How to Become a MiRegistry Member

This guide will walk you through creating and submitting your membership application.

Go to www.miregistry.org

1. Click SIGN IN.
2. If you do not have an account, see our guide on creating a MiRegistry account.
1. Check the ‘Become a member’ box and click APPLY/RENEW.
1. The membership application will take you through the above six steps.
2. To accurately fill out the information, having access to your updated resume with dates of employment and education can be helpful.
3. Click **START APPLICATION.**
1. Your personal page will autofill your name and address from the information you provided when your account was created.
1. Your phone number and birthdate will autofill from the information you provided when your account was created.
2. Fill in your ethnicity and gender information. Please note that you may choose ‘unspecified’.
1. Click **SAVE AND CONTINUE >**.
1. To add education information, click the **EDIT** button.
1. Enter in your High School graduation date, or mark that you do not have a High School/GED Diploma.
2. Click **SAVE AND CLOSE**.
1. To continue adding information on your education page, view the options on each drop-down menu and complete the information in each pop-up box.
2. Click **SAVE AND CONTINUE**.
1. To add field related experience, select **EDIT EMPLOYMENT**.

**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.

1. Select **ADD POSITION**.
2. To enter education, you must search for your organization based on the following organization types:
   a. Direct care and education programs
   b. Employment outside of the state of Michigan or an organization not found using the two other search options
   c. Other organizations, such as training sponsor organization and institutions of higher education
If your employer already has an account in the Michigan Professional Development Registry, we want to help you connect with their existing organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

**Direct care and education programs**

Select this button if your employer is any of the following:
- 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.)
- Tribal Child Care Center

**Employment outside the State of Michigan or employment not related to the field of early childhood or school age care**

You should choose this option if your employer is any of the following:
- Programs outside the State of Michigan
- An organization that is not related to the field of early childhood or school age care
- An organization or program that is not found using the other employer search options listed on this page

**Other Organization Types**

Select this button if your employer is any of the following:
- Training Organizations
- Organizations that do not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agencies that do not provide direct early childhood or school age care
- State and local government

1. Click **SELECT** next to the Direct care option.
Position Details

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.

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. If your organization is not found, follow the directions listed under ‘Employer Search-Employment Outside of Michigan or Not Found in a Search’ below.
1. Click **CONFIRM** if the information is correct.
1. Enter your position information.
2. Click SAVE.
1. Press SELECT for employment outside of the state of Michigan or employment not found using other search criteria.
1. Fill out the Employer details.
2. Click SAVE AND CONTINUE.
1. Click **CONFIRM** if the information is correct.
1. Enter your position information.
2. Click SAVE.
1. Press **SELECT** for other employment, such as training organizations and institutes of higher education.
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.

<table>
<thead>
<tr>
<th>Organization ID</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>19573</td>
<td>Pamela Test Training Consultant</td>
<td>8579 Cat St. Allentown, MI 48002</td>
</tr>
<tr>
<td>19579</td>
<td>Sample Training Organization</td>
<td>123 Our Street Lansing, MI 48910</td>
</tr>
</tbody>
</table>

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.
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**.
1. Click **CONFIRM** if the details are correct.
1. Enter your position information.
2. Click SAVE.
1. After all related field experience is entered, click **SAVE AND CONTINUE**.

Your training page will track completed training taken through MiRegistry statewide training calendar.

2. Please note that any Great Start to Quality training that was completed before April 1, 2018 will be transferred to this page from the former system. If a training you have taken is not listed on this page, please click the ‘Ask Us’ button or email support@miregistry.org to attach your training certificate.

3. Click **SAVE AND CONTINUE**.
1. To edit your professional page, view the options in each drop-down menu and complete the information in each pop-up box.
2. Click **SAVE AND CONTINUE**. 
1. Review the information and click **SUBMIT APPLICATION**.
2. Please note that your account will be locked from editing any information until after it has been approved.
1. Congratulations! You have successfully submitted a membership application. Next steps are for you to submit any follow-up documentation.

2. Please note that the Michigan Registry only accepts official transcripts from your college or university. They can be sent in a sealed, unopened envelope or in an encrypted PDF directly from your institution.

3. Documentation of training and other items marked on your professional and education pages may be sent electronically by clicking the ‘Ask Us’ button on any page or by emailing support@miregistry.org.

4. If you select the ‘I have no documentation to submit’ button, your career pathway level will be calculated without verification of education and professional achievements. This will impact your career pathway level.