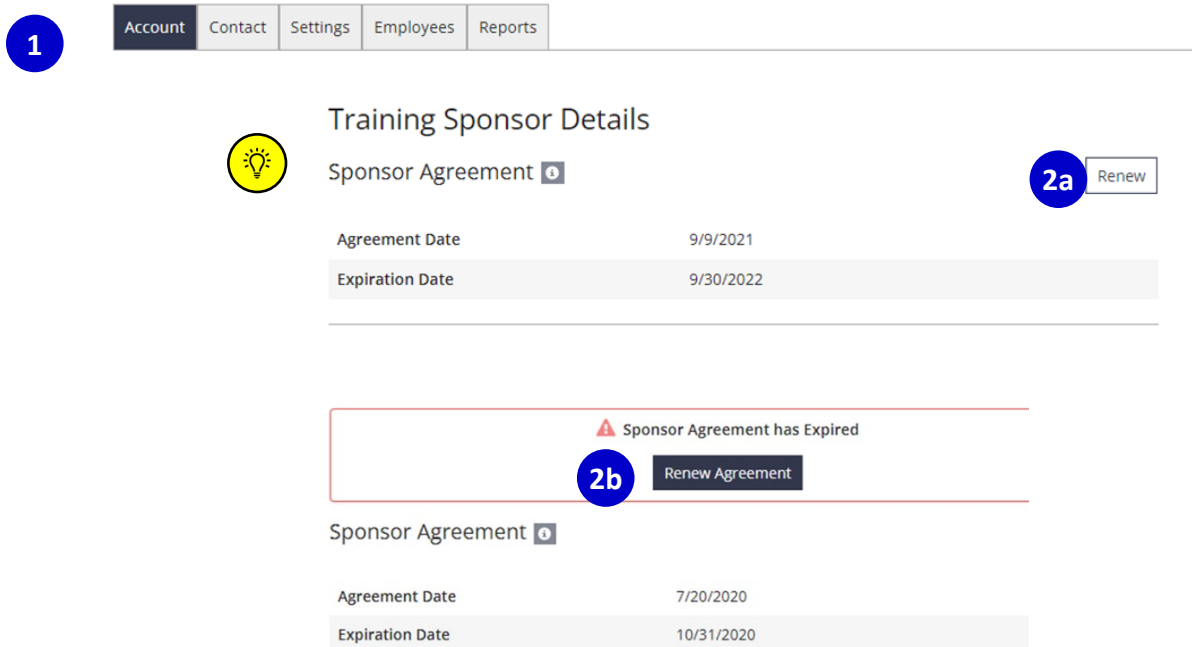


The Wisconsin Registry supports Training Sponsor Organizations (TSOs) by providing access to the Registry Professional Development Approval System (PDASystem) to enter and track training provided and/or sponsored by organizations. TSOs are required to sign an agreement form and pay \$25 annually to access the Wisconsin Registry PDASystem. The sponsor agreement form outlines required ethical obligations and professional responsibilities that align with professional development best practices and with the renewal process individual trainers complete to also use the Registry PDASystem.

Please Note: If you are the owner for **multiple TSOs**, you or someone with administrative access will need to act for each TSO program profile in the Registry.

STEP 1: Training Sponsor Organization Renewal



1

Account Contact Settings Employees Reports

Training Sponsor Details

Sponsor Agreement ⓘ 2a Renew

Agreement Date	9/9/2021
Expiration Date	9/30/2022

⚠ Sponsor Agreement has Expired

2b Renew Agreement

Sponsor Agreement ⓘ

Agreement Date	7/20/2020
Expiration Date	10/31/2020

Individuals with administrative access to the organization’s program profile can log in and renew the Training Sponsor Agreement.

1. Click on the **ACCOUNT** tab. The TSO Agreement expiration date can be found here.
2. The profile owner and contact of the TSO will be notified via email of their organizations upcoming TSO Agreement expiring in 30 days.
 - a. Select the **RENEW** button to renew the TSO Agreement prior to the expiration date.
 - b. TSOs with an expired TSO Agreement will still be able to manage the roster but will NOT have access to submit new courses or events in the PDASystem. Select the **RENEW AGREEMENT** button after TSO Agreement has expired



*The Registry advises TSOs to renew the agreement at the beginning of the month that the sponsor agreement expires, in order to maintain **continuous access** to submit courses and events in The Registry PDASystem.*

STEP 2: Training Sponsor Organization Agreement

1

The WI Registry Training Sponsor Organization Agreement

This Registry Training Sponsor Organization Agreement ("Agreement") is entered into between the WI Registry ("Registry") and the organization ("TSO" or "Training Sponsor Organization") effective as of the dates signed below by the Training Sponsor Organization representative. This Agreement sets forth the primary requirements for the TSO to obtain and maintain approved TSO status with The Registry.

1. Registry Training Sponsor Organization (TSO) Code of Conduct

Approved Training Sponsor Organizations are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. A TSO must adhere rigorously to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

We understand that as a Registry approved TSO, we have the following ethical obligations and professional responsibilities to uphold.

A. Ethical Obligations, including but not limited to:

As a TSO we agree that we, and any trainer we sponsor, will:

1. Exhibit the educational, professional and training experience appropriate for the subject matter.
2. Support the work of The Registry and help others understand the role of The Registry in improving the quality of professional development opportunities, which will in turn improve the quality of early care and school-age education in Wisconsin.
3. Present content that is congruent with regional and national standards and that reflects best practices in the field of early care and school-age education.

2

I agree to the sponsor agreement

1. Read through the WI Registry Training Sponsor Organization Agreement. You can also find a copy of the [Agreement](#) on the PDAS Resources page of the Registry website.
2. Select the **I AGREE TO THE SPONSOR AGREEMENT** check box.

Please Note: Each approved TSO must ensure at least one individual linked to the TSO has a Registry approved Trainer endorsement with a current membership status. One way to identify a Registry Approved Trainer is linked to the TSO is through that individual Trainer's employment information. It is helpful for the trainer to have the TSO's Program Profile ID number to do this.

STEP 3: Payment

Total \$25

Payment Options

ⓘ Unpaid sponsor agreements can not be approved preventing the ability to create events.

1 Pay Online/Credit Card
Sponsor organization requests paid online are eligible for review once payment is submitted.

Pay Later
Sponsor Organization requests will not be reviewed until payment is received.

2 Submit Payment

Online Payments

Total Billable Amount \$25

Bill To

Enter your credit card info and click the submit payment button to complete the payment process.
Sponsor Organization requests will ONLY be processed upon a successful payment submission.

3 Email Address (Required)
Card Number (Required): 1234 1234 1234 1234
Exp MM / YY (Required): MM / YY
CVC (Required): CVC
Zip Code (Required): Zip Code

4 Submit Payment

A \$25 fee will be charged to process the TSO approval request. The request will be reviewed once the payment has been received.

1. Select payment option. TSO requests paid online with a credit card are eligible for review once payment is submitted.
2. Select the **SUBMIT PAYMENT** button to enter credit card information.
3. Provide email and credit card information number, expiration date, CVC and zip code.
4. Select **SUBMIT PAYMENT**. A success message will appear, and the status of the TSO agreement will be in “Pending” status until reviewed.

Payment Submitted

Your sponsor agreement is now eligible for review.
A receipt of payment will be emailed to you shortly.
Once your sponsor agreement review is complete, you will be notified via email of the results.

OK



The option to “Pay Later” is provided, however the request will not be reviewed until the payment has been received.

Training Sponsor Organization Review Process

Once payment is received, the TSO review process takes 1-5 business days. The TSO contact and owner will receive an email from noreply@wireregistry.org with a subject line of *Sponsor Agreement Update* when the TSO agreement has been reviewed. This email will inform the outcome of the TSO review process.