

This guide is for individuals looking to become an approved Wisconsin Registry Technical Assistance Professional (TA Professional). An approved Wisconsin Registry TA Professional offers services in technical assistance, mentoring, coaching, consultation, assessment, and professional development advising. TA Professionals are approved through their education and consulting and work experience in the field.

A Provisional TA Professional is one who has met the requirements as an approved TA Professional but lacks the 40 hours of TA Professional experience and 2 years of responsibility for the professional development of others.

If you are brand new to Wisconsin Registry here is information on [how to become a member](#).

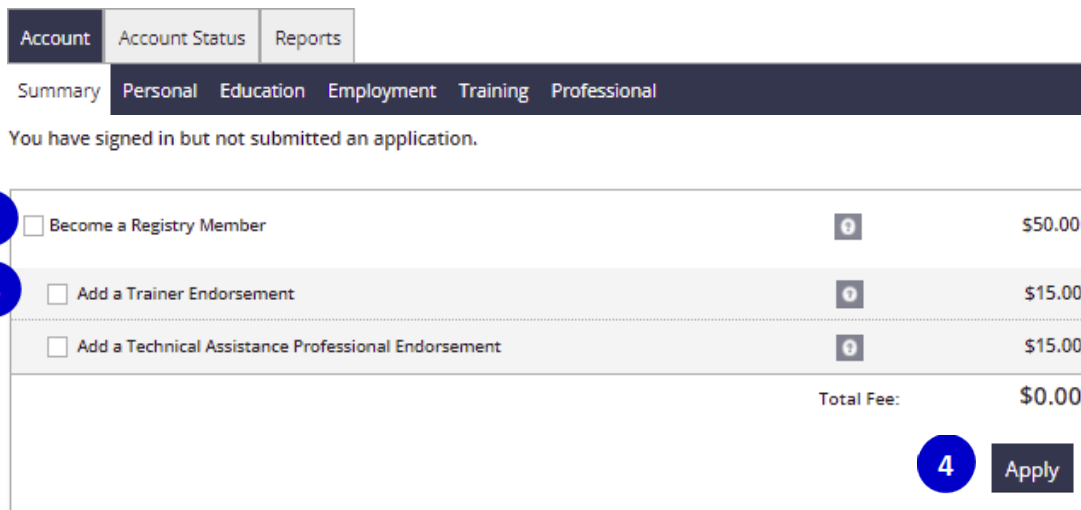
Review the [T-TAP Requirements Chart](#) to see the requirements to be approved as a TA Professional.



During the application process, documents can be updated to meet endorsement requirements if not already verified on your Wisconsin Registry account. Be sure to have any documentation applicable to the TA Professional requirements ready **before** you begin your Registry Trainer application.

STEP 1: Login into your Registry account

1. Login into your Wisconsin Registry account. On the home screen you will see your application box.



<input type="checkbox"/>	Become a Registry Member	\$50.00
<input type="checkbox"/>	Add a Trainer Endorsement	\$15.00
<input type="checkbox"/>	Add a Technical Assistance Professional Endorsement	\$15.00
Total Fee:		\$0.00
		<input type="button" value="Apply"/>

2. Check the box that says **BECOME A REGISTRY MEMBER**.
3. Check the box that says **ADD A TECHNICAL ASSISTANCE PROFESSIONAL ENDORSEMENT**. Aside from your membership fee there is a one-time fee of \$15.00 to add a Trainer endorsement.
4. Click the **APPLY** button.

STEP 2: Technical Assistance Professional Tab

1. Complete the general membership application.

Personal Information Education Employment History Training Professional Membership/Contributions **TA Professional Information** TA Professional Requirements Submit Application

Return to My Profile < Previous Step Save and Continue >

2 Training Languages:

Include my name in the Technical Assistance Professional directory
 Select this option to include your name in the TA Professional Directory.

3 Technical Assistance Professional Profile

Your profile appears when people search for you in the Technical Assistance Professional directory

4 TA Professional Directory Keywords
Enter Keywords...

2. Select the primary language or languages you will offer TA Professional events in.
3. Give us a brief overview about yourself. Your TA Professional profile will come up when individuals search for you in the TA Professional directory
4. Type in key topics in which individuals will be able to locate your profile when searching in the directory. *Hint: Enter training topics or content areas you specialize in. Be sure to include words that address your area of expertise and any other items of interest to those seeking the services you offer. This could include assessment tools or YoungStar criteria for which you have authorization to provide technical assistance for. Examples could include Ages and Stages Questionnaires, CHILD, CLASS, ECERS, FCCERS, ITERS, High Scope, Pyramid Model, WI Model Early Learning Standards, Go NAPSACC, etc.*



Please Note: you can choose not to have your name in the TA Professional Directory.

STEP 3: TA Professional Information

Assessments



1

Indicate the tools for which you have authorization. Documentation will be required with your application materials.

<input type="checkbox"/> Ages and Stages Questionnaires	<input type="checkbox"/> Verified
Add Info <input type="text"/>	
<input type="checkbox"/> Assessment, Evaluation and Programming Systems (AEPS)	<input type="checkbox"/> Verified
Add Info <input type="text"/>	

Endorsements

2

<input type="checkbox"/> CDA Professional Development Specialist	<input type="checkbox"/> Verified
<input type="checkbox"/> Qualified Observer for Infant Toddler Credential Observation 	<input type="checkbox"/> Verified
<input type="checkbox"/> Qualified Observer for Preschool Credential Observation 	<input type="checkbox"/> Verified
<input type="checkbox"/> Go NAPSACC	<input type="checkbox"/> Verified

< Previous Step

Save and Continue >

3

1. Check any assessments you are authorized to provide.
2. Check any additional endorsements you have completed training to be able to offer TA Professional events. If the course for the endorsement is not already on your training page, you will need to provide documentation with your application to prove you are approved to train the specific endorsement.
3. Click the **SAVE AND CONTINUE** button once you have completed each section.

STEP 4: Technical Assistance Professional Requirements Tab

Type
Technical Assistance Professional 1

Adult Education Verified

Complete both the T-TAP Foundations Course and the Technical Assistance Professional Course or equivalent. Click [here](#) to read more information.

This requirement applies to the following TA Professional levels:

Technical Assistance Professional **Provisional Technical Assistance Professional**

If these trainings are not in your Registry training list, upload proof of your completion of both of these trainings.

2

1 No documents have been added.
Click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

1. Select the **Technical Assistance Professional** under type unless you do not yet have the hours of experience and need to apply as a Provisional Technical Assistance Professional for now.
2. If the T-TAP Foundations and Technical Assistance Professional courses are not already verified on your training page, click the **+FILE** to upload documentation for proof of adult education and consulting completion. *This is required for BOTH Technical Assistance Professionals and Provisional Technical Assistance Professionals.*



Please Note: documentation must be uploaded to complete the application. If you feel information is already on your Registry account that will verify the requirement, upload a document indicating where the information can be found. Example: Adult Education course submitted by Trainer and is verified on my training page.

Provisional Technical Assistance Professional

Mentoring Agreement

Verified

You must have a mentoring agreement with an approved Registry Technical Assistance Professional for one year.


This requirement applies to the following TA Professional levels:

Provisional Technical Assistance Professional

Upload documentation for your mentoring agreement.

+File

1

 Documents are required.

Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx

One Year of Professional Growth of Another Adult

Verified

You must have one year of experience as a coach, mentor, or supervisor.


This requirement applies to the following TA Professional levels:

Provisional Technical Assistance Professional

Upload documentation for your experience. You can write a letter to serve as documentation of your experience.

+File

2

 Documents are required.

Please click the "+File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx


1. Click the **+FILE** to upload a copy of your **Mentoring Agreement** with an approved Wisconsin Registry TA Professional.
2. Click the **+FILE** to upload documentation of your year of experience supervising the professional growth of another adult.

Background Screenings

+Screening

3

You must provide a background screening dated within the last five years. Click [here](#) to read more information on this policy and how to obtain a criminal background record check.

 No Background Screenings have been entered.

Please click the "+Screening" button to upload documents.

3. Click the **+Screening** to upload a copy of your Department of Justice (DOJ) name-based criminal history record check within the last five years. For more information on obtaining a background check please see the [Obtaining a Criminal Background Check](#) guide.

As a Registry Approved TA Professional, I agree to the Training & Technical Assistance Professional Agreement.

< Previous Step

Save and Continue >

4. Review the Training and Technical Assistance Professional Agreement. Check the box to acknowledge you have reviewed and accepted the agreement.
5. Click SAVE AND CONTINUE

Technical Assistance Professional

Technical Assistance Experience

Verified

You must have at least 40 hours of technical assistance experience.

This requirement applies to the following TA Professional levels:

Technical Assistance Professional

Upload documentation for your experience.

+ File

1

⚠ Documents are required.

Please click the "+File" button to upload documents.

Two Years of Professional Growth of Another Adult

Verified

You must have had two years of responsibility for the professional development of others.

This requirement applies to the following TA Professional levels:

Technical Assistance Professional

Upload documentation for your experience. You can write a letter to serve as documentation of your experience.

+ File

2

⚠ Documents are required.

Please click the "+File" button to upload documents.

1. Click the **+ FILE** to upload documentation of hours of experience here. This document can be a self-generated list with the name of the center or program worked with, brief description of technical assistance offered, date, and the length of time of the technical assistance.
2. Click **+ FILE** and provide documentation of two years of experience supervising the professional growth of another adult.

Background Screenings

+Screening

3

You must provide a background screening dated within the last five years. Click [here](#) to read more information on this policy and how to obtain a criminal background record check.

⚠ No Background Screenings have been entered.
Please click the "+Screening" button to upload documents.

3. Click the **+Screening** to upload copy of your Department of Justice (DOJ) name-based criminal history record completed within the last five years. *For more information on obtaining a background check please see the [Obtaining a Criminal Background Check guide](#).*

As a Registry Approved TA Professional, I agree to the Training & Technical Assistance Professional Agreement.

< Previous Step

Save and Continue >

4. Review the Training and Technical Assistance Professional Agreement. Check the box to acknowledge you have reviewed and accepted the agreement.
5. Click **SAVE AND CONTINUE**

STEP 5: Submitting Your Application

*A submission fee is required where noted in order to process your Online Application. Payments will be processed immediately. All fees are subject to change without notice.
The Registry accepts and highly encourages payment via **all major credit cards** using our secure Stripe interface. A Stripe account is not required to use this service.
Alternatively you can send in a check payable to **The Registry** for the amount due. **Note:** An additional \$30 will be charged if your check is returned for any reason.

< Previous Step

Submit Application

1

1. Click **SUBMIT APPLICATION**.

Invoice	134001-20190313-2
Status	Unpaid
Amount	\$80.00
Coupon Code	<input type="text"/>

Apply

Pay Now

2

VISA M-CARD

2. Submit the payment online by selecting **PAY NOW** or mail in a check or money order to the Wisconsin Registry.

I have no documentation to submit

3

3. If you have no additional documentation to be sent to the Wisconsin Registry, please click the **I HAVE NO DOCUMENTATION TO SUBMIT** button. This will allow us to process the application with all documentation that was previously sent to the Wisconsin Registry.



A complete submission includes the online application, payment and sending in documentation/selecting the no documentation to submit. Standard processing time for all Trainer and TA Professional completed submissions is 2-4 weeks. Mail, email, or fax any other documentation, including certificates of training completion, to the Wisconsin Registry within 45 days. All official college transcripts must be sent directly to the Wisconsin Registry from the institution of higher education.