

## ***Connecting to Your Organization as an Employee.***

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This guide will highlight how to connect to your organization as an employee.

Please note that connecting with your current organization as an employee will give any organizational profile administrators access to your Learning Record. Once you have ended your employment in your profile they will no longer have access to your Learning Record.

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



1. Click **SIGN IN**.



Powered by  INSIGHT

Rectangular Sh...  
Email address

Password

Remember me

Log in

[Forgot Password?](#)

[Create Account](#)



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

## Accessing your Employment Tab

### My Individual Profile

Summary Personal Education **Employment** Training Professional Reports

Welcome, Jon Tester

You have signed in but not submitted an application.

Become a member

Become a trainer

Notes From Staff (0)

No Notes Exist

**Registry ID 3031**  
Jon Tester  
456 Street Rd.  
Allenton, MI 48002  
(123) 456-4545  
[registrymichigan+jontester@gmail.com](mailto:registrymichigan+jontester@gmail.com)

**Organization Profile Management**  
Do any of the following apply to you?

- You would like to link an existing organization profile to your account
- You would like to add a new organization profile to your account

1. Click on your employment tab in your individual profile.


## Entering Employment

### My Individual Profile

- Summary
- Personal
- Education
- Employment**
- Training
- Professional
- Trainer
- Reports

#### Employment

Edit Employment

 No employment data provided by applicant

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.

Finished Employment

Add Position

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

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

## Employer Search-Direct Care and Education Programs

### Select Employer Type

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
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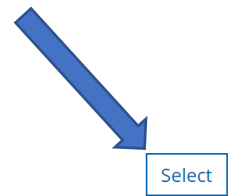
If your employer already has an account in the Michigan Professional Development Registry, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

#### 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

[Select](#)

#### 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

[Select](#)

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

## Position Details

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

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="#">11119</a>	<a href="#">A.B.C.'s Center of Joy</a>	18600 Detroit, MI 48234	DF8203	7/11/2016- 7/10/2019
<a href="#">21260</a>	<a href="#">A.J.'s ABC's &amp; 123's Daycare</a>	19940 Detroit, MI 48205	DG8202	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. **If your organization is not found, follow the directions listed under 'Employer Search-Employment Outside of Michigan or Not Found in a Search' below.**

## Position Details

Personal Information	Education	Employment	Training	Professional	Submit Application
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You selected the following program. Confirm the selected program is correct.

### Program Information

Child Care License ID	DF8203:
Effective	7/11/2016 - 7/10/2019
Name	<b>A.B.C.'s Center of Joy</b>
Address	18600                      Detroit, MI 48234 Wayne County
Phone	(313) 234-3243



Confirm	Return
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1. Click **CONFIRM** if the information is correct.

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

## Program Information

Child Care License ID	DF8203
Effective	7/11/2016 - 7/10/2019
Name	<b>A.B.C.'s Center of Joy</b>
Address	18600 , Detroit, MI 48234 Wayne County
Phone	(313) 234-3243

## Position Information

Title\*

Assistant Teacher

Hours Per Week\*

40

Months per year\*

12

This is my primary employer

Age Group 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\*    End Date

08/01/2013   

(mm/dd/yyyy)    (mm/dd/yyyy)

Hourly wage at this position

\$ 13.50

Date of last wage increase

08/01/2017

Status Self Reported



Save    Cancel

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



## Employer Search-Employment Outside of Michigan or Not Found in a Search

### Select Employer Type

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

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.

[Return to Employment List](#)

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- Tribal Child Care Center

Select

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- 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

Select

#### 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
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- State and local government

Select

1. Press **SELECT** for employment outside of the state of Michigan.
2. You will also select this section if you have searched direct care or training organization and your organization did not show up in the search results. This will allow you to enter in the information manually.

Employer's Name\*  
Boys and Girls Club

Program Type\*  
Unidentified Direct Care Program ▼

Contact First Name  
Megan

Contact Last Name  
Smith

Mailing Address\*  
456 Main St.

Suite/Box#

Country  
United States ▼

Zip\*  
48002

City\*  
Allenton


State\*  
MI ▼

County\*  
Saint Clair

Phone\*  
456 - 234 - 1212

Fax

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



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

## Position Details

Personal Information	Education	Employment	Training	Professional	Submit Application
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You selected the following program. Confirm the selected program is correct.

### Program Information

Name	<b>Boys and Girls Club</b>
Address	456 Main St., Allenton, MI48002 Saint Clair County United States
Phone	(456) 234-1212



Confirm	Return
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1. Click **CONFIRM** if the information is correct.

## Position Information

Title\*  
Non-Teaching Professional Staff ▼

Hours Per Week\*  
40

Months per year\*  
12

This is my primary employer

Age Group 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\*  
08/01/2010  
(mm/dd/yyyy)

End Date  
07/31/2012  
(mm/dd/yyyy)

Reason for leaving  
New job in the field ▼

Additional Comments

Hourly wage at this position  
\$ 10.50

Date of last wage increase  
08/01/2011

Status Self Reported



Save Cancel

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

## Employer Search-Other Organizations Types

### Select Employer Type

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

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[Return to Employment List](#)

#### 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

Select

#### 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

Select

#### 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

Select



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.

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

Personal Information	Education	Employment		
Employer's Name*				
<input type="text" value="Training Center"/>				
Program Type*				
<input type="text" value="Independent Consultant/Trainer"/>				
Contact First Name				
<input type="text" value="Jon"/>				
Contact Last Name				
<input type="text" value="Tester"/>				
Mailing Address*				
<input type="text" value="1237"/>				
Suite/Box#				
<input type="text"/>				
Country				
<input type="text" value="United States"/>				
Zip*	City*	State*		
<input type="text" value="48002"/>	<input type="text" value="Allenton"/>	<input type="text" value="MI"/>		
County*				
<input type="text" value="Saint Clair"/>				
Phone*				
<input type="text" value="456"/>	-	<input type="text" value="234"/>	-	<input type="text" value="1212"/>
Fax				
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
<a href="#">Save and Continue &gt;</a>			<a href="#">Start Over</a>	



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

Personal Information

Education

Employment

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

### Program Information

Name	<b>Training Center</b>
Address	1237 , Allenton, MI48002 Saint Clair County United States
Phone	(456) 234-1212



Confirm

Return

1. Click **CONFIRM** if the details are correct.



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

## Program Information

Name **Training Center**  
Address 1237 Railroad St., Allenton, MI48002  
Saint Clair County  
United States  
Phone (456) 234-1212

## Position Information

Title\*  
Trainer

Hours Per Week\*  
15

Months per year\*  
12

This is my primary employer

Age Group 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\*  
08/01/2009  
(mm/dd/yyyy)

End Date  
  
(mm/dd/yyyy)

Hourly wage at this position  
\$ 25.00

Date of last wage increase

status Self Reported



Save Cancel

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

## Employment History



Finished Employment

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

	Program	Title	Wage	Start	End	Status		
+	A.B.C.'s Center of Joy	Assistant Teacher	\$13.50 / hr. 8/1/2017	8/1/2013	Present	Self Reported		
+	Boys and Girls Club	Non-Teaching Professional Staff	\$10.50 / hr. 8/1/2011	8/1/2010	7/31/2012	Self Reported		
+	Training Center	Trainer	\$25.00 / hr.	8/1/2009	Present	Self Reported		

1. After all related field experience is entered, click **FINISHED EMPLOYMENT**.