

Trainer approval is determined by awarding points in three categories: Education, Training Experience, and Field Experience. Trainers must meet a minimum of ten points for approval and are awarded the highest verifiable point value in each section. Please see the [Trainer Approval Rubric](#) for details.

We accept documentation for each category in the following forms:

EDUCATION

We score trainer approvals based on your highest verified level of higher education. See the boxes below on information and next steps depending on if your highest level of education is already verified in your education tab on your profile or not.

Highest Level of Education is already verified in your Education tab

- You do not need to send any additional documentation for this category
- Trainers receive one point value in the Education category based on the highest value we can award
- Point values are not cumulative
- The maximum point value for education is eight points for an Early Childhood or ECE Related Master's Degree or higher

Highest Level of Education is not verified in your Education tab

- Send documentation as specified in the tables on the next page
- Early Childhood related degrees are worth more points than non-EC degrees, so you may choose to send documentation of a lower degree level if your highest level is in a non-ECE field
- See the [Trainer Approval Rubric](#) for point values
- If your degree is in a non-Early Childhood Education or Early Childhood related field, and you have a CDA, please provide documentation of both, as this will give you more rubric points in the Education category
- We accept official college transcripts even if the degree is in-process or incomplete

CDA

MiRegistry accepts copies of your CDA Certificate. We do not need to receive an original copy of your CDA directly from the Council of Professional Recognition to verify it.

College or University Transcripts, U.S. Accredited

MiRegistry accepts official transcripts in one of two ways.

1. The school of attendance emails an encrypted PDF file of official transcripts directly to support@miregistry.org
2. The school of attendance mails sealed official transcripts to:

MiRegistry
2908 Marketplace Drive, Suite 10
Fitchburg, WI 53719

College or University Transcripts, not U.S. Accredited

MiRegistry accepts foreign transcripts that have been both translated (if not in English originally) 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 Services
 - Current Approved Companies: <https://www.naces.org/members>
- Association of International Credential Evaluators, Inc. (AICE)
 - Current Approved Companies: <http://aice-eval.org/members/>

Alternative Education Points

Alternative Education Points: An individual may have specialized certification in a training content area without a CDA or degree points. We accept documentation of this certification only when the individual does not have a CDA or higher education degree.

Examples include:

- CPR/First Aid Instructors
- Basic Life Support Instructors
- Child Passenger Safety Techs

TRAINING EXPERIENCE

We accept a list of workshops, trainings, and classes you’ve presented in the last five years, to include dates, locations, length, topics, and target audience. We also accept experience coaching/mentoring adults, with the same information included. This can be sent within or separately from a resumé. If you have Higher Education teaching experience, please include range of dates, institution name, class name, and average hours/week. Please see an example of a complete list of trainings below.

Name:		MiRegistry ID#:	
Date	Topic	Target Audience	Length (Hrs)
4/26/2021	Cultural Competence & Inclusive Practices	Daycare Staff	2
12/4/2020	Supporting Toilet Learning at Home & Daycare	Daycare Staff & Parents	1.5
8/27/2020	Our Center’s Policies & Procedures	Newly Hired Staff	3
6/1/2020	COVID-19 Safety Regulations	Daycare Staff & Parents	1
3/26/2020	New Licensing Rules for Centers	Daycare Staff	1
10/14/2019	Trauma-Informed Care	Child Development College Students	2
8/29/2019	Our Center’s Policies & Procedures	Newly Hired Staff	3
8/27/2018	Our Center’s Policies & Procedures	Newly Hired Staff	3
6/16/2018	Trauma-Informed Care	MI Childcare Professionals	2
8/28/2017	Our Center’s Policies & Procedures	Newly Hired Staff	3
4/28/2017	Cultural Competence & Inclusive Practices	MI Childcare Professionals	2
Total			23.5

FIELD EXPERIENCE

We score up to eight years of experience in the Early Childhood field. If you do not have your full employment history in the field listed in the Employment tab on your profile, please submit your professional resumé or CV. Entries in your Employment tab do not need to be “Verified by Program” to count toward your total. Part-time positions will be prorated accordingly.

If you do not have direct childcare or early childhood education experience, but plan to train on an early childhood-related topic, such as CPR/First Aid, nutrition, special education topics, etc., you may submit your full professional resumé and any work experience in the training topic field will be considered.

UNACCEPTABLE DOCUMENTS

The following documents do not count toward trainer approval and should not be sent to support a trainer application:


- Professional Memberships
- Professional Development Certificates
- Cover Letters
- Letters of Recommendation
- Professional References
- Childcare Center Licenses
- Unofficial Transcripts
- Non-Instructor CPR/FA Cards
- Training Syllabi/Meeting Agendas
- Sign-In Sheets
- List of trainings you attended but did not conduct
- List of trainings conducted more than five (5) years ago
- List of trainings/classes taught to children
- List of trainings missing any of the required information (date, length, topic, target audience)

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 / Submit Documents](#)

[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