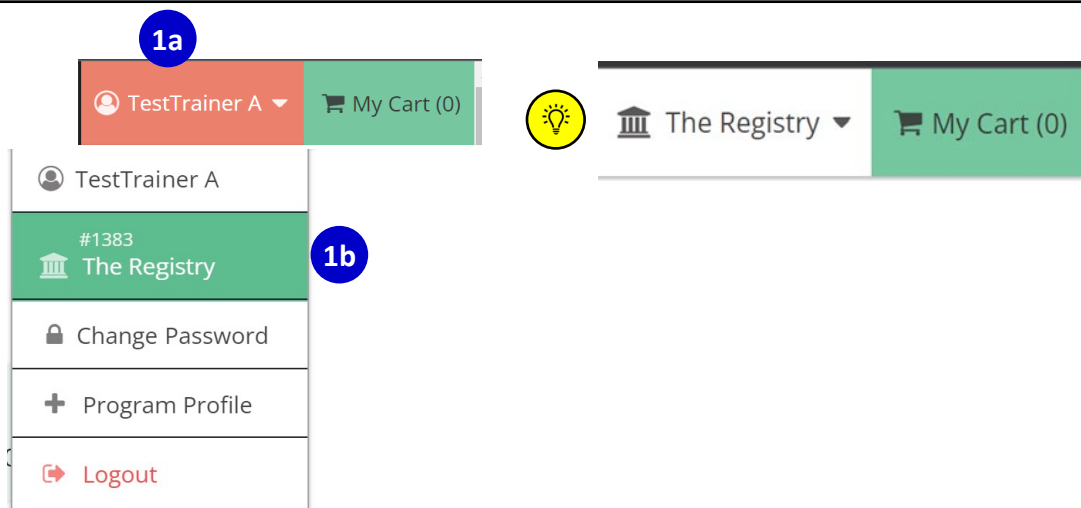


Training Entry Part 1: How to Submit a Course

All training that is Wisconsin Registry approved is accepted by the Wisconsin Department of Children and Families toward continuing education hours for child care and education professionals. Course content may be in the areas of early childhood education, child development, child guidance, caring for children with special needs, first aid, nutrition and health as it pertains to child development, supervision of staff or the business or administrative aspects of operation of a child care center or in communication skills.

Submitting a training through the Registry Professional Development Approval System is a two-part process. An overview of the training is provided with the course submission.

1. Choose Account

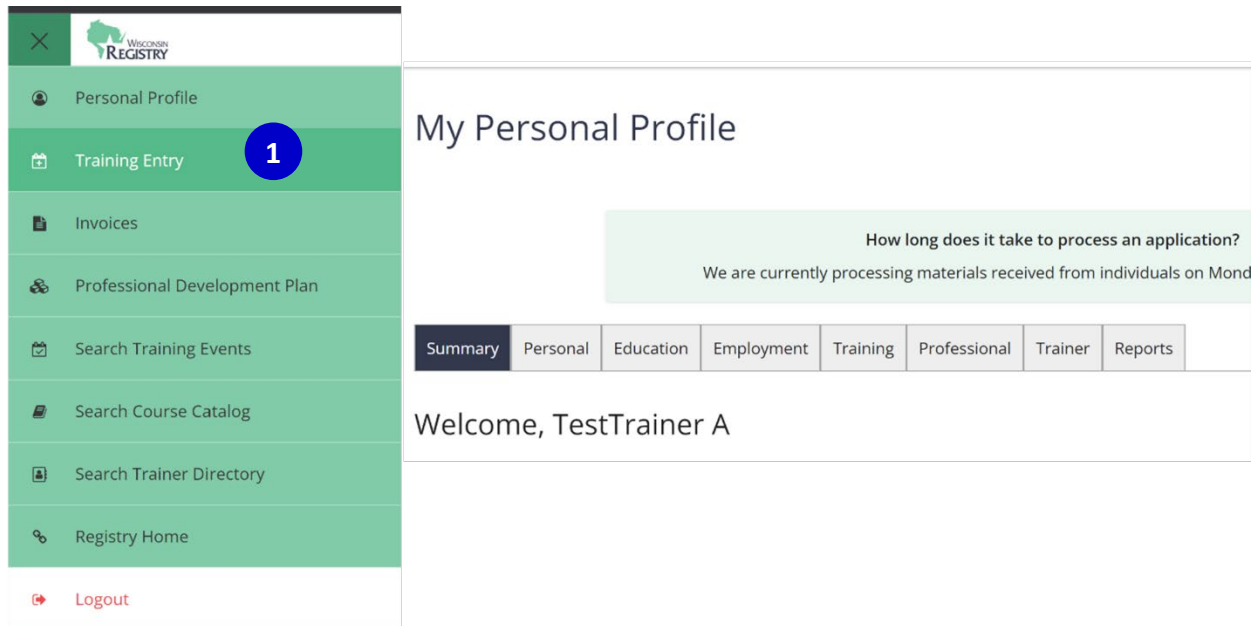


1. Training may be submitted through either 1a. an individual Registry Approved Trainer Personal Profile account or through 1b. a training sponsored Organization account.



NOTE: The sign in takes you first to your Personal Profile account. To move to the program account, select the program name from the top right grey drop down menu.

2. Open Course Information Wizard



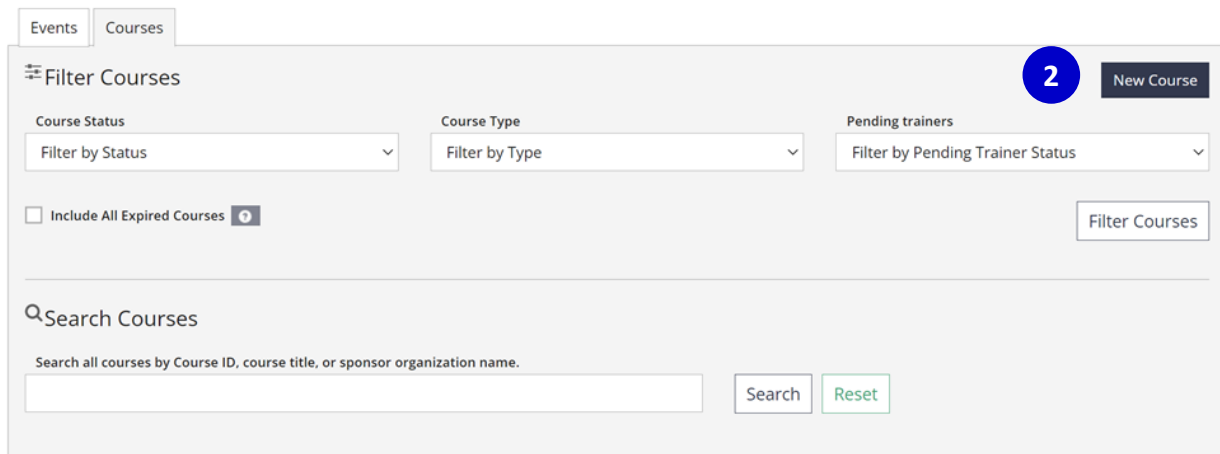
My Personal Profile

How long does it take to process an application?
We are currently processing materials received from individuals on Monday.

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, TestTrainer A

Training Entry: The Registry



Events Courses

Filter Courses

Course Status Course Type Pending trainers

Filter by Status Filter by Type Filter by Pending Trainer Status

Include All Expired Courses

Filter Courses

Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

Search Reset

1. Hover over the Left Navigation bar and select **TRAINING ENTRY**.
2. Under the **COURSES** TAB, Select **NEW COURSE**

3. Course Information

Title*

Course Type*

Course Level*

Owner of the Training/Curriculum

Private/Owner

Public Domain (State/Federal)

Publisher (Please Specify)

Other (Please Specify)

Applies Toward

Name

- DCF - Shaken Baby Syndrome
- DCF - First Aid
- DCF - Skills and Strategies for the Child Care Teacher
- DCF - SIDS Training
- CPR-First Aid Combined
- DCF - CPR/AED
- DCF - Child Abuse and Neglect

Save And Continue

1. Enter Title of your course
2. Select Course Level from the drop-down menu. Visit the [Wisconsin Registry website](#) for more information on Training Level requirements. The Trainer will need to be approved to offer the level of the training. *NOTE: MEETING does not count for continuing education hours.*
3. Indicate if you are the owner of the course, or if you were given permission from a state/federal agency, or another publisher.
4. If the course applies toward an endorsement for licensing, a conference or YoungStar, check the appropriate boxes.
5. To move through the wizard, select **SAVE AND CONTINUE**. If you need to leave the course, you can save your entry and return later.

4. Course Content

Course Category*

Early Childhood

Classroom Hours*

1

Additional Hours

(Tier 3 Only)

Content Areas*

1. Child Development

2

Hours

2. Family Systems and Dynamics

Hours

1. Enter the hours for your course. Additional hours are hours completed outside of the scheduled training, such as homework assignments or readings for Tier 3 training.
2. Enter the hours for each Content Area. Registry Core Content Areas align with WI Early Childhood Core Competencies. For more information on which competency your training may fall under, visit the [Wisconsin Core Competencies for Professionals Working with Young Children & Their Families document](#).

NOTE: The course may cover more than one content area. Minimum in each content area is 30 minutes or 0.5. Content area hours must add up to total course hours. Total course hours include both classroom hours and any additional hours.

5. Instructional Plan

<i>Instructional Plan Required Components</i> 1		Training Type			
		Registered	Tier 1	Tier 2	Tier 3
Course Components	Course Description	Required	Required	Required	Required
	Prerequisites	Optional	Optional	Optional	Optional
	Learning Objectives	Optional	Required	Required	Required
	Diversity/Inclusion	Required	Required	Required	Required
	Outline of Content, Methods & Timeline	Required	Required	Required	Required
	Handouts	Optional	Optional	Optional	Optional
	Assessment	Optional	Optional	Optional	Required
	Evaluation	Optional	Optional	Optional	Optional
	Major Resources	Optional	Required	Required	Required

Outline of Course Content, Course Methods and Course Timeline*

Required for all courses. If this course is intended to be offered as Web Based events it must be indicated in your Course Outline. You must also provide the URL to the web based portion of the course.

2

➤ Uploaded Documents

1. Fill out each component required for the course level of this course.
 - For more information about what to include for the Outline of Training Content, Training Methods, and Training Timeline, [download this example](#).
 - For more information about what to include for the Diversity and Inclusion requirement, [download the Diversity & Inclusion Course Submission Requirement Guide](#).
2. If you have the required components for your course clearly listed in a document, you can upload the document instead. Type “See [Name] document” in the field.
3. Indicate if this course is intended to be offered online or is web based.

6. Additional Details

1 Additional Course Details

Target Audience

Administrators

Classroom Staff

2 Ages Addressed

Infants (0-12 months)

One Year Olds (13-24 months)


Two to Two and half (25-30 months)

Two and a Half to Three - (31-36 months)

1. Identify the target audience of this course. More than one box can be checked.
2. Identify the ages addressed in this course. More than one box can be checked.

7. Authorized Trainers

Authorized Trainers*

This course is restricted to Authorized Trainers 

No Yes

1

Selecting "Yes" requires a minimum of one trainer being added.

2

Add Trainer

WI Child Care Resource & Referral Training Scheduler

Share With WI Child Care Resource & Referral Agencies *

Allow this course to be scheduled by WI Child Care Resource & Referral Agencies

3

No Yes

Supporting Families Together Association (SFTA) oversees courses included in the Training Scheduler. Select "No" unless you are an SFTA Administrator. Before selecting "Yes", contact SFTA if you would like to inquire about sharing your course with the WI CCR&R network.

NOTE: Regardless of how you answer this question, you retain exclusive responsibility for renewing or revising this course.

1. If you want to authorize specific Registry Approved Trainers to only be used for this course, select **YES** to restrict to Authorized Trainers. With the Authorized Trainers option, only trainers listed will be available for selection when you are scheduling the events. The Authorized Trainer then has access to schedule this event as well.
2. Select **ADD TRAINER** and search for the trainer by name. *NOTE: The Trainer must have a current Registry account. Registry Professional Development Staff will verify the Trainer is approved for this course.*
3. Select **NO**, unless you are a Supporting Families Together Association (SFTA) Administrator or have been given permission from SFTA to share your course.

8. Submit for Approval

Terms and Conditions

I agree to the terms and conditions for Course Approval

1

2

Previous

Submit for Approval

✓ Course Submitted.

3

Your course was submitted successfully.

This course cannot be scheduled because it is not approved.

Be sure to thoroughly review the course before you submit it for approval.

1. Read the Terms and Conditions and check I AGREE TO THE TERMS AND CONDITIONS FOR COURSE APPROVAL.
2. Select **SUBMIT FOR APPROVAL**.
3. You will receive a message letting you know the course was successfully submitted. The status of the course will change to “submitted.” Courses are reviewed within 5 business days. You will receive an email once the course has been reviewed.

Once your Course is approved you can schedule the Event. See Training Entry Part 2: Schedule Event for step by step instructions.

PLEASE NOTE: Courses expire so Trainers can ensure the course contains a relevant and updated instructional plan. Registered courses expire after 1 year. Tier courses expire after 3 years. The renewed course will result in a new course ID number and the course content must meet current course approval criteria. Although a course was previously approved, it is not guaranteed the course will be automatically reapproved. Registry staff review every course in detail prior to approval. If revisions are required, the course owner will receive an email from The Registry detailing what revisions need to be made to meet the current course approval criteria. Practices in assessing the content and requirements for a training may change over time.