How to Search for Training

This guide is for individuals looking for Registry approved training using the Wisconsin Registry Statewide Training Calendar and the Trainer Directory. The Wisconsin Registry Statewide Training Calendar is a digital bulletin board of upcoming training events provided by training sponsor organizations.

Glossary of Terms

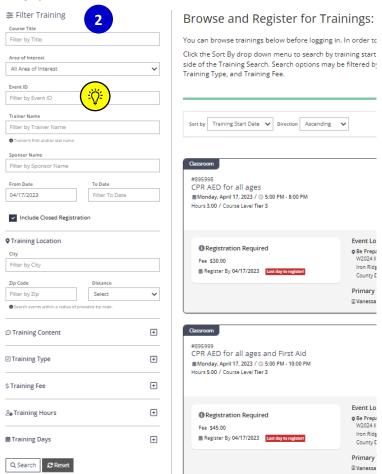|	
Blended	Training time is split between different methods. This can be combination of in person and web based, or in person and correspondence.
Classroom	Training is held in person at a specific physical location.
Content Area	Aligns with WI Core Competencies
Correspondence	Attendees receive a worksheet or book to complete and send back to the Trainer.
Endorsements	Trainers are required to have completed additional trainer courses and/or additional review to be approved to offer the training. Examples: Pyramid Model. WMELS, AHT, etc.
Professional Development Approval System (PDASystem)	Approves professional development opportunities, promotes quality training and technical assistance opportunities, verifies trainer and technical assistant professionals content knowledge, and supports the commitment of sponsoring organizations.
Registered Training	Meets state licensing guidelines for continuing education. The Wisconsin Registry reviews the content of the training, but the Trainer is not always Wisconsin Registry approved. Attendance can be completed by either a certificate or the roster.
Self-Paced	Attendees complete the training at their own pace over a period of time set by the Trainer.
Sponsor	Training is provided by or funded by a specific training organization.
Statewide Training Calendar	A digital bulletin board of upcoming training events provided by Registry approved Trainers and training sponsor organizations.
Tiered Training	Meets state licensing guidelines for continuing education and accumulation of tiered training hours can impact Career Levels. Tiers 1-3 are offered by Registry approved trainers or approved Specialists only and attendance is entered by the Trainer. Tier 4 is credit-based and verified from an official transcript.
Training Content	Filter training events by Area of Interest, Content Area, Tier level and/or Training Language.
Training Sponsor Organization (TSO)	An organization or program that uses the PDASystem to facilitate training to Early Childhood Care and Afterschool Education Professionals in the field.
Training Type	Describes the format the training is offered in. This includes classroom, correspondence, conference, blended or web based.
Web Based	Training is offered entirely online.
Web Based, with scheduled sessions	Training is online; however, attendees must attend/log on at specific scheduled dates and times.

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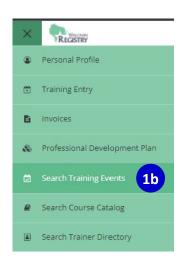## 1. Search the Wisconsin Registry Statewide Training Calendar

1. The Wisconsin Registry Statewide Training Calendar can be found on the website www.wiregistry.org.
   a. From the Wisconsin Registry Home Page, click on the box that says **FIND TRAINING.**

   b. If you are already in your profile, you can find the training calendar from the left mint green navigation bar.
   Click **SEARCH TRAINING EVENTS**

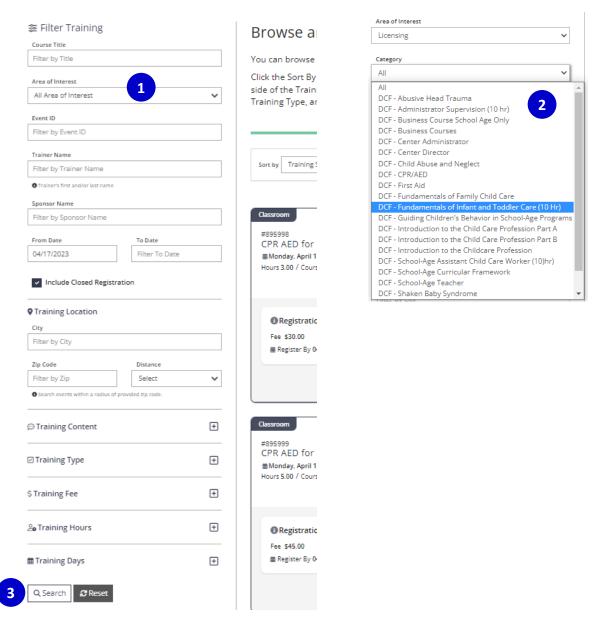2. Use any one of the categories under **Filter Training** to find a training Event.

💡 *Please Note: If you have the **EVENT ID** number for a specific training, you can search for the specific event using the Filter Training menu on the left side of the screen.*

Search by Area of Interest

To search for a specific training that applies toward areas such as Licensing, Credentials, YoungStar, T-TAP Course or Conferences, search by the **AREA OF INTEREST** filter.
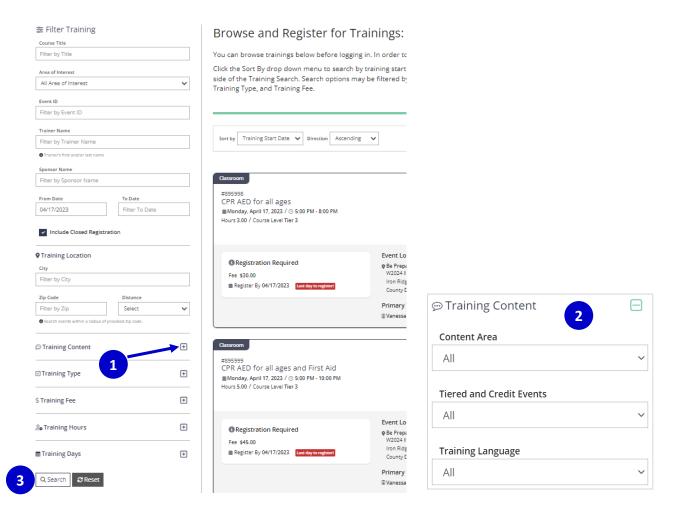
1. Click the drop-down menu of **AREA OF INTEREST**.

2. Once you have selected the area of interest, a new box called Category appears. Select the specific criteria you are looking for under **CATEGORY**. *Example: Looking for a Licensing required training, such as Fundamentals of Infants and Toddlers. For the Area of Interest, select LICENSING. For the specific training, select DCF FUNDAMENTALS OF INFANTS AND TODDLERS.*

3. Click the **SEARCH** button.

Search by Training Content

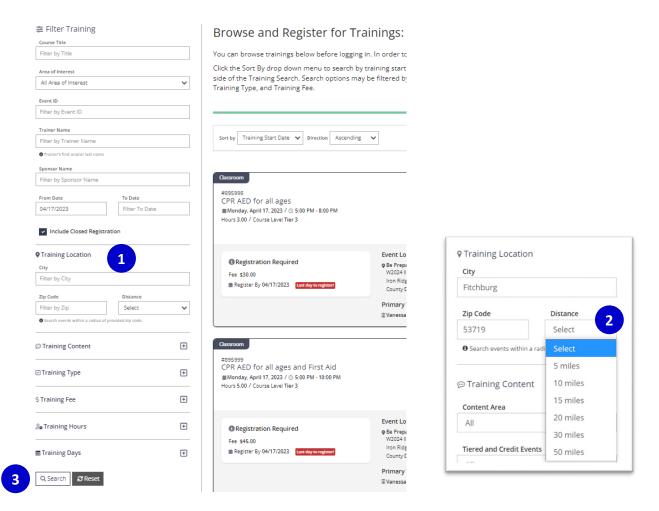To search by content area, training level or training language, use the **TRAINING CONTENT** filter.

1. Click on the blue plus sign to filter by **TRAINING CONTENT**.

2. By expanding the **TRAINING CONTENT** navigation, you can search by Content Area, Tiered and Credit Events, and Training Language.

3. Click the **SEARCH** button.

Search by Training Location

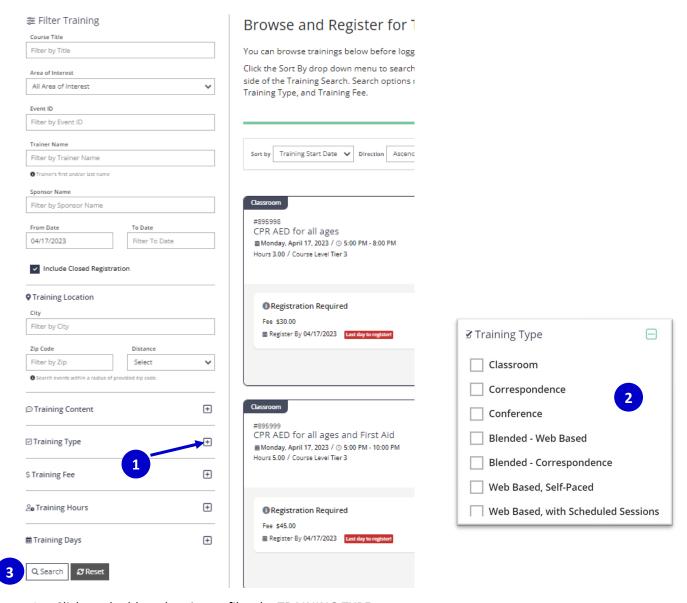To search for any training near you, search by the **TRAINING LOCATION** filter.

1. Type in your city, zip code of your city.

2. Select the distance from your location you are willing to travel for training by selecting the miles from the **DISTANCE** drop down.

3. Click the **SEARCH** button.

Search by Training Type

To search for training by delivery type, such as classroom, correspondence, web-based, etc., use the **TRAINING TYPE** filter.
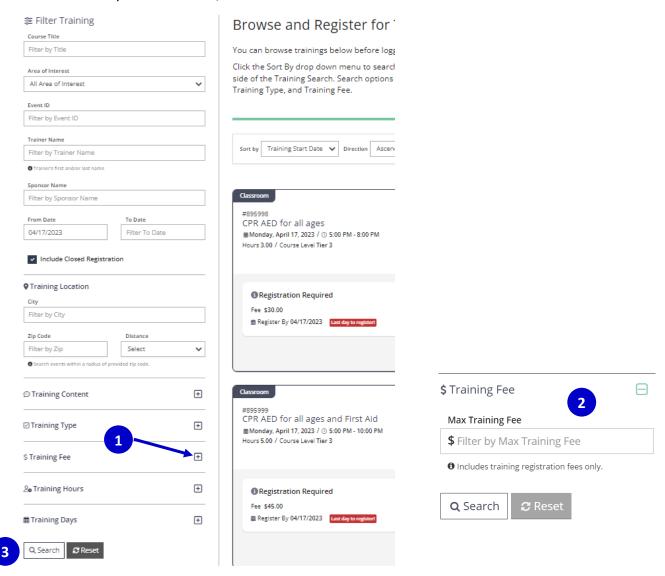

1. Click on the blue plus sign to filter by **TRAINING TYPE**.

2. Select one or more from the list of training types to refine your training search.

3. Click the **SEARCH** button.

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Search by Training Fee

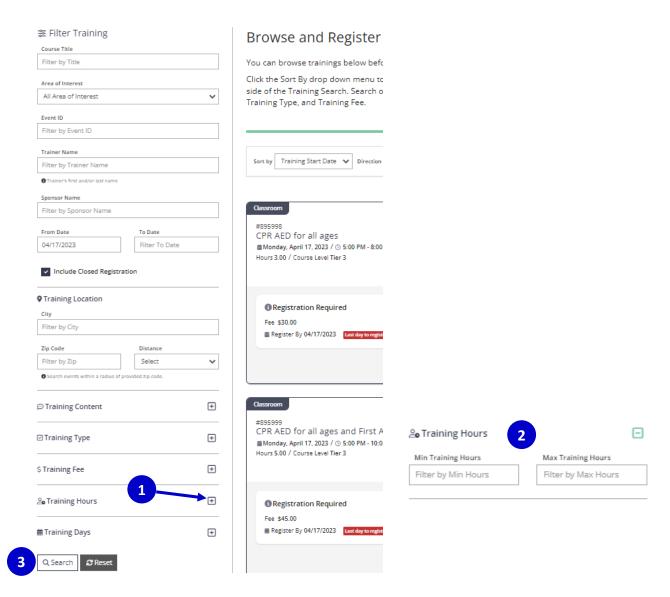To search by max fee or free, us the **TRAINING FEE** Filter.

1. Click the blue plus sign to filter by **TRAINING FEE**.

2. Type in the maximum training fee you are willing to pay to further refine your training search. To search for FREE training, type $0 in the fee box.

3. Click the **SEARCH** button.

WISCONSIN REGISTRY

Search by Training Hours

To search for training by a minimum or a maximum number of training hours, use the **TRAINING Hours** filter.

1. Click the blue plus sign to filter by **TRAINING HOURS**.

2. Type in either Min Training Hours, Max Training Hours, or both.

3. Click the **SEARCH** button.

WISCONSIN **REGISTRY**

Search by Training Days

To search for training by specific day(s) of the week, use the **TRAINING DAYS** filter.

1. Click the blue plus sign to filter by **TRAINING DAYS**.

2. Check the box next to the day(s) of the week training day search. More than one day can be checked and included in the search.

3. Click the **SEARCH** button.

2. Additional Course Details

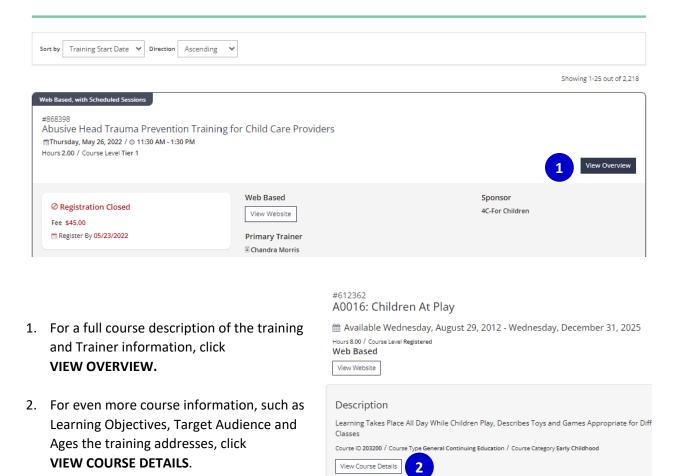A list of courses from the filtered search will appear. Each Training Event includes information on the date, time, location, training level, event ID, sponsor, trainer, and registration for that training. Each event can be expanded even further to view additional course information to make sure it is the right training for you.

Browse and Register for Trainings:

You can browse trainings below before logging in. In order to register for a training, you will need to be logged in.

Click the Sort By drop down menu to search by training start date or training title. To find specific trainings, use the Filter Training options on the left side of the Training Search. Search options may be filtered by Course Title, Event ID, Trainer Name, Sponsor Name, Date, Location, Training Content, Training Type, and Training Fee.

1. For a full course description of the training and Trainer information, click **VIEW OVERVIEW.**

2. For even more course information, such as Learning Objectives, Target Audience and Ages the training addresses, click **VIEW COURSE DETAILS**.
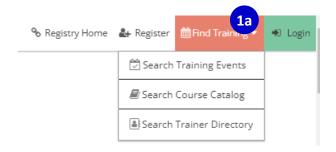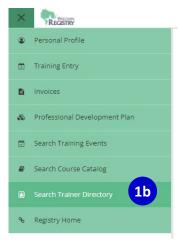
Once you find a training, review the registration requirements. There will either be a link to register or information on where to go to register (such as the Training Organizations website or mailing address). For online registration through the Wisconsin Registry, see Registering for a Training Event guide.

3. Trainer and Technical Assistance Professional Directory

If you did not find the specific training you are looking for, another option is to find a Trainer or Technical Assistance Professional (TA Professional) approved to offer that training. You can contact the Trainer to see about setting up a training.

1. The Trainer and TA Professional Directory can be found on the Wisconsin Registry website www.wiregistry.org.
   a. On the Wisconsin Registry Home Page, under **FIND TRAINING,** click **SEARCH TRAINER DIRECTORY**

   b. If you are already in your profile, you can find Trainer Directory from the left side mint green navigation bar. Click **SEARCH TRAINER DIRECTORY.**

2. The directory automatically opens with the Trainer search. Select either **TRAINER** or **TECHNICAL ASSISTANCE PROFESSIONAL** to locate the individual you are looking for.

Trainer | Technical Assistance Professional

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Trainer | **Technical Assistance Professional**

Search for Trainers

Searching without criteria will display all trainers

Trainer Name / ID

Enter Name or ID...

Trainer Type

Click to Make Selections...

Content Area

Click to Make Selections...

Approved to Teach

Click to Make Selections...

Additional Endorsements

Click to Make Selections...

Training Language

Any Language

Region

All Regions

Keywords

Enter Keywords...

Search Trainers

Search for Technical Assistance Professionals

Searching without criteria will display all TA Professionals

TA Professional Name / ID

Enter Name or ID...

Assessments

Click to Make Selections...

Endorsements

Click to Make Selections...

Region

All Regions

Keywords

Enter Keywords...

Search TA Professionals

3. The search criteria for a Trainer and a TA Professional are similar yet different. Search by filters that are specific to the reason you are looking for a Trainer or Technical Assistance Professional. Note, not all filters need to be used.
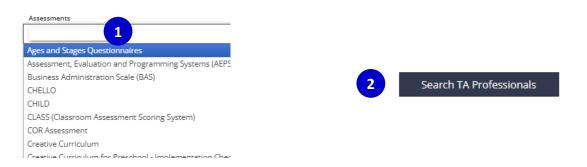
Trainer Search by Filters – Endorsements

Additional Endorsements

| | **1**

Abusive Head Trauma Prevention
Active Early & Healthy Bites: Home Edition
Active Early - WI Approved Trainer
ASQ Trainer
Brazelton Touchpoints
Certified L.E.A.N. EXPECTATIONS and L.E.A.N. START Coach
CPR/First Aid Instructor

2 Search Trainers

1. Select the endorsement you are looking for to find a Trainer who is approved to offer that type of training.
2. Select **SEARCH TRAINERS.**

Trainer Search by Filters – Approved to Teach

Approved to Teach

| | **1**

Family Child Care Provider
Fundamentals Infant and Toddler Care
Fundamentals of Family Childcare
Introduction to the Childcare Profession
Introduction to the Childcare Profession A
Introduction to the Childcare Profession B
Introduction to the School-Age Care Profession
Skills and Strategies for the Childcare Teacher

2 Search Trainers

1. Select the entry level course to find a Trainer approved to offer that specific course.
2. Select **SEARCH TRAINERS.**

TA Professional Search by Filters – Assessments

Assessments

1

Ages and Stages Questionnaires
Assessment, Evaluation and Programming Systems (AEPS
Business Administration Scale (BAS)
CHELLO
CHILD
CLASS (Classroom Assessment Scoring System)
COR Assessment
Creative Curriculum
Creative Curriculum for Preschool - Implementation Chec

2 Search TA Professionals

1. Select the assessment you are looking for to find a TA Professional who is approved to offer that type of TA Professional event
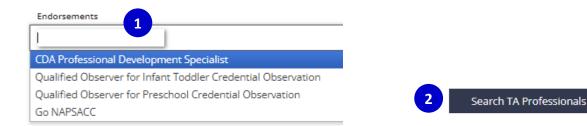2. Select **SEARCH TA PROFESSIONALS**

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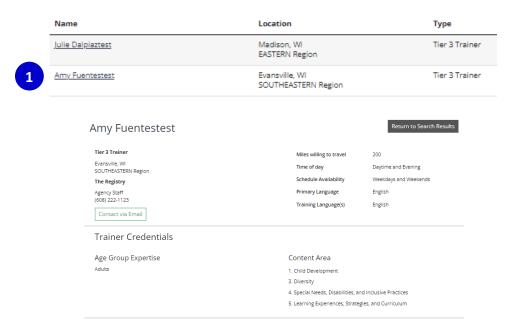
TA Professional Search by Filters – Endorsements

1. Select the endorsement you are looking for to find a TA Professional who is approved to offer that type of TA Professional event.
2. Select **SEARCH TA PROFESSIONALS**

Both Trainer and TA Professional Search by Filters – Keywords

1. Type in any key word you would like to find a Trainer or Technical Assistance Professional with a specialty in that area. Limit to as few words as possible.
2. Select **SEARCH TRAINERS** or **SEARCH TA PROFESSIONALS.**

Trainer & TA Professional Search Results

1. Click on the underlined Trainer or TA Professional's Name to view Trainer/TA Professional credentials, endorsements, and contact information.