Updating Employment History

This guide walks through the steps of updating your Employment History. Please note this guide shows how to enter three types of employment. Please select the type of employment you would like to see how to enter: [Wisconsin Regulated Child Care and Education](#), [Other Direct Care](#), *or* [Training or Local / State Agency](#)*.*

WISCONSIN REGULATED CHILD CARE AND EDUCATION *– Licensed or Certified by DCF.*

Summary	Personal	Education	**Employment**	Training	Professional	Trainer	Reports

Employment History

(1) Edit Employment

	Employer	Title	Compensation	Start	End	Status
ⓘ	Heart Of A Child Llc Child Dev Cnt	Teacher	Not Provided	3/1/2020	Present	Self Reported

> ⚠ No managerial experience has been added to this Online Application.

1. Click on **EDIT EMPLOYMENT**.

Finished Employment

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- *You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.*

(2) Add Employment Record

	Employer	Title	Compensation	Start	End	Status	
ⓘ	Heart Of A Child Llc Child Dev Cnt	Teacher	Not Provided	3/1/2020	Present	Self Reported	✎

Managerial Experience

Add Experience

Add Managerial Experience to your profile if you have one year experience as a manager per Wisconsin Department of Children and Families DCF 251.05(1)(d)(3)(a). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

2. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

My Personal Profile

Select the option that best describes your employer:

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

(3) Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

Select

3. Click **SELECT** next to Wisconsin Regulated Child Care and Education.

Search for: Wisconsin Regulated Child Care and Education

Use your Licensed Facility or DCF Provider number to quickly find your employer.

Registry Organization / Program ID

🔍

Employer Name

🔍

City

🔍

Licensed Facility #

🔍 1010699 **(4)**

Search

DCF Provider #

🔍

Start Over

4. Use the Employer Search to connect your employment entry to your Employer's Program Profile. The most accurate way to locate your Employer is by using their Licensed Facility Number or DCF Provider Number.

Please Note: *If you do not know your Employer's Licensed Facility number or DCF Provider number, search using the **EMPLOYER NAME** and **CITY**.*

Search for: Wisconsin Regulated Child Care and Education

Use your Licensed Facility or DCF Provider number to quickly find your employer.

Registry Organization / Program ID

🔍

Employer Name

🔍

City

🔍

Licensed Facility #

🔍 1010699

⑤ Search

DCF Provider #

🔍

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
⑥ 1234	Once Upon A Time Child Care Center	██████	1010699	7/31/2006

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- Contact us if you still cannot locate your employer.

5. After typing in the Licensed Facility number, click **SEARCH**.

6. The Employer information will display at the bottom of the page. Click on the Organization ID or Name of Employer to continue.

My Personal Profile

You selected the following program. Confirm the selected program is correct.

Program Information

Licensed Facility #	1010699
Effective	7/31/2006
Name	**Once Upon A Time Child Care Center**
Address	
Phone	
Email	

(7) Confirm   Return

7. Verify the information is correct for your Employer. Click **CONFIRM** to continue.

My Personal Profile

Program Information

Licensed Facility #	1010699
Effective	7/31/2006
Name	**Once Upon A Time Child Care Center**
Address	
Phone	
Email	

Position Information

Position*

-- Make a selection --

Hours Per Week*

Months per year*

☐ This is my primary employer

Ages you work with*

☐ Infants (0-12 months)   ☐ Five Year Olds (61-72 months)

☐ One Year Olds (13-24 months)   ☐ Elementary (K-5th grade)

☐ Two to Two and half (25-30 months)   ☐ Middle (6th-8th grade)

☐ Two and a Half to Three - (31-36 months) ☐ Secondary (High School)

☐ Three Year Olds - (37-48 months)   ☐ Adults

☐ Four Year Olds (49-60 months)

⑧

Start Date*   **End Date**

(mm/dd/yyyy)   (mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *   💡

○ I receive an hourly wage
○ I receive an annual salary
○ I do not wish to provide this information

Date of last wage increase

Status Self Reported

[Save] [Cancel]   **⑨**

8. Enter your position details.
9. Click **SAVE** to continue.

💡 *Compensation is an optional question, but the Wisconsin Registry does provide this data to many agencies across the state and nation to help close the gap in compensation.*

OTHER DIRECT CARE – *This employment type is for recording employment within a Public School/Private School, Out of State Child Care, Wisconsin regulated programs closed before 2001, etc.*

Finished Employment

Please add a record for every early care and education position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.
- *You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.*

1 Add Employment Record

Employer	Title	Compensation	Start	End	Status	
Heart Of A Child Llc Child Dev Cnt	Teacher	Not Provided	3/1/2020	Present	Self Reported	

Managerial Experience

Add Experience

Add Managerial Experience to your profile if you have one year experience as a manager per Wisconsin Department of Children and Families DCF 251.05(1)(d)(3)(a). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

My Personal Profile

Select the option that best describes your employer:

Return to Employment List

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

2 Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

Select

2. Click **SELECT** next to Other Direct Child Care

My Personal Profile

Do not add a new employer if you work in Wisconsin Regulated or legally exempt child care. Staff of YoungStar participant programs should click "Start Over" and select from the Wisconsin Regulated Child Care option.

Employer's Name*

Program Type*

-- Make Selection --

3

Contact First Name

Contact Last Name

Mailing Address*

Suite/Box#

Country

United States

Zip*:   City*   State*

WI

County*

Phone*

‑

Fax

‑

4 Save and Continue >   Start Over

3. Enter Employer details.
4. Click **SAVE AND CONTINUE**.

My Personal Profile

Program Information

(5)

Name

Example Direct Care

Address

123 Example Road, Madison, WI 53719
Dane County

Phone

608-111-1111

(6) [Confirm] [Return]

5. Confirm Program Information entered.
6. Click **CONFIRM**.

My Personal Profile

Program Information

Licensed Facility #	1010699
Effective	7/31/2006
Name	**Once Upon A Time Child Care Center**
Address	
Phone	
Email	

Position Information

Position*

-- Make a selection --

Hours Per Week*

Months per year*

☐ This is my primary employer

Ages you work with*

☐ Infants (0-12 months)   ☐ Five Year Olds (61-72 months)

☐ One Year Olds (13-24 months)   ☐ Elementary (K-5th grade)

☐ Two to Two and half (25-30 months)   ☐ Middle (6th-8th grade)

☐ Two and a Half to Three - (31-36 months)   ☐ Secondary (High School)

☐ Three Year Olds - (37-48 months)   ☐ Adults

☐ Four Year Olds (49-60 months)

Start Date*   End Date

(mm/dd/yyyy)   (mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *

○ I receive an hourly wage
○ I receive an annual salary
○ I do not wish to provide this information

Date of last wage increase

Status Self Reported

Save   Cancer

7. Enter position details.
8. Click **SAVE**.

TRAINING OR LOCAL/STATE AGENCY – *This employment type is for non-direct care, training or support agencies, or related government agencies.*

Finished Employment

Please add a record for every early care and education position you hold or have held in the past.

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- Enter an end date for any position which you no longer hold.
- *You may add records for practicum and student teaching experiences only if they were in a regulated program or public school.*

① Add Employment Record

	Employer	Title	Compensation	Start	End	Status	
ⓘ	Heart Of A Child Llc Child Dev Cnt	Teacher	Not Provided	3/1/2020	Present	Self Reported	✎

Managerial Experience

Add Experience

Add Managerial Experience to your profile if you have one year experience as a manager per Wisconsin Department of Children and Families DCF 251.05(1)(d)(3)(a). This is one way of meeting the managerial requirements for Administrator in licensed care centers.

1. Click on **ADD EMPLOYMENT RECORD** to add a new employer to your Employment History.

My Personal Profile

Select the option that best describes your employer:

Return to Employment List

Wisconsin Regulated Child Care and Education

- Licensed or Certified by the Department of Children and Families
- YoungStar Participants
- Legally Exempt Programs

Select

Other Direct Child Care

- Public/Private School
- Out of State Child Care
- Wisconsin regulated programs closed before 2001

Select

Training or Local/State Agency

- Non-Direct Care
- Training or support agencies
- Related government agencies

② Select

2. Click **SELECT** next to Training or Local/State Agency.

Search for: Training or Local/State Agency

Registry Organization / Program ID

🔍

Employer Name

🔍 Teachers on call

City

🔍 bloomington

Search

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address
53365	Teachers On Call	3001 Metro Drive Bloomington, MN 55425

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- Still can't find your employer? Start here

3. Enter Registry Organization ID/Program ID or Employer Name and City.
4. Click **SEARCH**.
5. Click on the Organization ID or Name to continue.

My Personal Profile

You selected the following program. Confirm the selected program is correct.

Program Information

Name	**Example Training Center**
Address	123 Example Road, Madison, WI 53719
	Dane County
Phone	
Email	608-111-1111

(6)

(7) [Confirm] [Return]

6. Confirm the Program Information.
7. Click **CONFIRM**.

My Personal Profile

Program Information

Name	**Teachers On Call**
Address	
Phone	
Email	

Position Information

Position*

-- Make a selection --

Hours Per Week*

Months per year*

☐ This is my primary employer

Ages you work with*

☐ Infants (0-12 months)   ☐ Five Year Olds (61-72 months)

☐ One Year Olds (13-24 months)   ☐ Elementary (K-5th grade)

☐ Two to Two and half (25-30 months)   ☐ Middle (6th-8th grade)

☐ Two and a Half to Three - (31-36 months) ☐ Secondary (High School)

☐ Three Year Olds - (37-48 months)   ☐ Adults

☐ Four Year Olds (49-60 months)

Start Date*   End Date

(mm/dd/yyyy)   (mm/dd/yyyy)

Compensation

The Registry recommends entering your wage information. *

○ I receive an hourly wage
○ I receive an annual salary
○ I do not wish to provide this information

Date of last wage increase

Status Self Reported

[Save]   [Cancel]   **9**

8. Enter position details.
9. Click **SAVE**.