

Please review this policy before sending documentation to help ensure the documents you submit are eligible for entry on your MiRegistry profile. To have SELF-REPORTED information VERIFIED on your MiRegistry profile, you must submit acceptable documentation within 30 days of submitting a membership application/renewal.

Processing takes between 4-6 weeks from the date we receive complete documentation materials. Do **not** send documentation for already VERIFIED information. Please see our [Membership Documentation Checklist](#) to determine what documentation you should send.

Most common reasons documents are unacceptable

Missing information

No first or last name, issue date, expiration date, title or hours on documents

Unofficial transcripts

*Transcripts **must** be sent directly to MiRegistry from the school of attendance*

Expired

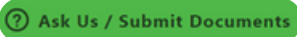


Documents must be valid (non-expired)


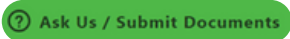
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The following tables provide guidelines for the documentation MiRegistry will accept:


Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
EDUCATION				
<h2>HIGH SCHOOL</h2> <p>You do not need to submit high school documentation if you intend to send acceptable documentation for one of the following:</p> <ul style="list-style-type: none"> Higher Education Degree CDA Educator Certification 	<u>Option 1:</u> High School Diploma or General Education Diploma (GED) or High School Equivalency Diploma (HSED)	School of Attendance <i>High school diploma, GED, and HSED must meet U.S. state requirements for approval.</i>	<ul style="list-style-type: none"> Full name Graduation date Diploma type Institution 	A PDF copy can be: <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the  button at the bottom of each page when logged into your MiRegistry account
	<u>Option 2:</u> High School Transcript	School of Attendance <i>High school transcript must meet U.S. state requirements for approval.</i>	<ul style="list-style-type: none"> Full name Graduation date Diploma type Institution 	A PDF copy can be: <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the  button at the bottom of each page when logged into your MiRegistry account
	<u>Option 3:</u> Evaluated High School Transcript or Diploma <i>Foreign transcripts/diplomas must be both translated and evaluated.</i>	Accredited Foreign Credential Evaluation Agency <i>Agency must be a NACES or AICE Affiliate Member</i> <ul style="list-style-type: none"> National Association of Credential Evaluation Services (NACES): NACES Member Agencies Association of International Credential Evaluators, Inc. (AICE): AICE Member Agencies 	<ul style="list-style-type: none"> Full name Graduation date Diploma type Institution 	A PDF copy can be: <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the  button at the bottom of each page when logged into your MiRegistry account Unevaluated transcripts/diplomas are not eligible for entry

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
EDUCATION				
<h2>HIGHER EDUCATION</h2> <ul style="list-style-type: none"> Some College Diploma Certificate Associate's Degree Bachelor's Degree Master's Degree Doctorate Degree 	<p><u>Option 1:</u></p> <p>Diploma</p> <p>Verification of DEGREE ONLY. To have college degree AND completed college credit verified, you must send an official transcript.</p>	<p>Accredited College or University</p> <p>The college or university must have been regionally accredited during the time of attendance.</p>	<ul style="list-style-type: none"> Full name Graduation date (or date of last attendance) Diploma type Institution <p>Major must be listed to verify the following degree field types:</p> <p>Early Childhood/Child Development, Child-Related, School-Age, or Other</p>	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the  button at the bottom of each page when logged into your MiRegistry account <p>Unaccredited diplomas are not eligible for entry.</p>
	<p><u>Option 2:</u></p> <p>Official Transcript</p> <p>Transcripts must be official.</p> <p>To be deemed official, a transcript must be sent from your college or university directly to MiRegistry.</p> <p>MiRegistry will recognize and verify courses that are at least 80% directly related to Michigan's Core Knowledge and Core Competency areas (CKCCs).</p>	<p>Accredited College or University</p> <p>The college or university must have been regionally accredited during the time of attendance.</p>	<ul style="list-style-type: none"> Full name Institution Degree type Credits Courses Course completion date(s) Graduation date (or date of last attendance) Major (if applicable) 	<p>Official transcripts must be sent from the issuing institution:</p> <ol style="list-style-type: none"> Via encrypted PDF to: support@miregistry.org Via mail to: MiRegistry, 2908 Marketplace Dr., Suite #103, Fitchburg, WI 53719 <p>If sent via mail, official transcripts must be in an unopened, originally sealed envelope.</p> <p>Unofficial transcripts will not be processed or retained by MiRegistry.</p> <p>Unaccredited transcripts are not eligible for entry.</p>
	<p><u>Option 3:</u></p> <p>Evaluated Transcript or Diploma</p> <p>Foreign transcripts/diplomas must be both translated and evaluated.</p> <p>To have college degree and completed college credit verified, you must send an evaluated transcript.</p>	<p>Accredited Foreign Credential Evaluation Agency</p> <p>Agency must be a NACES or AICE Affiliate Member</p> <ul style="list-style-type: none"> National Association of Credential Evaluation Services (NACES): NACES Member Agencies Association of International Credential Evaluators, Inc. (AICE): AICE Member Agencies 	<p><u>Diploma</u></p> <ul style="list-style-type: none"> Full name Institution Degree type Graduation date (or date of last attendance) Major (if applicable) <p><u>Additional Transcript Info.</u></p> <ul style="list-style-type: none"> Credits Courses Completion dates 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the  button at the bottom of each page when logged into your MiRegistry account <p>Unevaluated transcripts/diplomas are not eligible for entry</p>

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
EDUCATION/EDUCATOR CERTIFICATION				
<p>COLLEGE COURSES THAT QUALIFY FOR PROFESSIONAL DEVELOPMENT (PD) HOURS</p> <p>To be VERIFIED, qualifying college courses must meet the following requirements:</p> <ol style="list-style-type: none"> The course must have been completed within the last two years*. The course must be in one of the following categories: <ul style="list-style-type: none"> o Infant / Toddler o Early Childhood o School Age o Child Care Administration <p><small>*Two years may vary based on membership submission and/or materials received date.</small></p>	<p><u>Option 1:</u> Official Transcript</p> <p><i>Transcripts must be official.</i></p> <p><i>To be deemed official, a transcript must be sent from your college or university directly to MiRegistry</i></p> <p><i>MiRegistry will recognize and verify courses that are at least 80% directly related to Michigan's Core Knowledge and Core Competency areas (CKCCs)</i></p>	<p>Accredited College or University</p> <p><i>The college or university must have been regionally accredited during the time of attendance.</i></p>	<ul style="list-style-type: none"> • Full name • Institution • Degree type • Credits • Courses • Course completion date(s) • Graduation date (or date of last attendance) • Major (if applicable) 	<p>Official transcripts must be sent from the issuing institution:</p> <ol style="list-style-type: none"> Via encrypted PDF to: support@miregistry.org Via mail to: MiRegistry, 2908 Marketplace Dr., Suite #103, Fitchburg, WI 53719 <p><i>If sent via mail, official transcripts must be in an unopened, originally sealed envelope.</i></p> <p><i>Unofficial transcripts will not be processed or retained by MiRegistry.</i></p> <p><i>Unaccredited transcripts are not eligible for entry.</i></p>
<p>Educator Certification</p> <p>You do NOT need to send your educator certificate if your certification is SELF REPORTED and you intend to send any other documentation with your application. It will automatically be reviewed during application processing.</p> <p>If you do not intend to send any other documentation with your application, you must send your educator certificate in order for your educator certification to be VERIFIED.</p>	<p><u>Option 1:</u> Certificate</p>	<p>Michigan Department of Education</p>	<ul style="list-style-type: none"> • Must SELF REPORT PIC in the 'Education' tab of profile before submitting application • Must be able to be located on the MOECS Public Credential Search 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the Ask Us / Submit Documents button at the bottom of each page when logged into your MiRegistry account

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
ENDORSEMENTS/CREDENTIALS/CERTIFICATES				
CHILD DEVELOPMENT ASSOCIATE (CDA) Must be valid (non-expired)	<u>Option 1:</u> Certificate	Council for Professional Recognition	<ul style="list-style-type: none"> • Full name • Institution • CDA type • Issue date • Expiration date 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> 1. Emailed to support@miregistry.org 2. Sent via the Ask Us / Submit Documents button at the bottom of each page when logged into your MiRegistry account
CDA Professional Development Specialist (PDS) Must be valid (non-expired)	<u>Option 1:</u> Certificate	Council for Professional Recognition	<ul style="list-style-type: none"> • Full name • Institution • PDS type • Expiration date 	
INFANT FAMILY ASSOCIATE CREDENTIAL (IFA) Must be valid (non-expired)	<u>Option 1:</u> Credential	Michigan Association for Infant Mental Health (MI-AIMH)	<ul style="list-style-type: none"> • Full name • Institution • Credential type • Issue date 	
Infant Mental Health Endorsement Must be valid (non-expired) <i>Endorsements include the following:</i> -Infant Family Specialist -Infant Mental Health Specialist -Infant Mental Health Mentor	<u>Option 1:</u> Certificate	Michigan Association for Infant Mental Health (MI-AIMH)	<ul style="list-style-type: none"> • Full name • Institution • Credential type • Issue date 	

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ENDORSEMENTS/CREDENTIALS/CERTIFICATES				
MICHIGAN YOUTH DEVELOPMENT ASSOCIATE (MI-YDA) Must be valid (non-expired)	<u>Option 1:</u> Credential	Michigan AfterSchool Association	<ul style="list-style-type: none"> • Full name • Institution • Credential type • Issue date • Expiration date 	
MONTESSORI CREDENTIAL	<u>Option 1:</u> Credential	American Montessori Internationale (AMI) <i>OR</i> American Montessori Society (AMS) <i>OR</i> a MACTE accredited organization <i>that meets or exceeds 270 hours of academic training awarded within the United States</i>	<ul style="list-style-type: none"> • Full name • Institution • Credential type • Issue date 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> 1. Emailed to support@miregistry.org 2. Sent via the Ask Us / Submit Documents button at the bottom of each page when logged into your MiRegistry account
REGISTERED APPRENTICESHIP Early Care and Education	<u>Option 1:</u> Certificate	Apprenticeship program registered through the U.S. Department of Labor	<ul style="list-style-type: none"> • Full name • Institution • Apprenticeship type • Issue date 	

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
ENDORSEMENTS/CREDENTIALS/CERTIFICATES				
CLASS Reliability <i>Certificates do not verify training hours</i> <i>Must be valid (non-expired)</i>	<u>Option 1:</u> Certificate	Teachstone, Inc.	<ul style="list-style-type: none"> • Full name • Issue date • Expiration date • Institution name • Reliability type 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> 1. Emailed to support@miregistry.org 2. Sent via the <div>  Ask Us / Submit Documents </div> <p>button at the bottom of each page when logged into your MiRegistry account</p>
PQA Reliability <i>Certificates do not verify training hours</i> <i>Must be valid (non-expired)</i>	<u>Option 1:</u> Certificate	HighScope	<ul style="list-style-type: none"> • Full name • Issue date • Expiration date • Institution name • Reliability type 	
Other Certificates/ Diplomas <i>Must be related to early childhood or school age care</i> <i>Must be valid (non-expired)</i>	<u>Option 1:</u> Certificate or Diploma <i>An Other Diploma is not for verification of high school or higher education.</i>	Issuing Institution <i>Institution must be credible as determined by MiRegistry</i>	<ul style="list-style-type: none"> • Full name • Issue date • Expiration date (if applicable) • Institution name • Certificate or Diploma type 	
Other Endorsements/ Credentials <i>Must be related to early childhood or school age care</i> <i>Must be valid (non-expired)</i>	<u>Option 1:</u> Certificate	Issuing Institution <i>Institution must be credible as determined by MiRegistry</i>	<ul style="list-style-type: none"> • Full name • Issue date • Expiration date (if applicable) • Institution name • Certificate or Endorsement type 	

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
CERTIFICATES/PROFESSIONAL MEMBERSHIPS				
<h2>CPR and First Aid Certifications</h2> <p>For a CPR certification to be VERIFIED on the 'Education' tab of the profile, the certificate must specify that pediatric, child, and/or infant age groups were addressed.</p> <p>PLEASE NOTE: 'total', 'BLS', 'complete', 'for K-12' etc. does not constitute specification of ages addressed</p> <p>Must be valid (non-expired)</p>	<p><u>Option 1:</u> Certificate</p> <p>CPR and First Aid certificates issued by a MiLEAP approved organization with the appropriate ages specified will be VERIFIED as professional development (PD) training hours as well.</p>	<p>MiLEAP Approved Organization</p>	<ul style="list-style-type: none"> • Full name • Institution name • Course title • Specified age groups addressed as required by licensing • Issue date • Expiration date 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> 1. Emailed to support@miregistry.org 2. Sent via the <p>? Ask Us / Submit Documents</p> <p>button at the bottom of each page when logged into your MiRegistry account</p>
<h2>Professional Membership</h2> <p>For a professional membership to be VERIFIED on the 'Professional' tab of the profile, the organization must be available as a drop-down choice to be SELF-REPORTED.</p> <p>Must be valid (non-expired)</p>	<p><u>Option 1:</u> Membership Card</p>	<p>Professional Membership Organization</p>	<ul style="list-style-type: none"> • Full name • Institution name • Expiration date • Membership type 	

Documentation for Verification of	Documentation Type	Must Be Issued by	Must Include	How To Send
CERTIFICATES				
<p>TRAINING CERTIFICATES (NOT MIREGISTRY APPROVED)</p> <p>Do not send certificates of training taken through a MiRegistry approved trainer or training sponsor.</p> <p>For MiRegistry approved trainings, you must reach out directly to the trainer/training sponsor contact to request attendance verification.</p> <p>Please note: <i>Great Start to Quality does NOT accept reviewed training hours since they are not MiRegistry approved.</i></p>	<p><u>Option 1:</u> Certificate</p>	<p>An organization that is NOT MiRegistry approved</p> <p>CEUs must be issued by a higher education institution or an IACET accredited organization to be eligible for entry.</p> <p>The certificate must display IACET accreditation status.</p>	<ul style="list-style-type: none"> Attendee Full name Completion date Training organization name Course title- <i>must be ECE or school age related</i> Number of hours or hours equivalent 	<p>A PDF copy can be:</p> <ol style="list-style-type: none"> Emailed to support@miregistry.org Sent via the Ask Us / Submit Documents button at the bottom of each page on the website <p><i>PLEASE NOTE: documentation of training that is over 2 years old or under 1 hour is not eligible for entry.</i></p>

Definitions

1. **“Accredited College or University”** means a college or university that has been accredited by a regional or national institutional accrediting association recognized by the United States Department of Education.
2. **“CEU”** means a continuing education unit awarded by an accredited college or university sponsor of continuing education units or equivalent awarded by the state board of education. CEUs from the International Association of Continuing Education and Training (IACET) are directly transferable as approved CEUs per a collaborative agreement between the State of Michigan and IACET.
3. **“ECE”** means early childhood education.
4. **“Evaluated Transcript”** means international transcripts that have been both translated and evaluated. Transcripts must be both translated and evaluated by an accredited credential evaluation agency. The credential evaluation agency will charge a fee for this service. MiRegistry only accepts transcripts that are both translated and evaluated from the following accrediting bodies: National Association of Credential Evaluation Services (NACES) and Association of International Credential Evaluators, Inc. (AICE).
5. **“Full name”** means first and last name.
6. **“Institution”** means the issuing entity of a diploma, transcript, certificate, endorsement, credential, professional membership, or training certificate.
7. **“MiRegistry Approved Training”** means training that has been submitted to MiRegistry by a MiRegistry approved trainer or MiRegistry training sponsor organization that meets the qualification for approval.
8. **“MOECS”** means Michigan Online Educator Certification System which is the system used by individuals to apply for, or renew, educator certificates.
9. **“Official Transcript”** means an encrypted .pdf file of the transcript sent directly from the school of attendance to support@miregistry.org or a sealed transcript sent directly from the school of attendance to MiRegistry (2908 Marketplace Dr, Suite 103, Fitchburg, WI 53719).
10. **“PIC”** means Personal Identification Code which is a unique number assigned to certified teachers within MOECS.
11. **“Reviewed Training”** means verification of these training hours are not MiRegistry approved and were sent via certificate to MiRegistry and verified during membership processing. The certificate(s) must include the following information:

attendee full name, date of training completion, training sponsor/trainer name, number of training hours, and course title related to ECE or School-Age care.
12. **“Unevaluated Transcript”** means any higher education document that has not been translated or evaluated per the evaluated transcript definition (4) above.
13. **“Unofficial Transcript”** means a copy of a transcript sent to MiRegistry, a transcript marked unofficial sent directly from the school of attendance to MiRegistry, or an unsealed transcript sent to MiRegistry.
14. **“Valid”** means non-expired on the date in which the materials are processed in date order.

Documentation is NOT eligible for entry if:

- Documentation has been altered. MiRegistry reserves the right to provide documentation to the issuing institution to determine if the documentation has been altered. Altered documentation includes:
 - a. Documentation created on behalf of an issuing institution or trainer
 - b. Documentation has written information added (not including MiRegistry ID)
 - c. Documentation that has been digitally altered
 - d. Documentation that has crossed out, white outed, or manipulated information
 - e. Documentation that has been otherwise determined to be altered by MiRegistry staff and/or the issuing institution
- Documentation is illegible as determined by MiRegistry staff. You may be asked to renew your membership and/or resubmit the documentation in a legible format.
- Documentation has missing or incomplete information. (ex. incomplete or missing date(s), first or last name, hours, etc.)
- Documentation does not have an issuing institution listed.
- Documentation of training is unrelated to early childhood education (ECE) or out of school time (OST) care as determined by MiRegistry staff.
- Documentation is expired (not valid) on or after the date of receipt.
- Documentation of training hours are:
 - a. Under 1 hour.
 - b. Over 2 years old.
 - c. Dated as completed on a future date.
- Documentation is submitted as a professional development (PD) log/record, MOECS log, or transcript of training. Individual certificates must be submitted for training hours to be reviewed.
- Documentation of training is conducted or verified by the attendee.
- Documentation of qualifications is issued by an unrecognized institution.
- Documentation does not constitute completion such as a:
 - a. Registration confirmation.
 - b. Email.
 - c. Agenda.
 - d. Sign-in sheet.
 - e. Other documentation that does not constitute completion.
- Documentation of CPR/First aid:
 - a. Only includes online portion completion.
 - b. Does not specify age groups required by licensing.
 - c. Is issued by an organization that is not MiLEAP approved.

Documentation is NOT eligible for entry if:

- Documentation specifies the training is not for continuing education (CE) use.
- Documentation is issued by or associated with a MiRegistry approved training sponsor organization (TSO) or approved trainer. You must reach out directly to the TSO or approved trainer to request attendance verification for these trainings.
- Documentation confirms personal identification information such as (a):
 - a. Social security card.
 - b. Driver's license.
 - c. Birth certificate.
 - d. Marriage license.
 - e. Other documentation confirming personal identification.
- Documentation confirms employment information such as (a):
 - a. Paystub.
 - b. Tax document.
 - c. Letter of recommendation.
 - d. Other documentation confirming employment information.
- Documentation verifies volunteer and/or professional contributions.
- Documentation of educator certification or professional license is issued outside of the state of Michigan.
- Documentation for higher education via transcript is unofficial.
- Documentation for foreign high school or higher education via diploma(s)/transcript(s) is not translated and/or unevaluated.
- Documentation is for fingerprinting, background checks, or medical clearance.
- Documentation is for child care center or child care home policies.
- Documentation of certifications, endorsements, or credentials are unrelated to early childhood or out of school time care.
- Documentation is supporting a trainer application without an open trainer application such as:
 - a. List of trainings conducted.
 - b. Resume.
 - c. Trainer renewal documents.
- Documentation for other unrelated entries is determined not eligible by MiRegistry staff.
- Documentation of LARA or MiLEAP approval letters are submitted in lieu of individual credentials.
- Documentation is submitted via hyperlink or as a file format other than .pdf such as a .html, .eml, .docm, .xlsm, etc.