



Setting Up Your Registry Online Account

If you are a long time Registry member or a person brand new to the Registry, you will need to set up an online account to access your online and services.

To do so, please follow the steps below:

1. Visit our website at www.the-registry.org.

2. On the left hand side of the home page, you will see a box titled 'My Registry'. You will notice at the bottom of that box the words "Register As:" There you will choose Practitioner and enter the information requested. You may find that you already have a Registry record started. A record was started for you if you took a course where the trainer was required to enter your attendance.

*If you do see information that would indicate we have you in our system (although the details may need to be updated), make note of your Registry ID number and click on the Password Reminder button if needed.

*If you do not see a record for you, you will be asked to enter information. Once you have entered the requested information, a password will be sent to you.

You will then come back to the Registry website and log in with your Registry ID number and Password. Be sure to choose 'Individual' as your User Type. You can then access your Registry record and renew your certificate online by editing the information and clicking on submit.

The Registry

Home Application Credentials Professional Development Approval System Support Program Profile Insurance

You are here : Home Search [] Go

My Registry

Log In

User Type:

Individual

Organization

User ID: []

Password: [] **Sign In**

Forgot user id or password?

Don't have an account?

Register as: **Practitioner**

- Trainer

- Consultant

- Organization

Welcome to The Registry

I don't know my Registry ID or Password.

Everything is new at The Registry.

Click here to view update information.

The Registry, Wisconsin's Recognition System for the Childhood Care and Education Profession, acknowledges and highlights the training, experience and professionalism that is vital to quality child care.

The Registry awards a certificate verifying entry level and continuing education requirements defined by the State of Wisconsin Department of Children and Families. Training and education are also verified and represented by the levels of The Registry's career ladder.

All training is quantified by:

- Core knowledge areas as defined by the National Association for the Education of Young Children (NAEYC)
- CDA content areas as defined by the Council for Professional Recognition

Resources

Registry Update

Career Levels

Core Knowledge

Sample Certificate

Partner Links

Department of Children and Families

WECA

T.E.A.C.H.®

R.E.W.A.R.D.™

Child Care Information Center

The National Registry Alliance

Supporting Families Together

See back for information on items to have on hand when you fill out your application!

- 1. List of past and current employers including license number if worked at a licensed facility, address and start and end dates of each employment.**

And if applicable:

- 2. Copy of Entry Level completion postcards**
- 3. Copy of CPR and First Aid card**
- 4. Copy of High School diploma (if you did not attend college)**
- 5. Copy of official transcripts (internet copies not accepted)**
- 6. Training certificates from the past year**
- 7. Certificates of attendance from the Registry and any barcodes – not matter the date of the training**
- 8. Professional Contribution documentation – membership cards, accreditation verification, cooperating teacher certificate, etc.**