on your Employment Tab? If yes, continue to the next section. If no, follow the steps in our [Updating Employment History Support Guide](#).

Hours of Work Experience Not Met Tips:

1

It is important to think of your Employment History in terms of individual position titles rather than single records with each employer. Each position needs its own Employment Record. Consider the following examples:

- » If you work in a dual role as a Director and a Teacher, there needs to be a position record for each position title with the same employer. The experience as a Teacher counts differently than the experiences as a Director and it is important they both be recorded separately.
- » If you started in one position with an employer and have moved into another, it is important to add an end date to your current employment record and create a new employment record with a start date for your new position title.

Once you have verified all of your previous work positions are listed correctly on your Employment Tab, continue to the [next section](#) to confirm Pre-Service Education Requirements.



Pre-Service Educational Requirements Not Met

Log into your Registry Profile and navigate to the Training Tab. Review the list of training listed as VERIFIED on your training table

Training											Edit Training
											Status Legend
											● TTET Complete 🔗 TTET Available ⊘ TTET Closed ▲ Not Eligible
Event ID	Title	Completed	Credit	CEU	Type	Hours	Level	Verified	Verified Date	TTET	
727994	Art in Elementary Education	01/01/2016	2.00		Early Childhood	30.00	Tier 4 - For Credit	VERIFIED	06/09/2016		
727995	Children's Literature	06/01/2015	3.00		Early Childhood	45.00	Tier 4 - For Credit	VERIFIED	06/09/2016		
452246	Fundamentals of Infant and Toddler Care	01/01/2001	0.00	0.00	Infant	40.00	Tier 3	VERIFIED	02/03/2009		

Are the courses you took to meet your Pre-Service Educational Requirements listed and marked as VERIFIED? If yes, continue to next section. If no, review the following steps to see what might apply to your situation.

- 1) If you have completed your Pre-Service Educational Requirements at an institution of Higher Education, you may need to send your official transcripts.
- 2) If you completed your Pre-Service Educational Requirements prior to 2010 the verification may be in a previous state database. Please contact the Wisconsin Registry office to request a database review to check for your course verification.
- 3) If you have recently completed a Child Care Foundational Training with a Training Sponsor Organization please allow up to 45 days for the Training Agency to verify your completion. Check your Registry Profile Training Tab to see when your training events are marked as VERIFIED. Submit your Registry Application for Membership after your Pre-Service Educational Requirements are already marked as VERIFIED.
 - » Please note, if you reviewed your membership before a Child Care Foundational Training course was verified, that could be another reason why you aren't qualifying for a certain position. If this applies to you, please renew your membership.

Pre-Service Education Requirements Not Met Tips:

1 If you have not completed your Pre-Service Educational Requirements for the position you want to hold, please review the following licensing rules depending on setting.

» [Group Center Staff Requirements](#)

» [Licensed Family Child Care Staff Requirements](#)

2 Review the following documents for Course for Credit that can meet Pre-Service Educational Requirements:

» [Early Childhood Qualifying Courses for Credit](#)

» [School Age Qualifying Courses for Credit](#)

Final Step: Renew Your Wisconsin Registry Membership

After reviewing the three main reasons you may not have the Position Qualifications you are expecting, gather all the new documentation you will be sending to the Wisconsin Registry and submit your renewal application. After you submit your application send all verification documents to the Wisconsin Registry for review. Periodically log into your Registry Profile during the application process to check for new Staff Notes that might be asking for additional information.

Contact Us



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



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