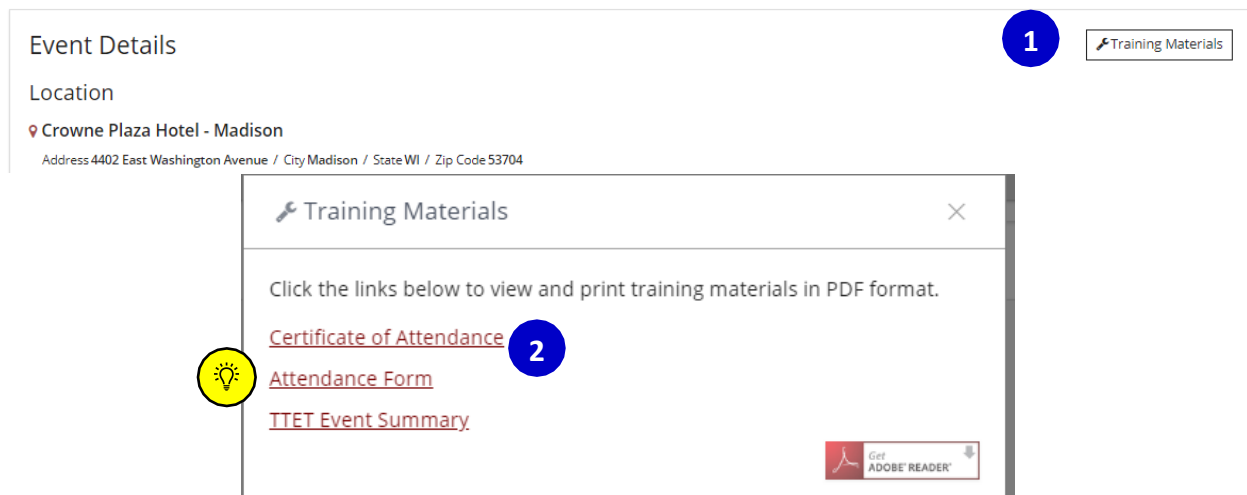


Training Attendance Verification

Once an approved event occurs, you can enter the attendees onto the roster or print the certificate of attendance. Tier trainings must use the attendance roster. Adding the attendees to the roster automatically verifies the training on their individual Registry account and saves on paper.

Certificate of Attendance

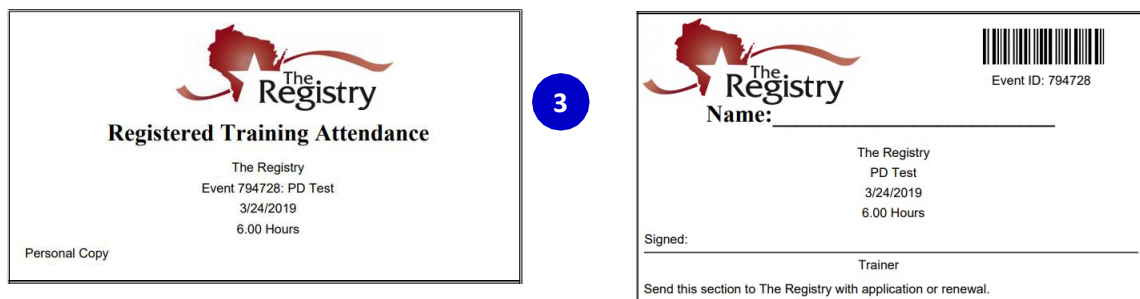
Certificates can only be used for Registered Training. If you choose the certificate option, the individuals will need to send in the certificates of attendance to The Registry at their next renewal application.



The screenshot shows the 'Event Details' section with a 'Training Materials' button circled in blue with the number '1'. Below it, a dropdown menu is open, showing three options: 'Certificate of Attendance' (circled in blue with '2'), 'Attendance Form', and 'TTET Event Summary'. A yellow lightbulb icon is next to the 'Attendance Form' option. At the bottom of the dropdown is an Adobe Reader icon.

1. Under Event Details, select **TRAINING MATERIALS**.
2. Select the **CERTIFICATE OF ATTENDANCE** to open the certificate in Adobe Reader. You can print off as many certificates as you need for this specific event. Each event has a unique certificate and event ID number.

 Use the Attendance Form to collect attendee information to enter attendance later.



The image shows two certificate templates. The left one is a 'Personal Copy' with the following text: 'The Registry', 'Registered Training Attendance', 'The Registry', 'Event 794728: PD Test', '3/24/2019', '6.00 Hours'. The right one is for participants to fill out, featuring a barcode, 'Event ID: 794728', 'The Registry Name: _____', 'The Registry PD Test 3/24/2019 6.00 Hours', and a signature line 'Signed: _____ Trainer'. A blue circle with the number '3' is between the two templates.

3. For Registered Training events, a personal copy and a copy for the participants to send into The Registry is available. *The certificate lists the Trainer or Training Sponsored Organization, title, date, event ID number and number of hours of the event. The Trainer **must sign** the certificate and the attendee must fill out their name for The Registry to accept as verification of attendance.*

Attendance Roster

After a Tiered training event is facilitated, the Trainer or Training Sponsor must enter the attendance roster within 60 days of the last day of the training event. Entering an attendance roster is not required for a Registered training but is highly recommended. By entering an attendance roster, attendees receive instant credit on their Registry profile for completing the training.

The screenshot shows the 'Attendance Roster' interface. At the top left, there is a 'Roster' section with 'Attendees 0' and a 'Manage' button, marked with a blue circle '1'. To the right is a 'Removed Attendees (0)' section with a '+Attendee' button, marked with a blue circle '2'. Below these is the heading 'METHOD 1: Locate Registry Account' with a blue circle '3'. Under this heading are three search filters: 'A. By Registry ID' with an input field and 'Locate >' button; 'B. By SSN and Birth Date' with input fields for 'Last 5 Digits of SSN' and 'Birth Date' (split into three dropdowns) and a 'Locate >' button; and 'C. Advanced Search' with an input field and 'Search >' button.

1. Select **MANAGE** in the roster section.
2. To add a new attendee, select **+ ATTENDEE**.
3. Use one of the 3 search filters under Method 1 to search for the attendee. Using the name only search may result in more than one result. Carefully review before selecting the correct attendee. *Note, if an error is made when entering attendance, attendees can only be removed by a Registry Professional Development Specialist. A record of the removed attendees is visible to the Trainer or Training Sponsor.*

Complete Event

1. Once the roster is finalized, the Trainer or Training Sponsor can mark the event complete.

After 60 days, the event will be marked as complete if an attendee is listed. The event will be cancelled if no attendees are listed for a Tier training event.

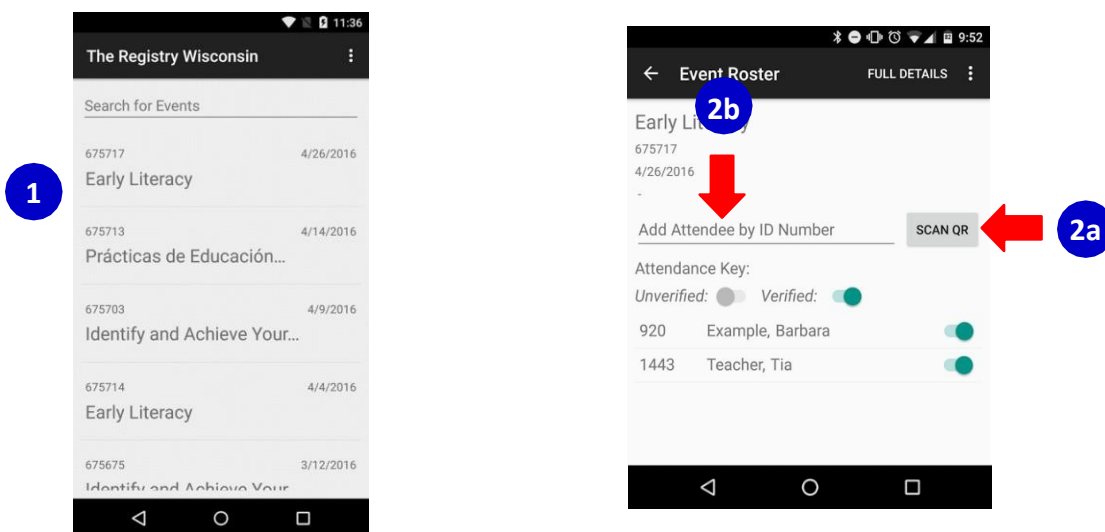
The screenshot shows a dropdown menu for 'Event' with a blue circle '1' next to it. The menu has two options: 'Complete Event' with a checkmark icon and 'Cancel Event' with a circle with a slash icon.

Registry App

The Registry has a mobile app to make entering attendance at the training event easy. Find the Registry App on [Google Play](#) or on the [Apple Store](#) by searching “Registry Wisconsin.” *Trainers* can download the app for free to verify attendance. *Attendees* can download the app for free to display their Registry ID Card which includes their QR code and Registry ID number.

To see how the Registry app works, view this Registry YouTube video <https://www.youtube.com/watch?v=iP13eLvJsmA>

For directions on downloading the app, see <http://wiregistry.org/wp-content/uploads/Registry-App-Instructions.pdf>



1. Once the App is downloaded, sign into your Registry profile using the same log in you use on The Registry website. You will see a list of your upcoming training events. Click on the event title of the training you are offering.
- 2a. There are two ways to take attendance. Click on **Scan QR**. This works with attendees who bring their Registry Cards or display their Registry Card using the Registry App. Hold your device about six inches above the QR Code on the Registry Card. Click **YES** to verify the attendance.
- 2b. Click on **Add Attendee by ID Number** if an attendee doesn't have a Registry Card but has an Individual ID Number. Enter the ID Number. Click on **Search for Individual ID Number**. Click **Yes** to verify the individual's attendance. Select Appropriate "Attendance Type" from the list.