

## ***Submitting a Michigan Registry Trainer Application***

This guide will walk you through submitting a trainer application and sending in follow-up documentation.

Go to [www.miregistry.org](http://www.miregistry.org)



1. Click the **SIGN IN** button.

Log In

Log in



Powered by  INSIGHT

Rectangular Site  
Email address

Password

Remember me

Log in

[Forgot Password?](#)

[Create Account](#)



1. Enter your email and password.
2. Click **LOGIN**.

## Become a Trainer

### My Individual Profile

Summary Personal Education Employment Training Professional Reports

Welcome, Pamela Test  
You have signed in but not submitted an application.

Become a trainer Apply/Renew

Registry ID 1032  
Pamela Test  
6543 Main St.  
Allenton, MI 48002  
(456) 123-1654  
[registrymichigan+pamtest@gmail.com](mailto:registrymichigan+pamtest@gmail.com)  
Change Email

Notes From Staff (0)  
No Notes Exist

Organization Profile Management  
Do any of the following apply to you?  
You would like to

1. Check the 'Become a trainer' box.
2. Click **APPLY/RENEW**.

## Start the Application

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Professional
6. Trainer Information
7. Submit Application

Start Application

1. Click **START APPLICATION**.

## Start the Application

### Personal Information

Personal Information

Education

Employment

Training

Professional

Trainer  
Information

Submit  
Application

Registry ID **1032**

First Name\*

Pamela

Middle Name

Last Name\*

Test

I want to provide my previous last name(s).

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address\*

registrymichigan+pamtest@gmail.com

#### Mailing Address

This is a business address

Street Address\*

6543 Main St.

Apt/Suite #

Zip

48002

City\*

Allenton

State\*

MI

County\*

Saint Clair

#### Home Address

Same as mailing address

Street Address

6543 Main St.

Apt/Suite #

Zip

48002

City

Allenton

State

MI

County

Saint Clair

1. Verify your name and address.

### Ethnicity

Are you of Hispanic or Latino origin?\*

Yes  No  Unspecified 

Do you consider yourself?\*



Select All that Apply

---

### Language

Primary Language\*



Secondary Language



Preferred Training Language



### Additional Information

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?



### Communication Preferences

We may send periodic communications related to the registry and your account. You are automatically subscribed to receive these communications. If do not wish to receive these communications please unsubscribe.

Unsubscribe  
You will not receive informational emails from us, but you will continue to receive emails regarding your account.

Subscribe  
You will receive informational emails from us in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#) [Save and Continue >](#)



1. Select your ethnicity, language and communication preferences.
2. Click **SAVE AND CONTINUE**.

## Education

### Education

Personal Information **Education** Employment Training Professional Trainer Information Submit Application

High School

Click the Edit button to update your information [Edit](#)

Higher Education -- Add New --

Click Add New to update your information

Certificates or Diplomas -- Add New --

Click Add New to update your information

Endorsements or Credentials -- Add New --

Click Add New to update your information

CDA Credentials -- Add New --

Click Add New to update your information

Infant Mental Health Endorsement -- Add New --

Click Add New to update your information

Licensing Requirements -- Add New --

Click Add New to update your information

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

1. Enter your High School and Higher Education information.
2. Enter any certificate, endorsements, credentials, and/or other items designated on the Education page.
3. Click **SAVE AND CONTINUE**.

## Employment History

### Employment History

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	------------	----------	--------------	---------------------	--------------------

Please add an employment record for every early childhood and school-age care 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.



[Add Position](#)

 **No Employment Entered**  
No employment has been added to this online application

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

1. To enter employment, click **ADD POSITION**.

## Employer Search-Licensed Programs

### Select Employer Type

 Impersonate

If your employer already has an account in the Michigan Registry, we want to help you connect with the existing organization profile.

[Return to Employment List](#)

#### Search for Licensed Programs

If your employer is licensed, select this category to search by license number, name, or city. Don't know your license number? [Click here.](#)

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)

[Select](#)

#### Manual Employment Entry

Selecting this category will allow you to add information to your employment history but will not connect you with an existing organization profile. This may apply to the following:

- An organization or program that is not found using the other employer search options listed on this page
- Child care work experience not associated with a licensed program
- A relevant organization that is not related to the field of early childhood or school age care
- Organizations that are no longer operational
- Programs outside the State of Michigan

[Select](#)

#### Search for Other Organization Types

Selecting this category will allow you to enter an organization ID number to connect with one of the following:

- Tribal Child Care Center
- Training Organizations
- Registered organization that does not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agency that does not provide direct early childhood or school age care
- State and local government

[Select](#)

1. Select your employer type.
2. For employers that are unable to be found using the search feature from Direct Care or Other Organizations, select the 'Manual Employment Entry' option.

## Employer Search

Search for: Direct care and education programs

If your past or present employer provides direct care to children up to age twelve and is licensed by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division using the license number to search is the fastest way to find your employer. If your employer is not licensed or you don't know the license number, you can use one or more of the other fields to find your employer.

Organization Registry ID

Employer Name

City

Search

Child Care License ID

Start Over

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

Organization ID	Name	Address	License	Effective
<a href="#">11193</a>	<a href="#">A.B.C.'s Center of Joy</a>	18600 Fenelon Detroit, MI 48234	DF820329159	7/11/2016- 7/10/2019
<a href="#">19321</a>	<a href="#">A.J.'s ABC's &amp; 123's Daycare</a>	19940 Waltham Street Detroit, MI 48205	DG820276026	5/2/2015- 5/1/2017

1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
2. Select your organization from the list.

## Position Details

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

### Program Information

Name	<b>ABC Learning Center</b>
Address	1234 Happy Lane, Dewitt, MI 48820 Clinton County United States
Phone	(222) 222-2222
Email	<a href="mailto:registrymichigan+pattest@gmail.com">registrymichigan+pattest@gmail.com</a>



Confirm

Return

1. Confirm that the organization selected is correct.

## Program Information

Name **ABC Learning Center**  
Address 1234 Happy Lane, Dewitt, MI 48820  
Clinton County  
United States  
Phone (222) 222-2222  
Email [registrymichigan-pattest@gmail.com](mailto:registrymichigan-pattest@gmail.com)

## Position Information

Title\*  
-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age Group(s) working with\*

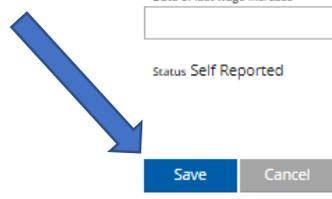
Infants (birth until one year)  School-age (kindergarten entry through age twelve)  
 Toddlers (one year to 30 months)  Adults  
 Preschool (30 months to kindergarten entry)

Start Date\* (mm/dd/yyyy) End Date (mm/dd/yyyy)

Hourly wage at this position \$

Date of last wage increase

Status Self Reported



Save Cancel

1. Enter your position information.
2. Click **SAVE**.

## Employer Search-Manual Employment Entry

### Select Employer Type

 Impersonate

If your employer already has an account in the Michigan Registry, we want to help you connect with the existing organization profile.

[Return to Employment List](#)

#### Search for Licensed Programs

If your employer is licensed, select this category to search by license number, name, or city. Don't know your license number? [Click here.](#)

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)

Select

#### Manual Employment Entry

Selecting this category will allow you to add information to your employment history but will not connect you with an existing organization profile. This may apply to the following:

- An organization or program that is not found using the other employer search options listed on this page
- Child care work experience not associated with a licensed program
- A relevant organization that is not related to the field of early childhood or school age care
- Organizations that are no longer operational
- Programs outside the State of Michigan

Select



#### Search for Other Organization Types

Selecting this category will allow you to enter an organization ID number to connect with one of the following:

- Tribal Child Care Center
- Training Organizations
- Registered organization that does not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agency that does not provide direct early childhood or school age care
- State and local government

Select

1. Press **SELECT** for manual employment entry.

## Enter Employer Details

Employer's Name\*

Program Type\*

Contact First Name

Contact Last Name

Mailing Address\*

Suite/Box#

Country

Zip\*      City\*      State\*  
           

County\*

Phone\*  
 -  -

Fax  
 -  -

[Save and Continue >](#) [Start Over](#)



1. Fill out the Employer details.
2. Click **SAVE AND CONTINUE**.

## Position Details

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

### Program Information

Name	<b>ABC Learning Center</b>
Address	1234 Happy Lane, Dewitt, MI 48820 Clinton County United States
Phone	(222) 222-2222
Email	<a href="mailto:registrymichigan+pattest@gmail.com">registrymichigan+pattest@gmail.com</a>



Confirm

Return

1. Confirm that the organization details are correct.

## Program Information

Name **ABC Learning Center**  
Address 1234 Happy Lane, Dewitt, MI 48820  
Clinton County  
United States  
Phone (222) 222-2222  
Email [registrymichigan+pattest@gmail.com](mailto:registrymichigan+pattest@gmail.com)

## Position Information

Title\*  
-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age Group(s) working with\*

- Infants (birth until one year)       School-age (kindergarten entry through age twelve)  
 Toddlers (one year to 30 months)       Adults  
 Preschool (30 months to kindergarten entry)

Start Date\*  
  
(mm/dd/yyyy)

End Date  
  
(mm/dd/yyyy)

Hourly wage at this position  
\$

Date of last wage increase

Status Self Reported



1. Enter your position information.
2. Click **SAVE**.

## Employer Search-Other Organizations Types

### Select Employer Type

 Impersonate

If your employer already has an account in the Michigan Registry, we want to help you connect with the existing organization profile.

[Return to Employment List](#)

#### Search for Licensed Programs

If your employer is licensed, select this category to search by license number, name, or city. Don't know your license number? [Click here.](#)

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)

Select

#### Manual Employment Entry

Selecting this category will allow you to add information to your employment history but will not connect you with an existing organization profile. This may apply to the following:

- An organization or program that is not found using the other employer search options listed on this page
- Child care work experience not associated with a licensed program
- A relevant organization that is not related to the field of early childhood or school age care
- Organizations that are no longer operational
- Programs outside the State of Michigan

Select

#### Search for Other Organization Types

Selecting this category will allow you to enter an organization ID number to connect with one of the following:

- Tribal Child Care Center
- Training Organizations
- Registered organization that does not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agency that does not provide direct early childhood or school age care
- State and local government

Select



1. Press **SELECT** for other organizations listed.

## Employer Search

Search for: Other Organization Types

Organization Registry ID

Employer Name

City

Search

Start Over

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

Organization ID	Name	Address
<a href="#">19573</a>	<a href="#">Pamela Test Training Consultant</a>	8579 Cat St. Allenton, MI 48002
<a href="#">19579</a>	<a href="#">Sample Training Organization</a>	123 Our Street Lansing, MI 48910

### 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](#)

1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
2. Select your organization from the list.
3. If your organization is not listed below, click **START HERE**.

## Enter Employer Details

Employer's Name\*

Program Type\*

Contact First Name

Contact Last Name

Mailing Address\*

Suite/Box#

Country

Zip\*:  City\*:  State\*:

County\*

Phone\*  
 -  -

Fax  
 -  -

[Save and Continue >](#) [Start Over](#)



1. Please note that if your employer was found in the search, you will skip this step.
2. Fill out the Employer details.
3. Click **SAVE AND CONTINUE**.

## Position Details

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

### Program Information

Name	<b>ABC Learning Center</b>
Address	1234 Happy Lane, Dewitt, MI 48820 Clinton County United States
Phone	(222) 222-2222
Email	<a href="mailto:registrymichigan+pattest@gmail.com">registrymichigan+pattest@gmail.com</a>



**Confirm** Return

1. Confirm that the organization details are correct.

## Program Information

Name **ABC Learning Center**  
Address 1234 Happy Lane, Dewitt, MI 48820  
Clinton County  
United States  
Phone (222) 222-2222  
Email [registrymichigan+pattest@gmail.com](mailto:registrymichigan+pattest@gmail.com)

## Position Information

Title\*  
-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age Group(s) working with\*

Infants (birth until one year)

School-age (kindergarten entry through age twelve)

Toddlers (one year to 30 months)

Adults

Preschool (30 months to kindergarten entry)

Start Date\*  
(mm/dd/yyyy)

End Date  
(mm/dd/yyyy)

Hourly wage at this position  
\$

Date of last wage increase

Status Self Reported



Save Cancel

1. Enter your position information.
2. Click **SAVE**.

## Employer Search-Return to Employment List

### Select Employer Type

If your employer already has an account in the Michigan Registry, we want to help you connect with the existing organization profile.

 Impersonate





#### Search for Licensed Programs

If your employer is licensed, select this category to search by license number, name, or city. Don't know your license number? [Click here.](#)

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)

Select

#### Manual Employment Entry

Selecting this category will allow you to add information to your employment history but will not connect you with an existing organization profile. This may apply to the following:

- An organization or program that is not found using the other employer search options listed on this page
- Child care work experience not associated with a licensed program
- A relevant organization that is not related to the field of early childhood or school age care
- Organizations that are no longer operational
- Programs outside the State of Michigan

Select

#### Search for Other Organization Types

Selecting this category will allow you to enter an organization ID number to connect with one of the following:

- Tribal Child Care Center
- Training Organizations
- Registered organization that does not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agency that does not provide direct early childhood or school age care
- State and local government

Select

1. After the employment history is entered, select **RETURN TO EMPLOYMENT LIST**.

## Employment History

Please add an employment record for every early childhood and school-age care 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.

Program	Title	Wage	Start	End	Status	
Education Station	Trainer	N/A	10/2/2017	Present	Verified by Program	

Add Position

Finished Employment

1. Click **FINISHED EMPLOYMENT** to continue your application.

## Employment History

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	------------	----------	--------------	---------------------	--------------------

Please add an employment record for every early childhood and school-age care 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.

**No Employment Entered**  
No employment has been added to this online application

Return to My Profile

< Previous Step   **Save and Continue >**

Add Position

1. Click **SAVE AND CONTINUE**.

### Training

Personal Information

Education

Employment

Training

Professional

Trainer  
Information

Submit  
Application

#### Training Documentation

##### Have you attended a training or event you would like added to your training record?

- If you have taken training or attended a professional development event that is related to the field of early childhood or school age care that is not included in the Training Calendar and would like to have them reviewed by registry staff for consideration, please upload evidence of attendance/completion. Registry staff will review your submission and add applicable training and/or events to your record.
- All trainings and events that are available through the Michigan Professional Development Registry Training Calendar are automatically added to your training record when you successfully complete them.

⚠ No documentation entered.

⚠ No training has been added to this online application

Return to My Profile

< Previous Step

Save and Continue >



1. Trainings that you have received with be listed on this page.
2. Please note that you cannot enter information on this page, you can send any training certificates that you need entered on this page to [support@miregistry.org](mailto:support@miregistry.org).
3. Click **SAVE AND CONTINUE**.

### More Information

Personal Information

Education

Employment

Training

Professional

Trainer  
Information

Submit  
Application

#### Memberships

-- Select to add Professional Membership -- ▼

#### Professional Contributions

-- Select to add Professional Contribution -- ▼

Return to My Profile

< Previous Step

Save and Continue >



1. Add any memberships or professional contributions.
2. Click **SAVE AND CONTINUE**.

## Trainer Information

### Trainer Information

Personal Information

Education

Employment

Training

Professional

Trainer Information

Submit Application

Select the trainer type that best describes your training activity.

Schedule Availability

Weekdays

Time of Day

Daytime

Miles Willing to Travel

500

Training Counties

All items checked

Training Languages:

English



Include my name in trainer lists

Trainer Profile

I have seven years of training and education experience with over fifteen years in Early Childhood Education.

Your profile appears when people search for you in the Trainer directory

Trainer directory keywords

infant x toddlers x preschool x ADHD x Art x Math x

Enter any keywords that may help locate your profile in the directory.

1. Enter your trainer information in the fields.
2. Please note that checking 'Include my name in trainer lists' will allow for Resource Centers to search your name to schedule training events.

## Age Group Expertise\*

- Infants (birth until one year)
- Toddlers (one year to 30 months)
- Preschool (30 months to kindergarten entry)
- School-age (kindergarten entry through age twelve)
- Adults

## Trainer Documentation

[Add Documentation](#)

 No documentation entered.

## Core Competency Area(s) \*

Select core competencies for which you have training experience.

- |   |                                   |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> <b>ECE - Child Development</b> ⓘ                | <input type="checkbox"/> Verified |
| <input type="checkbox"/> ECE - Interactions and Guidance ⓘ                          | <input type="checkbox"/> Verified |
| <input checked="" type="checkbox"/> <b>ECE - Teaching and Learning</b> ⓘ            | <input type="checkbox"/> Verified |
| <input type="checkbox"/> ECE - Observation, Documentation, and Assessment ⓘ         | <input type="checkbox"/> Verified |
| <input checked="" type="checkbox"/> <b>ECE - Health, Safety, and Nutrition</b> ⓘ    | <input type="checkbox"/> Verified |
| <input type="checkbox"/> ECE - Family and Community Engagement ⓘ                    | <input type="checkbox"/> Verified |
| <input type="checkbox"/> ECE - Professionalism ⓘ                                    | <input type="checkbox"/> Verified |
| <input type="checkbox"/> ECE - Management ⓘ   | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Child/Youth Growth and Development ⓘ          | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Learning Environments and Curriculum ⓘ        | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Child/Youth Observation and Assessment ⓘ      | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Interactions with Children and Youth ⓘ        | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Youth Engagement ⓘ                            | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Cultural Competency and Responsiveness ⓘ      | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Family, School, and Community Relationships ⓘ | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Safety and Wellness ⓘ                         | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Program Planning and Development ⓘ            | <input type="checkbox"/> Verified |
| <input type="checkbox"/> School Age - Professional Development and Leadership ⓘ     | <input type="checkbox"/> Verified |

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)



1. Enter age group expertise and core competency areas and click **SAVE AND CONTINUE**.

## Submit Application

Personal Information

Education

Employment

Training

Professional

Trainer  
Information

Submit  
Application

### Instructions:

This is the final step of your online application. Once you press the **Submit Application** button below, you will not be able to edit until your application has been verified.

### Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance

By submitting my application, I hereby agree that the information provided on this Registry Application is complete, accurate, and will be entered into the Michigan Professional Development Registry.

### What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be "locked" which means you can view but not edit your professional record.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Pathways Category Certificate and unlock your account.
- This application counts as your official application. Michigan Professional Development Registry does not accept paper applications.

### Application Selections

Item	Level	Expires
Trainer	None - Initial	N/A

Cancel

< Previous Step

Submit Application

1. Once your application is complete, select **SUBMIT APPLICATION**.

## Submit Application

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	------------	----------	--------------	---------------------	--------------------

✓ Application Successfully Submitted.  
Your application has been successfully submitted on **02/13/2018**.

I have no documentation to submit

[Return to My Profile](#)

1. Success! Your trainer application is submitted.
2. You will receive a confirmation email from MiRegistry with next steps. This includes sending in the following information:
  - **Field Experience and Training List, including:**
    - List of workshops, trainings, and classes you've **presented** on in the last 5 years making sure to include title, date **and hours** of the training.
    - List of relevant field experience.
    - Email items to: support@miregistry.org
  - **Your official university, college, or vocational school transcripts.**

Official transcripts must be mailed directly or sent as an e-transcript or encrypted PDF to the Michigan Registry directly from the school that issued them. Unofficial and opened student copies will not be accepted.

- Mail items to:  
Michigan Registry  
2908 Marketplace Dr., Suite 103  
Fitchburg, WI 53719
- Email items to: support@miregistry.org

3. Please note that your profile will be locked from editing until it is approved.