



Health and Safety Training Verification Tip Sheet

Have you completed a Health and Safety Training and want to verify your completion record? This guide will show you how:

- [If you took the training... steps on how you can check for yourself.](#)
- [If you are a director or administrator... steps on how you can check for your staff.](#)
- [Frequently Asked Questions / Quick Tips](#)

How to check for yourself!



30635	Health and Safety Training for Licensed Child Care Providers Course 2	11-11-19	Other	4.00	Developing	VERIFIED	
30631	Health and Safety Training for Licensed Child Care Providers Course 1	11-11-19	Other	4.00	Developing	VERIFIED	

1. [Login](#) to your MiRegistry profile.
2. Click on the Training tab. If the training lists as **VERIFIED**, you are good to go!

How to check for your staff

Status	Org Details	Settings	Program Info	Classrooms	STARS	Employees	Technical Assistance	Reports
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Program Profile

[Great Start to Quality Archival Self-Assessment-Survey Results](#)

View your most recent self-assessment survey and validation answers recorded in Mosaic. This report will be blank if you have not received a rating in Mosaic.

[Staff Report](#)

List of staff with a link to the Licensing Learning Record

[Staff Health and Safety Report](#)

[Classroom Staff Report](#)

List of staff by classroom with a link to the Licensing Learning Record

[Cumulative Staff List](#)

All selected program staff

[Multiple Organization Report Access](#)

Access reports for all authorized organizations.

1. [Login](#) to your Organization Profile.
Click on the Reports tab and click the **Staff Health and Safety Report** (see example below).

All VERIFIED Health and Safety Trainings **taken through MiRegistry** will appear on this report and includes the date of completion.

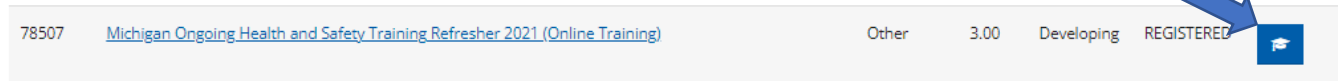
Organization Staff		Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.	
License #		Type	Child Care Center
Organization:		Org ID	
		Contact	
		County	Printed 09/28/2021 Training from : 1/1/2018 To 9/28/2021

MiRegistry ID	Name	Position	Health and Safety Training for Licensed Child Care Providers Course 1	Health and Safety Training for Licensed Child Care Providers Course 2	Health and Safety Training Refresher 2020	Health and Safety Trainer Refresher 2021
		Assistant Teacher/Family Child Care Assistant	09/18/2018	09/25/2016	04/22/2020	04/05/2021
		Non-Teaching Support Staff	07/24/2021	07/24/2021		
		Non-Teaching Support Staff	01/27/2021	01/29/2021		
		Non-Teaching Support Staff	04/06/2021	04/06/2021		
		Support Staff				
		Administrator/Program Director/Schoolage Site Supervisor	08/31/2018	10/11/2016	03/16/2020	04/15/2021
		Support Staff				08/27/2021
		Support Staff	10/25/2018	10/27/2018		07/21/2021
		Assistant Teacher/Family Child Care Assistant				
		Assistant Teacher/Family Child Care Assistant				
		Assistant Teacher/Family Child Care Assistant	09/02/2020	09/04/2020		

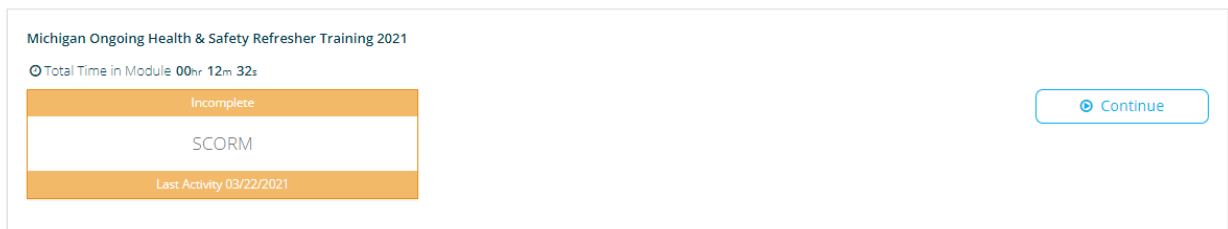
FREQUENTLY ASKED QUESTIONS

Q. What if the Training is not showing as VERIFIED even though the training was completed...?

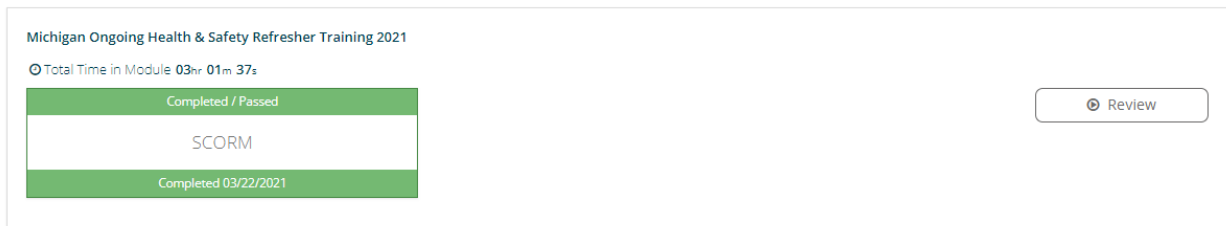
- A. From the Training tab on your Individual profile, find the training in question and click on the graduation cap icon to navigate into the LMS Classroom Detail page.



Simply re-entering the Classroom Detail page can change the training status from Incomplete (orange)...



...to Completed/Passed (green).



If this occurs as you enter the LMS Classroom Detail page, navigate back to your Individual profile Training tab to ensure the training status changed from **REGISTERED** to **VERIFIED**.

Q. What do I do if I didn't see a change in the classroom info?

Try re-launching the training by clicking the Continue button. This can also trigger your completion.



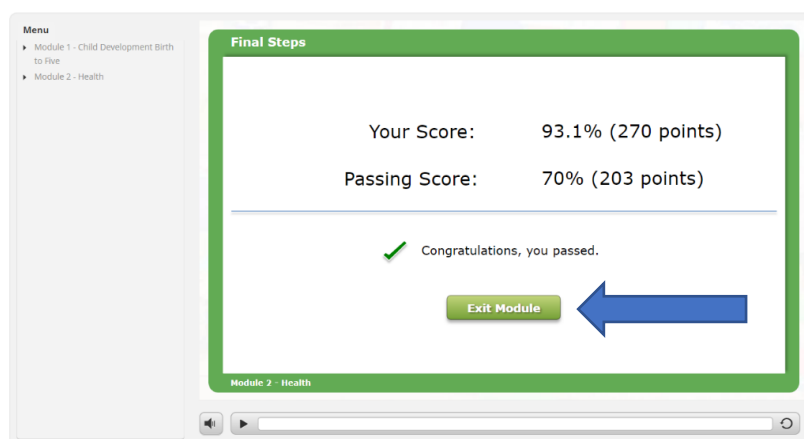
IMPORTANT NOTE: Each of the Health and Safety trainings contain a trigger for completion that is built-in to the course. This trigger may be a button that must be clicked on or is embedded in a slide that must be reached, loaded fully and/or interacted with properly to tell the LMS classroom that you've completed. As you re-enter the training using the guidance above, **make sure you are checking for these triggers as well!**

Tips & Tricks for Health & Safety Training for Licensed Child Care Providers Course 1 and Course 2

Below is a gallery of what these triggers might look like depending on what training you are taking.

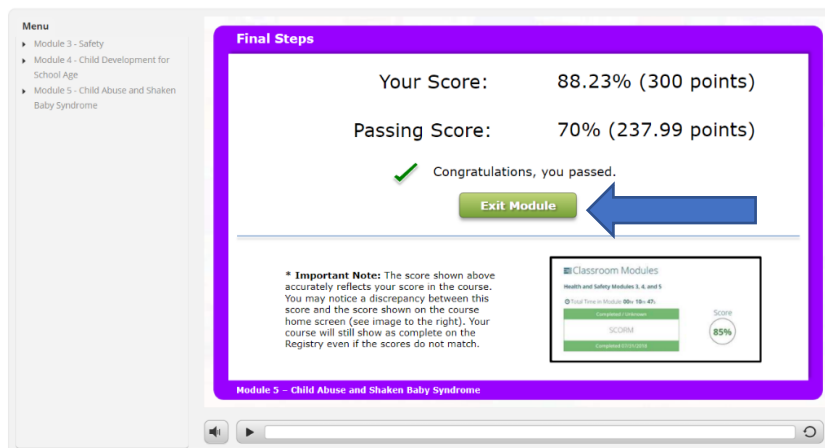
Health and Safety Training For Licensed Child Care Providers Course 1

Course 1 contains a total of **two** modules: Module 1 (Child Development Birth to Five) and Module 2 (Health). Make sure to click the green **Exit Module** button when it is presented.

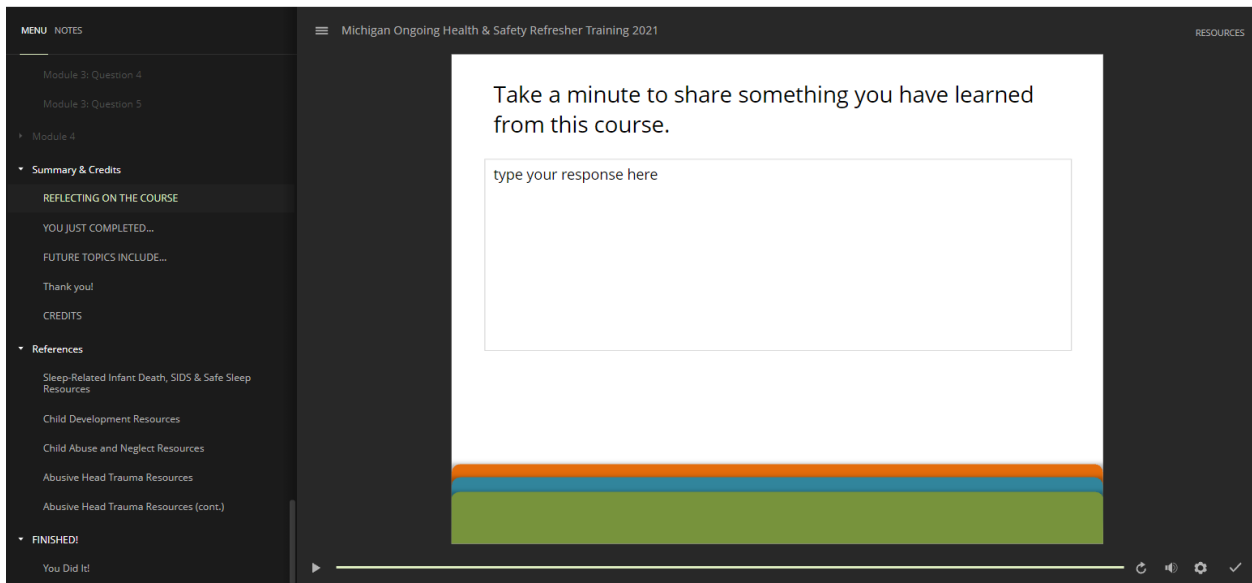


Health and Safety Training For Licensed Child Care Providers Course 2

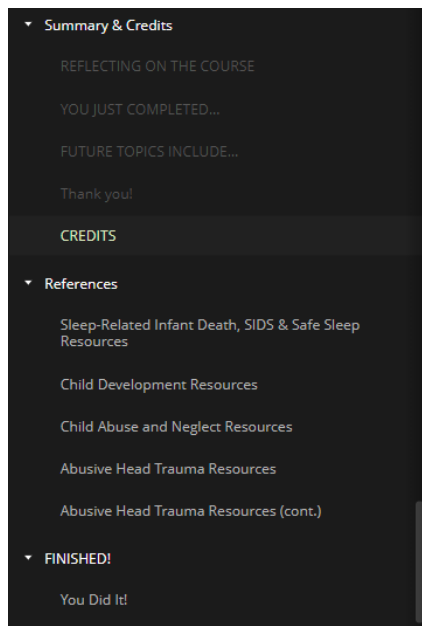
Course 2 contains a total of **three** total modules: Module 3 (Safety), Module 4 (Child Development for School Age) and Module 5 (Child Abuse and Shaken Baby Syndrome). Make sure to click the green **Exit Module** button when it is presented.



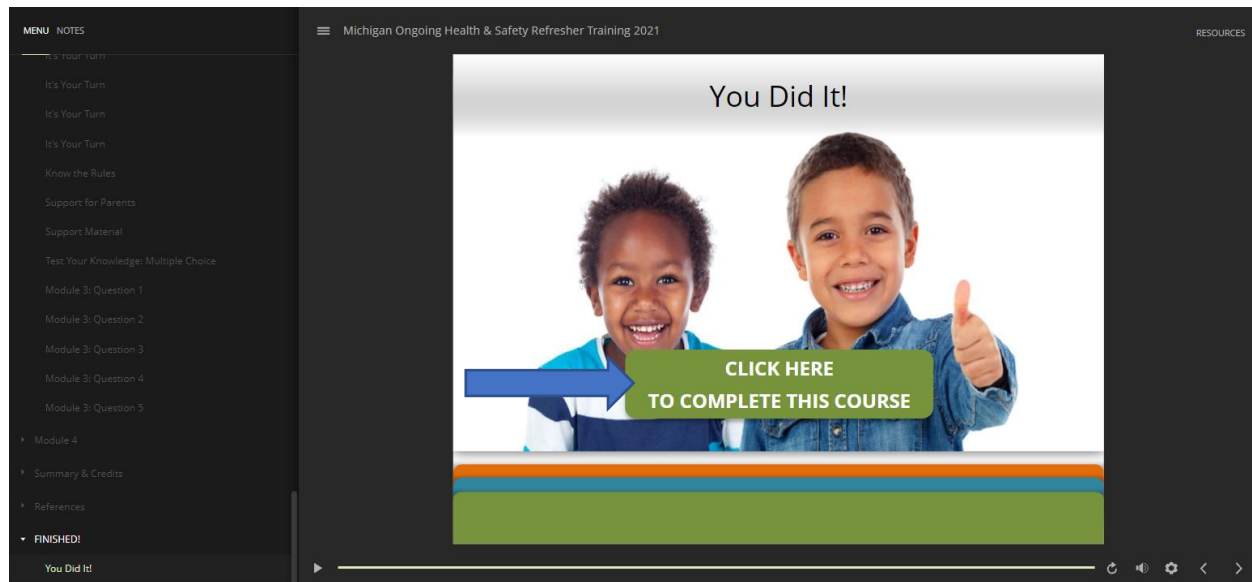
Tips & Tricks for Michigan Ongoing Health & Safety Refresher



Letting this slide load fully and entering in **at least** one sentence can activate a completion verification.



The menu is a great tool to show where in the training you are. Any slides that have been successfully loaded and reviewed will appear in shadowed gray text. The slide you are currently on will appear in pale yellow text. Any slides that you have yet to complete will appear in a light gray text.



Make sure each and every slide contained in the training has been launched and loaded fully. If this has been successfully done, you will land on this slide. This is the last slide of the training. Make sure to click the green **CLICK HERE TO COMPLETE THIS COURSE** button.

Contact MiRegistry

If you aren't sure of your next click or have further questions, please [contact Us!](#) We are here to help!