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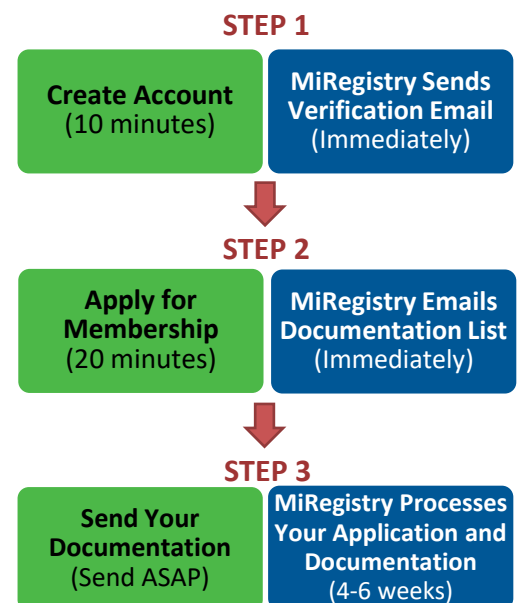
The information MiRegistry collects can support and help lawmakers and advocacy groups better understand and appreciate our workforce.

miregistry

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Send Your Documentation (Send ASAP)

MiRegistry Processes Your Application and Documentation (4-6 weeks)

Step 1: *Creating a MiRegistry Account*

Creating a MiRegistry account is the first step to becoming a member. With a MiRegistry account, you can register for training on the Statewide Training Calendar. You will also receive a MiRegistry ID number and have access to your electronic MiRegistry ID card, which are both important for recording your attendance when you attend training provided by a MiRegistry approved trainer.

Estimated Time of Completion:

10 minutes

QUICK TIP!

Not getting email from MiRegistry? Make sure to check your spam or junk folder and mark support@miregistry.org as a safe sender.

Required To Complete This Step:
- Access to your own personal email address

Recommended Resources:
- Creating Your Account video (about 3 minutes).
- Creating Your Account step-by-step online guide.

    NOTE: Find more resources related to creating a MiRegistry account at miregistry.org/resources/miregistry-account.

Step Preview:

👤	Go to miregistry.org to create your account. You will need to list your name, phone number, and provide your own personal email to create your account.
mi	Once you create your account, MiRegistry will send you an account confirmation 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 Email** 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.

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: Find more resources related to MiRegistry membership at miregistry.org/resources/miregistry-membership.

Estimated Time of Completion:

20 minutes

QUICK TIP!

Try opening MiRegistry in Google Chrome or Firefox to make for a smoother experience.

Step Preview:

COMPLETING YOUR APPLICATION

Getting an accurate snapshot of your education history, employment history, and training history is an important part of MiRegistry membership. ***We strongly recommend using the above resources to help you save time and understand what information is needed.***

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 quality level 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 Organization Profile 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).

DOCUMENTATION / PROCESSING

Be 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 4 to 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 to verify the information in your profile and support licensing and Great Start to Quality **within 30 days of submitting your membership application**. If you have documentation to send outside of this 30-day window, you must first renew your membership.

Recommended Resources:

- Acceptable Documentation Policy
- Becoming a MiRegistry Member video
- Becoming a MiRegistry member step-by-step online guide
- Cost for Official Transcripts in Michigan

  NOTE: Find resources related to documentation at miregistry.org/resources/miregistry-membership.

WAYS TO SUBMIT DOCUMENTS

⊘ Ask Us / Submit Documents Log in and click the **Ask Us / Submit Documents** button.

Scan/Email: support@miregistry.org

Fax: 1-888-825-9995

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

Step Preview:

Required Documentation will vary and may include current CPR / First Aid cards, training certificates, endorsements / credentials, a current CDA credential, 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 may have taken.

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

2 OFFICIAL TRANSCRIPTS *(if applicable)*

- Request your college or university email or mail your official transcripts directly to MiRegistry. If this step does not apply to your membership application, continue on to STEP 3.

Your college or university may either email (preferred) MiRegistry directly an encryped PDF file of your official transcripts or physically mail them to MiRegistry. If mailed, MiRegistry will only accept transcripts in their originally sealed envelope.

3 PREPARING DOCUMENTATION

- Make copies of any endorsement, credential, CPR or First Aid Card, training certificate, a current CDA credential, 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.

4 SENDING DOCUMENTATION

- You may email PDF files, 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 email or mail them directly to MiRegistry).*

Application Processing & Membership

MiRegistry will process your materials after you submit your online membership application and MiRegistry receives your documentation. Here's what to expect:

1. MiRegistry staff will review your materials, ensuring your information is accurately reflected on your MiRegistry Personal Profile.

2. Processing may take 4 to 6 weeks. Your processing time begins on the date when the first piece of documentation is received from the individual. Check miregistry.org to see the date we are currently processing.

3. After processing is finished, you are a current MiRegistry member and can log in and access the following benefits and resources:

MEMBERSHIP RENEWAL

MiRegistry membership is valid for one year. You will receive email reminders to renew your membership.

If you have documentation to add to your MiRegistry Profile before then, you may renew your membership earlier. Remember, you must always submit your membership application first and then send your documentation within 30 days.

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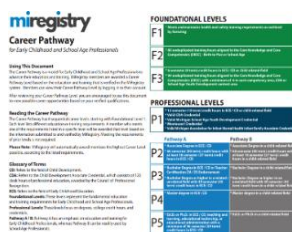
The Career Pathway is a model for MiRegistry members to advance their education and training. MiRegistry members are awarded a Career Pathway Level based on the education and training that is verified in the MiRegistry system.

▶ Learn More about the Career Pathway by visiting miregistry.org/career-pathway.

LEARNING RECORD

The Learning Record is a summary of an individual's verified education, certificates, employment history, and training. This summary is useful when writing your resume or setting career goals.

▶ Watch a 2-minute video to learn more about the Learning Record.

TOOLS & RESOURCES

Be sure to log in to your account to access these resources. Find professional development opportunities on our Statewide Training Calendar.

▶ Go to miregistry.org/resources to find resources, how-to guides, and videos.

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/organization-resources 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 each Organization Profile 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.

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