Training Attendance Verification

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

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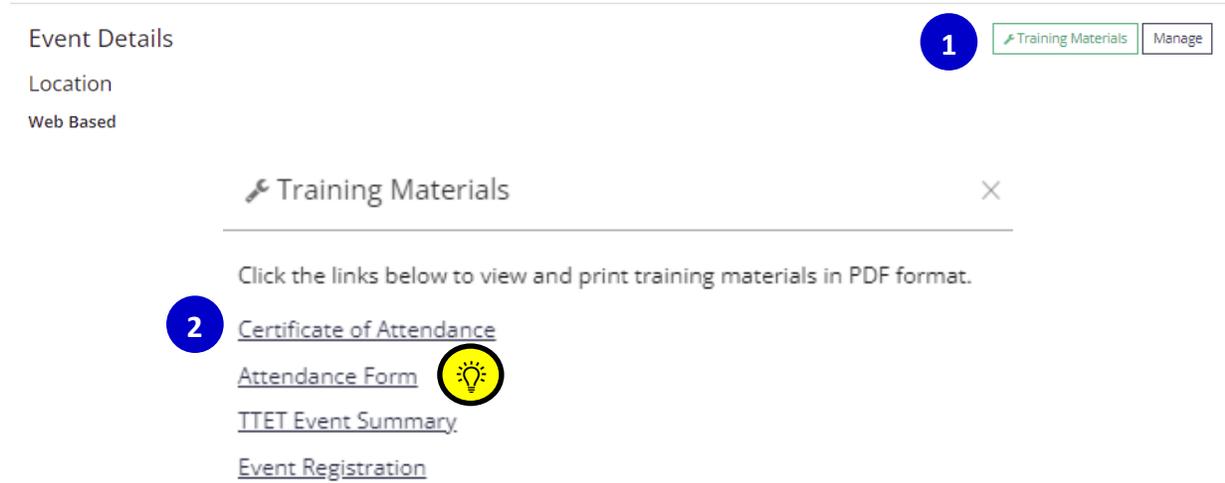
1. Under Event Details, select **TRAINING MATERIALS**.
2. Select the **CERTIFICATE OF ATTENDANCE** to open the certificate in Adobe Reader. You can print off as many certificates as you need for this specific event. Each event has a unique certificate and event ID number.

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

3. For Registered Training events, a personal copy, and a copy for the participants to send into the Wisconsin 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 Wisconsin Registry to accept as verification of attendance.*

Training Attendance Verification

Attendance Roster

After a Tiered training event is facilitated, the Trainer or Training Sponsor must enter the attendance roster within 45 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.
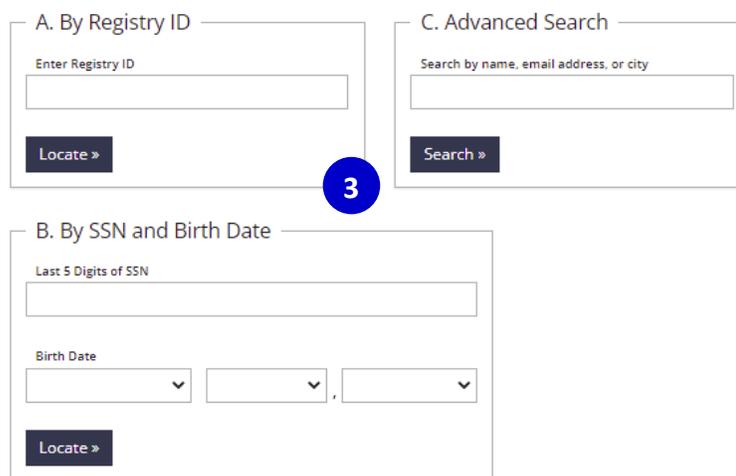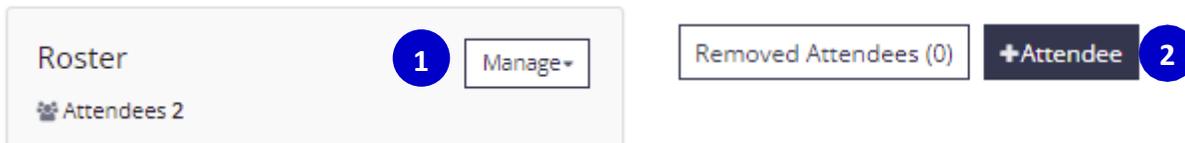
1. Select **MANAGE** in the roster section.

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.*

Registry Account Found

Please verify that this is the correct person before adding them to the roster.
NOTE: You cannot edit contact information for an existing registry account.

Registry ID	149835
Name	Testy McTester
Address	123 test street New York, NY 10001 New York County
Home/Mobile Phone	(414) 555-5555
Work Phone	--
Email Address	Dennistsaousistest+TestyWI@gmail.com

Select Type*

- ○ Group Child Care
- ○ Family Child Care
- ○ School-Age Staff
- ○ Head Start\Early Head Start
- ○ Home Visitor
- ○ Public School K-12
- ○ Public School 4K
- ○ Public School 5K
- ○ Public School Administrator
- ○ Tribal Community
- ○ Birth To Three
- ○ Special Education
- ○ Parent/Guardian
- ○ Agency Staff
- ○ Student
- ○ Other

5 Complete Registration

4. Once a Registry Account is found, select the attendee **TYPE** that the attendee works for or is representing at this training (Group Child Care, Public School, Parent, School-Age Staff, Family Child Care, Student, Agency Staff, etc)

5. Select **COMPLETE REGISTRATION.**

Complete Event

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

After 45 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.

⚙ Event▾
- ⮌ Duplicate Event
- ✔ Complete Event **1**
- ⊘ Cancel Event
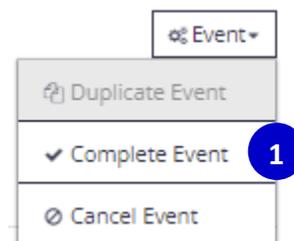
Registry App

The Wisconsin Registry has a mobile app to make entering attendance at the training event easy. Find theRegistry 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 Wisconsin Registry app works, view this Registry YouTube videohttps://www.youtube.com/watch?v=iP13eLvJsmA

For directions on downloading the app, see http://wiregistry.org/wp-content/uploads/Registry-App-Instructions.pdf
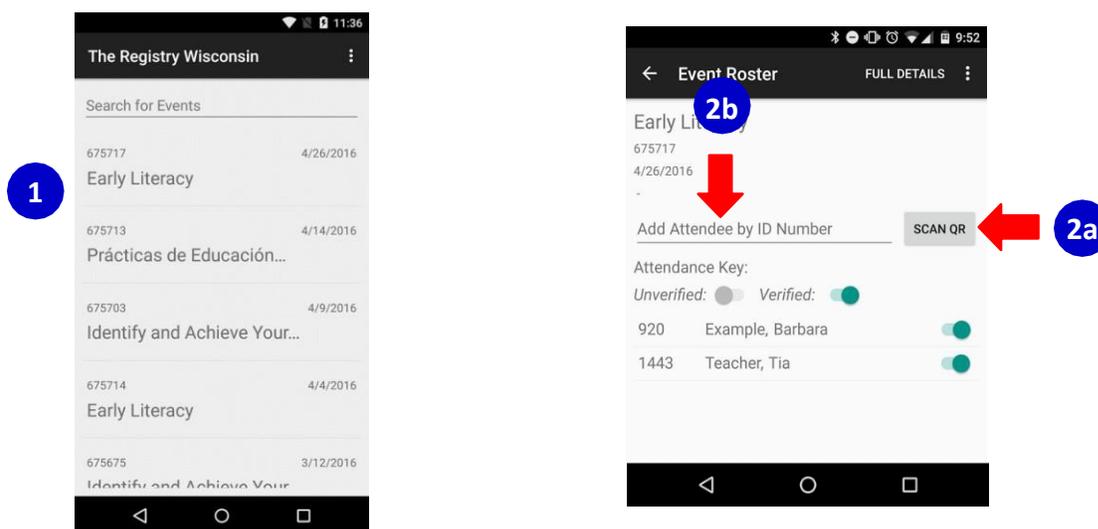
1. Once the App is downloaded, sign into your Registry profile using the same log in you use on the Wisconsin Registry website. You will see a list of your upcoming training events. Clickon the event title of the training you are offering.

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.