



[Español](#)

Greetings!

With the previously announced changes taking effect soon, the Wisconsin Registry Team is reaching out with one final reminder to ensure you are prepared for the November 6 implementation of:

- Changes to the Documentation Submission Window and Incomplete Applications
- Training Event Roster Entry Window
- Application Facelift and Mobile First Layout of the Personal Profile

The Wisconsin Registry Team consistently reevaluates policies and procedures to ensure a high quality experience for all users of our system. After examining data related to processing time, partner needs, and members expectations we are making these changes so we can better support you!

As always, our team is here to support you via email and phone.

Sincerely,

The Wisconsin Registry Team

P: (608) 222-1123 | **F:** (608) 222-9779 | **E:** support@wiregistry.org



Documentation Submission Window and Incomplete Applications

Historically, members have had 45 days to send documentation after submitting a Registry membership application. This can lead to longer processing times due to delays in receiving documentation.

Based on our data and to reduce application processing times, the Wisconsin Registry is shortening the document submission window to 21 days.

Sending documentation is optional for a membership application. After submitting the online membership application, one of the following steps must be taken within 21 business days to complete the application.

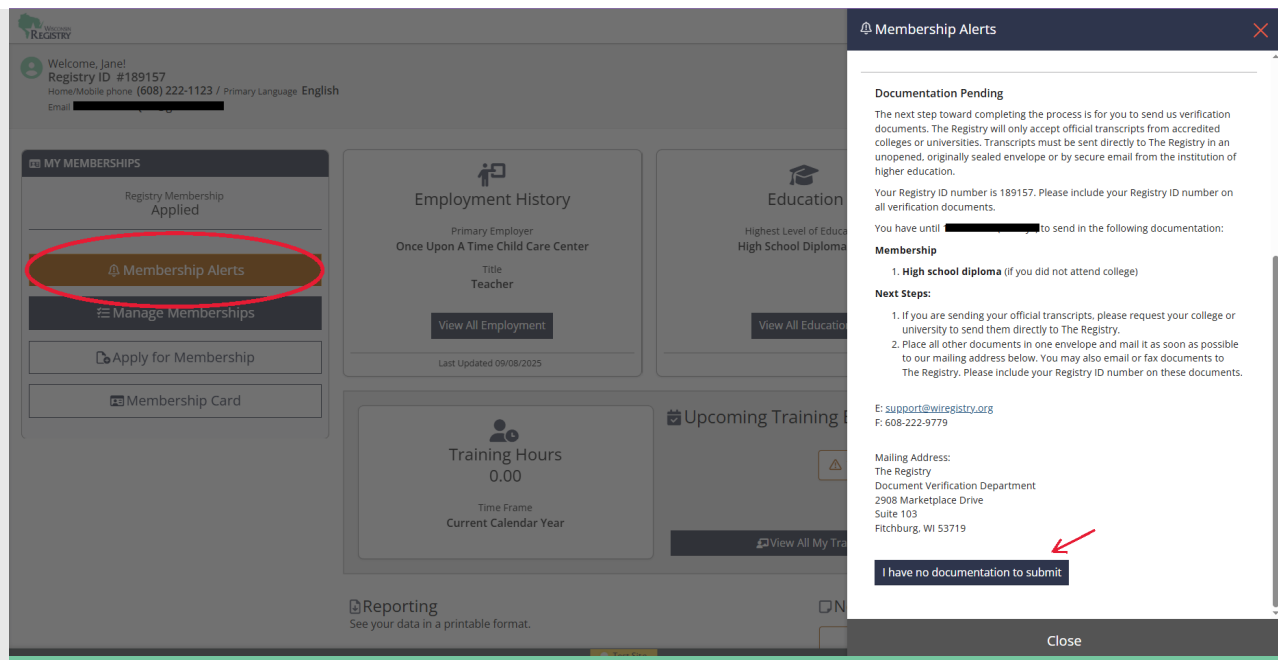
- Send Acceptable Documentation to the Wisconsin Registry via our support email address (support@wiregistry.org) or by mail.

Or

- Click the “I have no documentation to submit” button to confirm documentation will not be sent for this membership application.

After 21 days, if neither step is completed, incomplete applications will be cancelled.

A membership application can be resubmitted at any time within a Wisconsin Registry personal profile. All previously entered information will be saved.



Training Event Roster Entry Window

The Wisconsin Registry, our partners, and members rely on timely training event roster data entry. This ensures accurate recognition of members' achievements and ensures partners have the data to make decisions that support the field.

In order to better support these efforts, the training roster entry window is being shortened from 45 days to 15 days.

For individual members, no actions need to be taken related to this change.

For Trainers and Training Sponsor Organizations, the following Training Event Roster entry strategies may be helpful to you:

- If your event allows extra time for homework, set the end date of your event to match the homework due date (be sure to put this in the additional info).
- For in-person events, utilize the Registry app to scan an individual's Registry eID to verify attendance.
- Utilize Registry Online Registration for more efficient roster management. For more information, visit the [Training Sponsor](#)

[Organization Registration](#) page on the Wisconsin Registry site or the [Online Registration Toolkit](#).

Trainers and Training Sponsor Organizations should contact the Wisconsin Registry PD team if you have questions or concerns regarding attendance verification.

Application Facelift and Mobile First Layout of the Personal Profile

Beginning on November 6, 2025, all Wisconsin Registry users will see a new and improved Personal Profile when logging in to the Wisconsin Registry system. This enhanced layout ensures that your information is organized in a more user-friendly, mobile-first format.

While the layout is changing, the functionality will remain the same. You can still easily apply for membership, review and update your information, and download reports, such as the Registry Certificate of Achievement. Resources on our [website](#) will be updated to reflect these changes.

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

Edit Profile Information

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

Follow Wisconsin Registry on Facebook

The Wisconsin registry uses our [Facebook Page](#) to post weekly tips, important updates, staff highlights, and conferences we will be attending.



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