

Email not displaying correctly? [View it](#) in your browser.



March 2023

# Training Solutions

Español

Welcome to the latest edition of *Training Solutions*,

This month, we are sharing information on:

- Save the Date for the 2023 PDAS Summit!
- Tips and Reminders for using the PDASystem
- Training numbers to know from 2022

As always, please [contact us](#) for any questions you have regarding the news and information below.

Best Regards,

Danielle Earley, Director of Operations

Ashley Salzwedel, Professional Development Coordinator



# Save the Date: 2023 PDAS Summit

Mark your calendars for this year's PDAS Summit on September 21, 2023!

This year's Summit looks to continue the discussion from previous years Summits, and explore how to create a welcoming, engaging, nurturing, and supportive learning environment. This will be an in-person event you won't want to miss!

Look for more information on the 2023 PDAS Summit in future communications.


NURTURING

2023 PDAS SUMMIT

WELCOMING ← → ENGAGING

SETTING COURSE FOR A PRODUCTIVE LEARNING ENVIRONMENT

SUPPORTIVE

PRESENTED BY THE  WISCONSIN REGISTRY

# Tips & Reminders for Using the PDASystem

Below are a few tips and reminders for using the PDASystem!

## **Renewal Advice for Trainers and TA Professional**

Trainers and TA Professionals are advised to renew their Registry membership at the beginning of their expiration month so the application can be processed before their membership expires. In doing so, Trainers and TA Professionals will not lose access to the PDASystem.

If all your documentation is already in your file or uploaded to your Trainer profile, make sure to click the "No Documentation to Submit" button when your application is submitted to ensure it goes into processing in a timely manner.

## **Attendance Roster Entry and Training Event Completion**

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.

After 45 days, the event will be marked as complete if an attendee is listed. Tiered Training events will be cancelled if no attendees are listed.

If any revisions are necessary after 45 days, the Trainer or Training Sponsor Organization can contact the Professional Development Department by emailing [support@wiregistry.org](mailto:support@wiregistry.org) or call 608-222-1123, ext. 5.

For any additional information and step-by-step instructions, view the [Training Attendance Verification](#) guide.

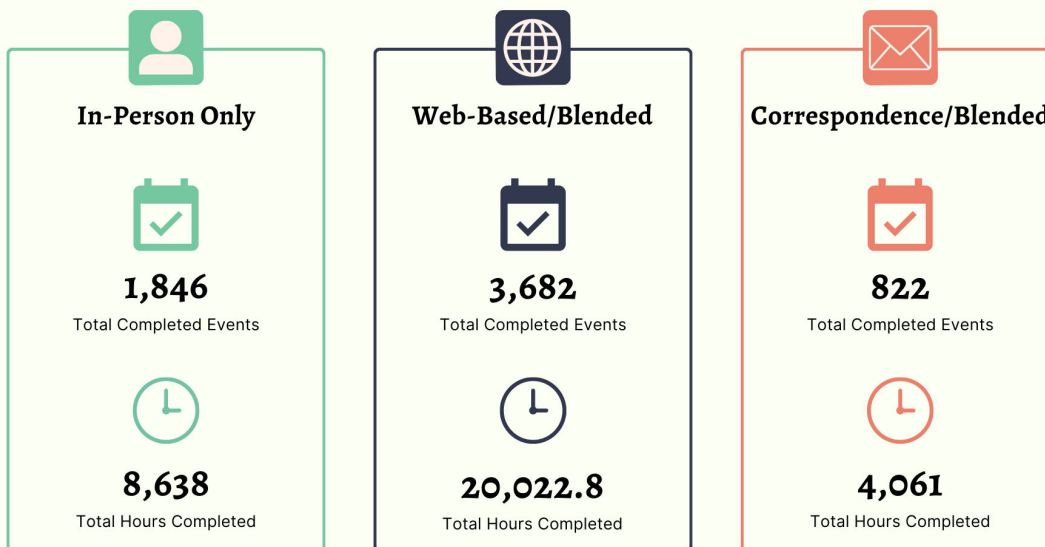
## **Updated Criminal Background Record Check Policy**

[In our last newsletter](#), information was shared about our updated Criminal Background Record Check policy. If you didn't get a chance to review the updated policy, please take a moment to do so.

# Training Numbers to Know

Below is a snapshot of the breakdown of training that was offered in 2022. Here we are comparing the number of training events and training hours for in-person training, web-based, correspondence, and blended training\*.

\*Note: Blended training is defined as a mix of (trainer-led) in-person training and (independent) training.



## Looking for previous Training Solutions Newsletters?

Our past Training Solutions Newsletters are archived on the [Trainer & TA Professional Resource Center](#) under Registry Communications.

[Unsubscribe](#) | [Update Preferences](#)

Wisconsin Registry  
2908 Marketplace Drive, Suite 103  
Fitchburg, WI 53719  
[wiregistry.org](http://wiregistry.org) | 608-222-1123