

This support guide is a walkthrough of the Training page. We will navigate the Training page itself, symbols used, accessing e-learning, and how to access the Statewide Training Calendar.

Main Page view of Training Hours

Welcome, Jane!
Registry ID #189157
Home/Mobile phone (608) 222-1123 / Primary Language: English
Email [redacted]

MY MEMBERSHIPS
Registry Membership Applied
Membership Alerts
Manage Memberships
Apply for Membership
Membership Card

Employment History
Primary Employer: Once Upon A Time Child Care Center
Title: Teacher
View All Employment
Last Updated 09/08/2025

Education
Highest Level of Education: High School Diploma/GED
View All Education

Professional Memberships and Contributions
View All

Training Hours
0.00
Time Frame: Current Calendar Year

Upcoming Training Events
You are not scheduled for any training events.
View All My Training | Search for Training

Reporting
See your data in a printable format.

Notes
No Notes Available | Ask Us / Submit Documents

1 Training Hours 0.50
Time Frame: Current Calendar Year

4 Upcoming Training Events
#989054
CCET: Introduction to the Child Care Profession (Revised 2024)-Blended
Starts 10/29/2025 / Ends 12/10/2025 / Hours 15.00

2 View All My Training

3 Search for Training

1. The **Training Hours** displayed here were completed in the current calendar year, January-December.
2. Click on **View All My Training** to see all training that you are registered for or have completed.
3. Click on **Search for Training** to access the [Statewide Training Calendar](#). You can search for upcoming events using the filters on the left side navigation. The Statewide Training Calendar is a tool for planning for professional development and continuing education hours.
4. **Upcoming Training Events** that you have registered for through the [Statewide Training Calendar](#) will display on this section of your main page of the Personal Profile.

The screenshot shows the 'Training Summary' interface. On the left, there is a sidebar with a 'Filter Events' section (1) containing search boxes for 'Event ID' and 'Course Title', and a 'Training Completion' section (2) with 'From Date' and 'To Date' fields. A 'Show E-learning events only' checkbox and 'Search'/'Reset' buttons are also present. The main area displays a list of training events. The first event (4) is 'DCF's Abusive Head Trauma (AHT) Prevention Training for Child Care Providers' with a 'Verified' status (3) and a 'Manage' button (5). Below it is a 'Continuing Education Hours' section. The second event (6) is 'Meeting All Children's Needs in Early Childhood Care and Education' with an 'Overview' button. A 'Go Back' button (7) is in the top right corner.

1. Utilize filters on the Training page to find specific training that you have registered for or completed.



The green **Verified** indicates the training has been completed and verified by the Trainer or Registry staff. Training that shows as Self-Reported can become verified. Tier training will need to be verified by the Trainer. Registered training can be verified by the Trainer, or you may submit a copy of the training certificate given to you after completion. This training certificate will show the Event ID, training name, completion date, number of hours, and your name as the attendee

3. Continuing education hours completed outside of the Wisconsin Registry Professional Development Approval System (PDASystem) will be reviewed by Wisconsin Registry Staff then verified as **Continuing Education Hours** on the Training page. This will be the sum of training completed, and the date range is based on the submit date of your membership application.
4. Registry approved training has been submitted through the PDASystem. On the Training page, it means the title of the training, completion date, number of hours, and course level will display. The [course levels](#) include Registered, Tier 1, Tier 2, Tier 3, and Tier 4 training.
5. For e-learning training, click on **Manage** to access e-learning classrooms and the Overview of the training.
6. Training that is led by a Trainer (online, in-person, blended) will show an Overview option only. Click on **Overview** to view details about the training, such as location, Trainer name, content areas, etc.
7. Click on **Go Back** to return to the main page of the Personal Profile.

Sort by Date (Newest First) Showing 1-25 out of 39

#998032
Emotional Intelligence in Children Overview

Completed Date 11/03/2025 / Hours 0.75

Course Level Registered

Verified

Complete TTET 1
Expires 12/04/2025

#990082
Introduction to Neurodiversity

Friday, August 22, 2025 10:45 AM - 12:00 PM

Hours 1.25 / Course Level Registered

Too much time has passed, this event can no longer be evaluated.

Verified

3

Status Legend

TTET Complete TTET Available TTET Closed Not Eligible

1. Following completion of a Registry approved training, you may have the option to complete a TTET survey. The survey is accessed from the Training page below the training event title. If the survey is available to be completed a green button can be clicked to begin. The survey is open to complete for 30 days.
2. If you decide not to complete the survey, and the 30 days have passed to complete it, you will see the following message, "Too much time has passed, this event can no longer be evaluated."
3. You may see the following symbols on your Training page indicating a survey is complete, available to complete, closed because 30 days have passed, or an event may not be eligible for the TTET survey.

 *Please Note: The TTET surveys are optional to complete. The training itself will remain verified on your Registry personal profile even if you do not complete the survey.*