

## How to Offer a Wisconsin Model Early Learning Standards Training Event (for Training Sponsors)

For 2015 the Wisconsin Model Early Learning Standards will be tracked differently. Mary Peters has set up both a 15 and 18 hour course and events will be listed from those courses. The 15 hour course is **Course ID: 229244** and the 18 hour one is **Course ID: 229085**. **You will not renew your previous courses.**

1. Go to [www.the-registry.org](http://www.the-registry.org)




The Registry website homepage features a navigation menu with the following items:

- Members (with a photo of a young boy)
- Program Profile
- Search For Training (with a photo of a young girl)
- Recognizing Excellence... Advancing Careers (with The Registry logo)
- Current Processing Time (with a message: "We are currently processing **complete** applications received on 11/11/2014")
- Job Board
- Career Levels
- Staff
- Resources
- Professional Development Approval System
- Sign-In/Join
- Dazzling Data (with a photo of a baby)
- Credentials

A green arrow points to the "sign in / forgot password" link in the top right corner of the page.

Click SIGN IN.

## 2. Sign In To Your Account



Individual Profile Sign In

user id

password

GO

Program Profile Sign In

program id  
43888 **1**

password  
.....

**2** GO

[Forgot user id or password?](#)

Join as a...

Individual

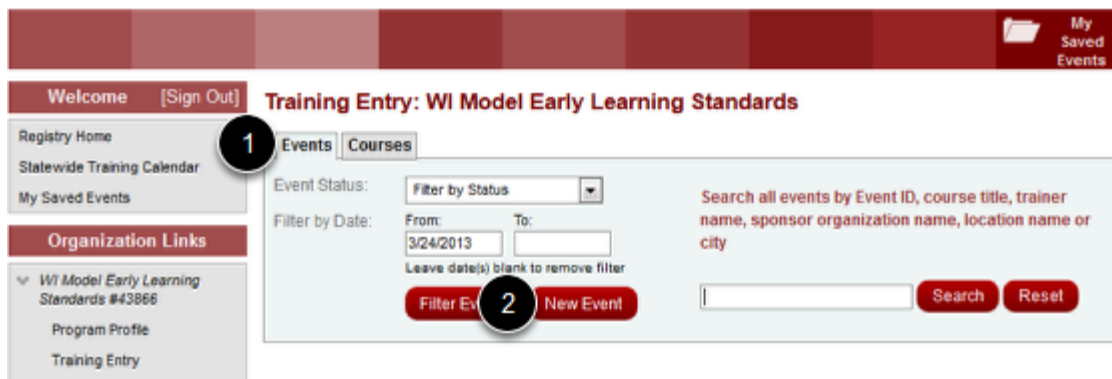
Trainer

Consultant

Program for Children or Training Sponsor

1. Enter your PROGRAM / ORGANIZATION ID NUMBER AND PASSWORD.
2. Click GO.

## 3. Event Tab



Welcome [Sign Out] Training Entry: WI Model Early Learning Standards

Registry Home **1** Events Courses

Statewide Training Calendar

My Saved Events

Organization Links

WI Model Early Learning Standards #43888

Program Profile

Training Entry

Event Status: Filter by Status

Filter by Date: From: 3/24/2013 To:

Leave date(s) blank to remove filter

Filter Ev **2** New Event

Search all events by Event ID, course title, trainer name, sponsor organization name, location name or city

Search Reset

1. On your EVENT tab.
2. Click NEW EVENT.

## 4. Choose from the Catalog

The screenshot shows the 'Event Entry' page with a navigation bar at the top containing five steps: 1. Select Course, 2. Trainer & Sponsor, 3. Location, Date & Time, 4. Healthy By Design, and 5. Registration & Contact Info. On the left, there are two vertical menus: 'Welcome [Sign Out]' with links for Registry Home, Statewide Training Calendar, and My Saved Events; and 'Organization Links' with a dropdown for 'WI Model Early Learning Standards #43866' and links for Program Profile, Training Entry, and Consulting Entry. In the center, there are two main buttons: 'Duplicate an Event' (with subtext 'Duplicate a previously entered event to be given at a new date and time') and 'Choose from the Catalog' (with subtext 'Create an event for a course in my course catalog'). The 'Choose from the Catalog' button is highlighted with a circled '1'. Below the buttons, the text 'Choose an event to duplicate:' is visible.

1. Click CHOOSE FROM THE CATALOG.

## 5a. Find Your Course

The screenshot shows the 'Event Entry' page with the same navigation bar as above. Below the navigation bar, there are two buttons: 'Duplicate an Event' and 'Choose from the Catalog'. Below these buttons, the text 'Choose a course:' is displayed. Underneath, there is a search interface. On the left, there is a 'Qualification Type:' section with a dropdown menu currently set to 'Wisconsin Model Early Learning Standard:'. A list of options is shown below the dropdown: 'All', 'Credential', 'Wisconsin Model Early Learning Standards' (highlighted with a circled '1'), 'Licensing', and 'Current Topics'. To the right of the dropdown is a search box with the text 'Search all courses by Qualification, Course Title, or Primary Content Area'. Below the search box are two buttons: 'Search' and 'Reset'. A circled '2' is placed over the 'Search' button.

1. Under Qualification Type choose WISCONSIN MODEL EARLY LEARNING STANDARDS from the drop down menu.
2. Click SEARCH to find the individual Courses.

## 5b. Find Your Course

Wisconsin Model Early Learning Standards

Wisconsin Model Early Learning Standards (18 hours)

[WI Model Early Learning Standards \(15 hour\)](#)  
Tier 3: 1. Child Development  
15.00 Hours / Additional Hours 1 Event

[WI Model Early Learning Standards \(18 hour\)](#)  
Tier 3: 1. Child Development  
18.00 Hours / Additional Hours 0 Events

1. Choose the course you wish to offer.

## 6a. The Course

**WI Model Early Learning Standards (18 hour)** **Course ID: 229085**

Entered By: 1/8/2015 11:02 AM Updated: 3/13/2015 12:00 PM  
Mary Peters Registry Admin Luanne Platt

**Course Notes (0)**

No Notes Exist

End Date: 1/11/2018

Description:  
The Wisconsin Model Early Learning Standards specify developmental expectations for children from birth through entrance to first grade. The standards reflect attention to all the domains of a child's learning and development. Each domain is divided into sub-domains. Each sub-domain includes developmental expectations, program standards, performance standards and a developmental continuum. Samples of children's behavior and adult strategies are also provided.

Tier: Tier 3 Course Type: General Continuing Education

Restricted to authorized trainers: Yes

Licensing Type: Early Childhood

Hours/Credits/CEUs: 18.00 Hours

Content Area(s):  
1. Child Development (2 Hours)  
2. Family Systems and Dynamics (2 Hours)  
3. Diversity (2 Hours)  
4. Special Needs, Disabilities, and Inclusive Practices (1 Hour)  
5. Learning Experiences, Strategies, and Curriculum (5 Hours)  
6. Health, Safety, and Nutrition (1 Hour)  
7. Guidance and Nurturing (2 Hours)  
8. Observation, Screening, and Assessment (1 Hour)  
9. Family and Community Relationships (1 Hour)  
10. Professionalism (1 Hour)

Review the course details.

## 6b. Applies Toward:

Applies Toward:

1

Wisconsin Model Early Learning Standards (18 hours)

2

Next >>

1. Be sure the course applies toward WISCONSIN MODEL EARLY LEARNING STANDARDS.
2. Click NEXT.

## 7a. Add Trainer

### Event Entry

1. Select Course

2. Trainer & Sponsor

3. Location, Date & Time

4. Healthy By Design

5. Registration & Contact Info

Cancel

### Event Funder

Training Funded By:

-- Select Funder --

### Trainer Details

1

Add Trainer

⚠ No trainers selected

### Training Language

Select Language:

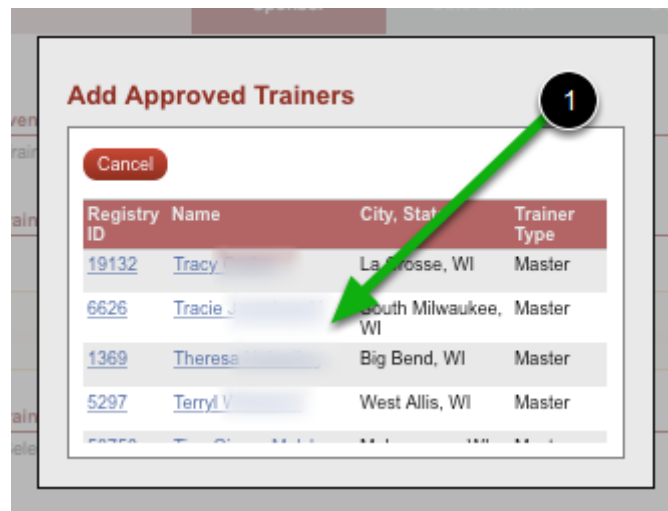
-- Select Training Language --

<< Previous

Next >>

1. Click ADD TRAINER.

## 7b. Choose From the Authorized List of Approved Trainers



1. Choose the trainer for the event.

## 8. Additional Questions

**Event Entry**

1. Select Course    **2. Trainer & Sponsor**    3. Location, Date & Time    4. Healthy By Design    5. Registration & Contact Info

Cancel

**Event Funder**

Training Funded By: -- Select Funder -- 1

**Trainer Details**

Add Trainer

Trainer ID	Name
5297	Terryl Wheelock

2  Has administrative access to this event Edit

**Training Language**

Select Language: -- Select Training Language -- 3

<< Previous    4 Next >>

1. If you received funding to provide this training event, select a FUNDER from the drop down menu.
2. Click the box to give the trainer ADMINISTRATIVE ACCESS to the event. The trainer will have scheduling permission and the ability to enter attendance into the **Roster**.
3. Choose the TRAINING LANGUAGE from the drop down menu.
4. Click NEXT.

## 9. Location and Dates

**Event Entry**

1. Select Course    2. Trainer & Sponsor    **3. Location, Date & Time**    4. Healthy By Design    5. Registration & Contact Info

[Cancel](#)

**Event Location:**

Location: Classroom

Location Name\*:

Address\*: 1305 Kalahari Drive

Country: United States

Zip\*: 53911    City\*: Arlington    State\*: WI

County\*: Columbia

**Event Date/Time:**

Self Paced:  No     Yes

Start Date\*: 02/27/2015    End Date\*: 03/27/2015

Start Time: 6:00pm    End Time: 9:00pm

Addl. Date/Time Info:

[<< Previous](#)    [Next >>](#)

1. Complete the **Location** information and **Date/Time**.
2. Click NEXT.

## 10. Healthy By Design

**Event Entry**

1. Select Course    2. Trainer & Sponsor    3. Location, Date & Time    **4. Healthy By Design**    5. Registration & Contact Info

[Cancel](#)

**Healthy By Design Program:**

Set your training apart with the Healthy By Design logo. This program is designed to encourage a new, higher standard of health and wellness, by establishing guidelines for those sponsoring events, attendees can be

**To Qualify For Healthy By Design endorsement**

While no two events are exactly the same, there are five health standards that must be met for an event to be recognized as Healthy by Design. Embracing these standards symbolizes your commitment to the health of your students, instructors, attendees and peers.

This Event is Healthy By Design:  No     Yes

[<< Previous](#)    [Next >>](#)



1. Check if this will be a **Healthy by Design** event. If yes, you will be prompted to fill in how you meet the five health standards.
2. Click NEXT.

## 11. Registration

### Event Registration and Fees:

Registration Required:  No  Yes

Registration Deadline:

Registration Web Address:  \*

Registration Fee:  No  Yes

Fee Amount (US\$):  \*

Show this event in public search results

### Contact Information:

Contact Name:

Address:

Country:

Zip\*:  City:  State:

Phone:

Fax:

Email:

Website:

Additional Contact Info:

<< Previous

2 Save Event

1. Complete the information
2. Click SAVE EVENT

## 12. SUCCESS

### Success!

Your changes have been saved.

1 Finished

Click FINISHED.