

Sending documentation to MiRegistry is how you can verify the items you listed on your membership application. After you submit your membership application, MiRegistry will email you a list of the documentation you need to send. Please send your documentation as soon as possible **after** you submit your membership application.

MiRegistry can only verify the information you list on your application and/or the documentation that is sent to MiRegistry.

The following table provides guidelines for the documentation MiRegistry will accept:

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| <p>High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED):</p> <p>MiRegistry verifies the date of your High School graduation or GED completion.</p> | <p>MiRegistry requires documentation to verify a High School Diploma, High School Equivalency Diploma (HSED), or General Education Diploma (GED). You will need to send ONE of the following documents:</p> <ul style="list-style-type: none"> • Copy of a High School Diploma showing date of graduation. • Copy of High School Transcripts showing date of graduation. • Letter from the High School you attended, on school letterhead specifying the graduation date. • GED certificate issued by the Department of Education of the state in which it was achieved. • Educator Certification. If you list your Educator Certification on the MiRegistry membership application online, you will NOT need to send a copy of your Educator Certification to MiRegistry. • Official Transcripts sent directly to MiRegistry from an accredited college or university (see page 2 for more information regarding sending copies of your Official Transcripts). • A translated and evaluated foreign transcript from an accredited foreign credential evaluation agency (see page 2 for more information regarding Foreign Transcript and Degree documentation). • Copy of a Diploma from an accredited College or University (see page 3 for more information regarding sending copies of your Diploma). |
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Completed College Credits:

MiRegistry verifies the date you completed your degree (and major) and completed college credit.

MiRegistry requires the following documentation to verify your college degree AND recognize your completed college credit:

1. Official Transcripts from an accredited college or university. Request your college or university send your official transcript directly to MiRegistry in an **unopened, originally sealed envelope** OR request your college or university email your official transcript to support@miregistry.org.

ADDITIONAL INFORMATION

VERIFYING COMPLETED COLLEGE CREDIT

MiRegistry will recognize and verify courses that are at least 80% directly related to [Michigan's Core Knowledge and Core Competency areas](#) (CKCCs). Please note that we cannot verify college courses with a Diploma.

VERIFYING COLLEGE COURSES THAT QUALIFY FOR PROFESSIONAL DEVELOPMENT HOURS

On **March 1, 2020**, MiRegistry began adding qualifying college courses to an individual's Training Page to count for Professional Development (PD) hours. In order to be added, qualifying college courses must meet the following requirements:

1. The course must have been completed within the **last two years***.
2. The course must be in one of the following categories:
 - Infant / Toddler
 - Early Childhood
 - School Age
 - Child Care Administration

*Two years may vary based on membership submission and/or materials received date.

FOREIGN TRANSCRIPTS

MiRegistry accepts foreign transcripts that have been **both translated and evaluated**. Foreign transcripts must be both translated and evaluated by an accredited foreign credential evaluation agency. The foreign 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)**
 - Current Approved Companies: <https://www.naces.org/members>
- **Association of International Credential Evaluators, Inc. (AICE)**
 - Current Approved Companies: <http://aice-eval.org/members/>

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| <p>Completed College Degree:</p> <p>MiRegistry verifies the date you completed your degree (and major) ONLY.</p> | <p>MiRegistry requires the following documentation to verify your college degree ONLY*:</p> <ol style="list-style-type: none"> 1. A Copy of your Diploma from an accredited college or university showing the date of graduation for completion of: <ul style="list-style-type: none"> ○ Associate Degree ○ Bachelor’s Degree ○ Master’s Degree ○ Doctorate Degree <p>Please Note: If you completed a 1-year College Certificate, please send a copy of your certificate to MiRegistry.</p> <p>* If you have your Official Transcripts sent to MiRegistry, you do NOT need to also send in a copy of your Diploma.</p> |
| <p>First Aid and CPR:</p> <p>MiRegistry verifies First Aid and CPR certifications.</p> | <p>MiRegistry requires the following documentation to verify your First Aid and CPR certification:</p> <ul style="list-style-type: none"> • A copy of your card or certificate that lists the following: <ul style="list-style-type: none"> ○ Your name. ○ The date the training was completed. ○ The date of expiration. ○ The training sponsor organization from the approved organizations list (see below). <p>ADDITIONAL INFORMATION</p> <p>REQUIREMENT: APPROVED ORGANIZATIONS</p> <p>MiRegistry will ONLY verify First Aid and CPR certifications offered by approved organizations that appear on the following list: https://www.michigan.gov/lara/0,4601,7-154-89334_63294_5529_49572_49583-82382--,00.html</p> <p>LICENSING QUALIFICATION</p> <ul style="list-style-type: none"> • First Aid trainings on the Approved First Aid/CPR Training list will appear on the Education Page of your MiRegistry individual profile. • CPR trainings on the Approved First Aid/CPR Training list will appear on the Education page of your MiRegistry individual profile if the documentation you send includes the required age group identified by licensing. <p>All First Aid and CPR trainings that appear on the Approved First Aid/CPR Training list will be entered on the Training Page of an individual’s Learning Record.</p> |

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| <p>Montessori Credential:</p> <p>MiRegistry verifies the date you completed the Montessori Credential.</p> | <p>MiRegistry requires the following documentation to verify the Montessori Credential:</p> <ul style="list-style-type: none"> • A Credential issued by one of the following institutions: <ul style="list-style-type: none"> ○ Association Montessori Internationale (AMI) ○ American Montessori Society (AMS) ○ Any Montessori teaching training institution recognized by the Montessori Accreditation Council for Teacher Education (MACTE) that meets or exceeds 270 hours of academic training and awarded within the United States. |
| <p>Training Certificates:</p> <p>MiRegistry verifies “Reviewed” training events that you have attended.</p> | <p>Non-MiRegistry approved trainings are recorded as <i>Reviewed</i> hours on your Learning Record. To have a <i>Reviewed</i> training recorded on your Learning Record, MiRegistry requires a copy of your training certificate with the following information:</p> <ul style="list-style-type: none"> • Name of attendee. • Date of attendance (taken within the last 2 years). • Hours of attendance (must be at least 1 hour) *. • Name of trainer and training sponsor organization. • Title of the training (must be relevant to child care and education). <p>*Trainings required by licensing that are less than one hour may be added.</p> <p>ADDITIONAL INFORMATION</p> <p>COMMON REASONS WHY TRAINING CERTIFICATES ARE NOT ACCEPTED</p> <p>Trainings are manually reviewed by MiRegistry staff for alterations and certificate inconsistencies. Below are some common reasons training is not added to an individual’s Learning Record:</p> <ul style="list-style-type: none"> • Illegible or blurry information. <ul style="list-style-type: none"> ○ e.g., date, hours, training name, etc. • Handwritten or altered training information (without trainer initials present on changes). <ul style="list-style-type: none"> ○ e.g., date, hours, attendee name, etc. • A staff sign in sheet has been submitted instead of individual certificates for completed training. • Training registration or receipts (this is not a certificate of completion). • The participant is the individual providing the training that was submitted for hours. <p>Please Note: To avoid having training not accepted, please review all uploaded documentation and submit it all at once to support@miregistry.org. MiRegistry will not enter or save copies of certificates if the training events do not meet the criteria explained above.</p> |

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| <p>Training Logs:</p> <p>MiRegistry does not accept Professional Development Logs.</p> | <p>MiRegistry is unable to accept Professional Development Logs for an individual’s professional development hours. Because Professional Development Logs generally have variations and duplications, accepting logs does not follow best practices in maintaining the integrity of MiRegistry and its members.</p> <p>RECOMMENDATION</p> <p>If your program provides staff training in-house, please see the Tip for Organizations below for best practices to enter training into MiRegistry.</p> |
| <p>Tip for Organizations to Provide Staff Training:</p> | <p>If your organization provides staff training in-house, you can enter it directly into MiRegistry for same-day training hour verification. Please follow the steps below:</p> <ol style="list-style-type: none"> 1. Make sure one person in your program is a MiRegistry approved trainer. 2. A program’s director, administrator, or owner will need to create a MiRegistry Organization Profile and check the box to be a Training Sponsor Organization (this allows you to enter training directly into MiRegistry). If you already have a MiRegistry Organization Profile, contact MiRegistry to request to become a Training Sponsor Organization. 3. Once your staff has an approved trainer and your program is a Training Sponsor Organization, you may enter training into MiRegistry. 4. After the training event, be sure to add the attendance in the MiRegistry system. Once this is completed, your organization’s staff will have this training verified in MiRegistry. |

Submitting Documentation

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.

Please Note: *You should request your college or university mail or email official transcripts directly to MiRegistry.*

WAYS TO SUBMIT DOCUMENTATION

? Ask Us

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

Scan/Email: support@miregistry.org

Fax: 1-888-825-9995

Mail: MiRegistry
2908 Marketplace Drive #103
Fitchburg, WI 53719