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Welcome to *Tips for Trainers*, a quarterly communication that provides guidance for trainers and training sponsor organizations. This edition provides tips on renewing your Trainer membership, using the MiRegistry Mobile App to take attendance, and how you can access and review feedback after your training.

As always, if you have any questions, please [contact us](#). We are here to help!

Happy Holidays!

*The MiRegistry Professional Development Team*

## **HOLIDAY HOURS**

Please note the MiRegistry office will be closed on Friday, December 24, 2021, through Monday, January 3, 2022. Our [regular business hours](#) will resume on Tuesday, January 4, 2022.

## **Trainer Renewal Application**

Is 2022 your year to renew your Trainer membership?

Trainer memberships in MiRegistry are approved for 3 years. If you cannot remember when your trainer membership expires, you can check any time. Log into your MiRegistry profile. On the **Summary** page, you will find your trainer expiration date on the far right.

Summary Personal Education Employment Training Professional Trainer Reports

Welcome, Maggie Michigan

Your individual application is currently open for editing. If you would like to have your Career Pathway level recalculated to reflect any changes that may have occurred since your last update, please update your membership information by selecting one of the renew options below.

Your Membership is current.

Registry ID 0000  
Career Pathway Level  
**Foundational Level One**  
Expires 6/30/2022

Trainer  
**Approved**  
Expires 6/30/2024

If the expiration date for your Trainer membership is coming up soon, you can start getting ready to renew. We recommend renewing about 2 months before your status as an approved Trainer expires.

To help you get started in your renewal process, we highly recommend checking out our new [1-page reference guide](#). This guide provides the steps to renew as a Trainer and outlines the documentation you may need to submit to MiRegistry to meet the renewal requirements.

## Mobile App

Save time taking attendance at your next training event with the MiRegistry Mobile App. The app allows you to easily take attendance on your smart phone or mobile device. Download the FREE app today!

**GET THE APP NOW:**  
[Google Play](#) or [App Store](#)

### How the Mobile App Works

The MiRegistry Mobile App can be used by anyone with a MiRegistry account.

**Trainers** can use the app to access their training events and take attendance.

**Event Attendees** can use the app to access their MiRegistry ID number and a personalized QR code that can be scanned by trainers to take attendance.



You can use the app to take attendance by:

1. Scanning an attendee's QR code. Attendees can access their QR code by using the MiRegistry Mobile App or opening the e-ID report located on the Reports page of their MiRegistry Profile.
2. Entering an attendee's MiRegistry ID number.
3. Verifying online registration (online registration is only available to training sponsor organizations).

[Download the Online Support Guide](#)

## Professional Development Evaluation (PDE) Reports

We heard you!

The Professional Development Evaluation (PDE) has been updated to include several open-ended questions:

- What could the trainer do to improve your experience?
- What did the trainer do that was helpful to your learning process?
- What training topics would you like to participate in for future training?

Other updates include adding two questions on training preferences around delivery method and day/time of the week and changing some of the display features to improve readability.

For more on how to access this the PDE reports and to see the questions, download our [online support guide](#).

[Unsubscribe](#) | [Update Preferences](#)

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