

# MiRegistry Membership Toolkit

## Getting Started

Welcome to MiRegistry!

Being a MiRegistry member gives you access to important resources you can use to manage your career in the early childhood and out of school time field. You will be able to create an online profile to track your training, education, and employment history. Use MiRegistry resources like your [Learning Record](#) to strengthen your resume, set career goals, and create yearly professional development plans.

Becoming a MiRegistry member is **FREE!** You can complete the membership application process in 3 easy steps (see the **Membership Application Timeline** below).

We look forward to working with you and supporting your career pathway so you may offer your best to Michigan's children, youth, and families.

Best Regards,  
*The MiRegistry Staff*

### USING THIS TOOLKIT

This toolkit walks you through each step to become a MiRegistry member. You will also find useful tips, recommendations, and links to helpful videos and step-by-step guides.

### ABOUT MIREGISTRY

MiRegistry is an all-in-one resource for tracking professional development, facilitating training, and growing professionally. We are here to support you and stand together to professionalize the field.

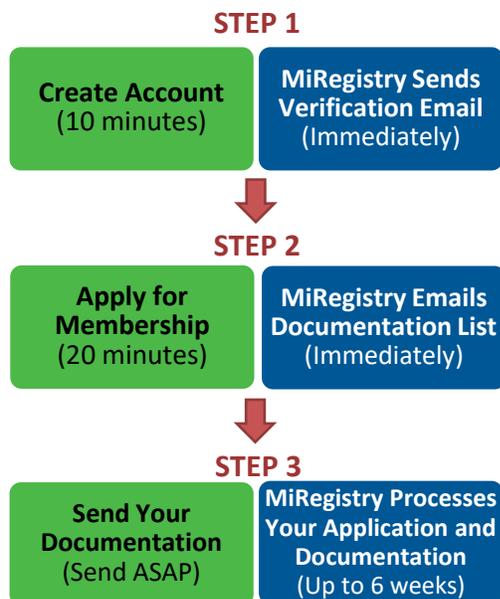
The information MiRegistry collects can support and help lawmakers and advocacy groups better understand and appreciate our workforce.



## Contents

Step 1: Create an Account	2
Step 2: Submitting Your Application	3
Step 3: Sending in Documentation	4
Application Processing & Resources	5
Organization Profile Users	6

## Membership Application Timeline



# Step 1: Creating a MiRegistry Account



Creating a MiRegistry account is the first step to becoming a member. By creating a MiRegistry account, you will receive a MiRegistry ID number and be able to access to your electronic MiRegistry ID card, which are both important for recording your attendance when you attend training provided by an approved trainer.

**Estimated Time of Completion:**



## Required To Complete This Step:

- Access to your own personal email address

## Recommended Resources:

- [Creating Your Account](#) video (about 2 minutes).
- [Creating Your Account step-by-step online guide](#).

NOTE: Learn more about membership and access resources at [miregistry.org/individuals](http://miregistry.org/individuals).

**QUICK TIP!**

*Not getting email from MiRegistry? Make sure to check your spam or junk folder and mark [support@miregistry.org](mailto:support@miregistry.org) as a safe sender.*

## Step Preview:



Go to [miregistry.org](http://miregistry.org) to create your account. You will need to list your name and provide your own personal email to create your account.



Once you create your account, MiRegistry will send you an email to your own personal email immediately.

**TIP:** If you do not see this email, check your junk or spam folder.



Open the email and click the **Verify Account** button.

This will take you back to the MiRegistry website where you will create your password.



Use your email address and new password to log in to your new account. You will need to finish setting up your account to access your individual profile.

## Step 2: Submit Your Membership Application

To become a MiRegistry member, you will need to log in to your account and apply for membership. Membership is **FREE** and opens the door to many benefits that will help you on your career path! Be sure to check out the recommended resources below to learn more about MiRegistry membership.

### Recommended Resources:

- [Becoming a MiRegistry Member](#) video
- [Becoming a MiRegistry Member step-by-step online guide](#)

NOTE: Learn more about membership and access resources at [miregistry.org/individuals](http://miregistry.org/individuals).

### Step Preview:

#### COMPLETING YOUR APPLICATION

Log in to your MiRegistry account and click the **Apply/Renew** button to start the membership application. You will need to enter your education history, employment history, and any professional memberships you might have. You will also review your training history. Below are some helpful tips:



##### PERSONAL INFORMATION

Review your personal information and preferences and make sure all of the information is accurate and complete.



##### EDUCATION

List any certificates or degrees here that may affect your star rating through Great Start to Quality. You will need to list specific information, so it is recommended to have your paperwork or degrees handy. MiRegistry will ask you to send in documentation to verify information you list on this page.



##### EMPLOYMENT

List all of your experiences related to early childhood and education. Be sure to have your employer's MiRegistry ID number or license number handy.



##### TRAINING

Review your training history. If you have taken training not included on this page, you can send in documentation for consideration (see [page 4](#) for more information).

### Estimated Time of Completion:

20  
minutes

#### QUICK TIP!

Try opening MiRegistry in [Google Chrome](#) or [Firefox](#) to make for a smoother experience.

#### DOCUMENTATION / PROCESSING

Make sure all your information is accurate before you submit your application. Below is what you can expect after you submit your application.



##### YOUR PROFILE

After you submit your application, you may no longer edit your profile until your application is finished being processed. If a revision is necessary, contact MiRegistry.



##### DOCUMENTATION

To verify the items you listed on your application, you may need to send documentation to MiRegistry. MiRegistry will email you information about what documents are needed (see [page 4](#) for more information).



##### PROCESSING

Once MiRegistry receives your documentation, your membership application will be processed within 6 weeks. Review the progress of your application by logging in and checking the MiRegistry staff notes listed on your Personal Profile.

# Step 3: Sending Your Documentation



You will need to send documentation to MiRegistry for verification for the items you listed on your membership application. There are three main types of documentation: training certificates, documentation relating to endorsements or credentials, and transcripts or diplomas. This is an important step and is needed to support licensing and Great Start to Quality (STARS).

## Recommended Resources:

- [Acceptable Documentation Policy](#)
- [Becoming a MiRegistry Member: Sending Documentation](#) video
- Becoming a MiRegistry member [step-by-step online guide](#)
- [Cost for Official Transcripts in Michigan](#)

NOTE: Learn more about membership and access resources at [miregistry.org/individuals](http://miregistry.org/individuals).

## WAYS TO SUBMIT DOCUMENTS

 Ask Us

[Log in](#) and click the Ask Us button.

**Scan/Email:** [support@miregistry.org](mailto:support@miregistry.org)

**Fax:** 1-888-825-9995

**Mail:** MiRegistry  
2908 Marketplace Drive  
Suite 103  
Fitchburg, WI 53719

## Step Preview:

*Documents will vary by individual and may include the following: current CPR / First Aid cards, training certificates, endorsements / credentials, membership cards, a diploma, and your official transcript if applicable.*

### 1 EMAIL - DOCUMENTATION LIST

- Read the email you receive from MiRegistry after you submit your membership application. This email will list the documents MiRegistry needs to verify the items you reported from your membership application. Please note that the email will not list any training you have taken.

**HELPFUL TIP:** If you would like MiRegistry to validate training **not already listed** on the Training Page of your membership application, send a copy of your training certificate (see **Preparing Documentation** below for more information).

### 3 PREPARING DOCUMENTATION

- Make copies of any endorsement, credential, CPR or First Aid Card, training certificate, and/or a diploma to send to MiRegistry.

**HELPFUL TIP:** Training certificates that are sent to MiRegistry must include the attendee's name, the trainer's name, the number of training hours, and the date the training was completed. Please only send certificates from training within the past **two years** unless needed to meet a specific licensing requirement.

### 2 OFFICIAL TRANSCRIPTS (if applicable)

- Request your college or university mail your official transcripts directly to MiRegistry in an originally sealed envelope. With your official transcript, MiRegistry will verify your qualifying education information. If this step does not apply to your membership application, continue on to STEP 3.

**HELPFUL TIP:** MiRegistry will also accept an encrypted PDF file of your official transcripts emailed to [support@miregistry.org](mailto:support@miregistry.org)

### 4 SENDING DOCUMENTATION

- You may email, fax, or physically mail these documents to MiRegistry using the contact information above.

**HELPFUL TIP:** Make sure all of your documents list your name and MiRegistry ID number. When you are ready, send (email, fax, or physically mail) all of your documents together at one time (*This tip does not apply to your official transcripts since your college or university will mail or email them directly to MiRegistry*).



# Application Processing & Membership Resources

When MiRegistry receives your documentation, your application can go into processing. MiRegistry staff will review your application and documentation, ensuring all of materials are accurately processed and reflected on your MiRegistry Personal Profile. Please keep in mind processing may take up to 6-week. The 6-week standard membership processing time begins on the date when the first piece of documentation is received from the individual.

After your application is finished being processed, you can log in and access membership benefits and resources. Be sure to learn more about the following resources:

**QUICK TIP!**

*Your MiRegistry membership is valid for one year. You may renew your membership earlier if you would like to submit documentation and update your membership. To renew your membership, log in and click the **RENEW** button. Follow the onscreen directions.*

## CAREER PATHWAY



The Career Pathway is a model for MiRegistry members to advance their education and training. MiRegistry members are awarded a Career Pathway Level based on the education and training that is verified in the MiRegistry system.

▶ Learn More about the Career Pathway by visiting [miregistry.org/individuals](http://miregistry.org/individuals)

## LEARNING RECORD



The Learning Record is one of the most important resources available to MiRegistry members. The Learning Record is a summary of an individual's verified education, certificates, employment history, and training.

▶ Watch a [2-minute video](#) to learn more about the Learning Record.

## TOOLS & RESOURCES



Visit our [miregistry.org](http://miregistry.org) to find powerful tools like our [Statewide Training Calendar](#) and important resources like our step-by-step guides.

▶ Visit [miregistry.org](http://miregistry.org) to access important tools and resources and log in to your Profile.



# Organization Profile Users

A MiRegistry Organization Profile is a great way for an administrator or director to view, manage, and track the training of an entire staff. Staff qualification and training records are also shared with Licensing Consultants and Great Start to Quality Validators, which will save you time! A MiRegistry Organization Profile is **FREE**.

Be sure to check out the resources below and visit [miregistry.org/resources/#organizations](https://miregistry.org/resources/#organizations) for a complete list of resources and guides!



## QUICK TIP!

*If you manage multiple organizations, you can set up a profile for each one. Toggle between your MiRegistry Organization Profiles with just a click of a button.*

## SETTING UP YOUR ORGANIZATION PROFILE

### Organization Profile Overview

*Watch this short video and see how to get started and learn about the tools and resources available to you.*

### Setting Up Your Profile Guide

*This step by step guide will show you each step to setting up your Organization Profile in minutes.*

### Organization Profile Tips

*This 1-page guide provides links and information every Organization Profile User needs to know.*

## MANAGING YOUR EMPLOYEES

### Navigating the Employees Tab

*This guide shows you how you can review your registry related information about your employees.*

### Tracking Membership Status

*This page lists and explains the different statuses of MiRegistry membership.*

### Managing Employee Invites

*This guide shows you how to find and invite your employees, so they appear on your Organization Profile.*

## MANAGING YOUR ORGANIZATION PROFILE

### Giving Staff Administrative Access

*This guide shows how you can give other staff administrative access to your MiRegistry Organization Profile.*

### Accessing Staff Reports

*This guide will show how you track the verified training of your staff.*