

Have you completed a Health and Safety Training and want to verify your completion record? This guide will show you how you can check your own MiRegistry Profile if you completed this training and how you can check if your staff completed this training (for directors and/or administrators).

1 How to Check for Yourself

My Personal Profile

Summary	Personal	Education	Employment	Training	Professional	Trainer	Reports						
Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	PDE					
142087	Michigan Ongoing Health & Safety Training Refresher 2024 (Online Training)	01/05/2024		Other	2.00	Developing	VERIFIED						

- [Login](#) to your MiRegistry profile.
- Click on the Training tab. If the training lists as “VERIFIED,” no further action is needed.

2 How to Check for Your Staff

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	Qualified Professional Development Report List of staff with current number of training hours taken that will count towards Great Start to Quality Professional Development Indicators.
Multiple Organization Report Access Access reports for all authorized organizations.	Staff Credential Reports and Learning Record Access List of staff with links to the Licensing Learning Record, CDA Report, and MI-YDA Report

- [Login](#) and access your Organization Profile.
- Click on the Reports tab and click the Staff Health and Safety Report. All “VERIFIED” Health and Safety Trainings taken through MiRegistry will appear on this report, which also includes the date of completion.