



The Registry Connection

December 2015

After 25 Years of Service, Jere says Goodbye



Jere has been a leader in the childhood care and education field throughout her career. She helped found The Registry in 1991 and leaves a lasting legacy of excellence.

When I started with The Registry in 1991, I didn't know it would be a 25 year career that would bring me so many exciting challenges, professional opportunities, and strong friendships.

As I retire, I'd like to thank those who journeyed with me:

- the many staff, past and present, who have contributed to the Registry's success,
- the colleagues who have partnered with us to reach our goals,
- The Registry Alliance who provided inspiration to do better,
- and those working with children who daily remind us of the focus of our work.

I welcome Nicole Lopez who will be the new Executive Director. I hope your career is as fulfilling, and welcome to Wisconsin!

Sincerely,
Jere Wallden

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Registry Holiday Hours

The Registry phone lines will be closed from **December 23-January 3**. Staff will be processing materials and updating accounts during this time. Our regular phone hours will resume on **Monday, January 4**.

Processing Profile

Current Processing Time

Did you know that you can find The Registry's current processing time at www.the-registry.org?

The Registry is currently processing complete applications received on **October 27, 2015**.

New Registry Members

The Registry finalized more than **13,000** new applications this year.

Application Tip

Have you applied or renewed your membership and are unsure of your status? Sign in to your account and look for important notes and information.

Registry Processing Time: A Step-by-Step Look

Follow the steps to see what it takes for The Registry to process and verify a membership application.

1. Apply

- An applicant submits an online or paper *application* for a new **Registry Membership** or **Registry Membership renewal**.

2. Submit

- Once an application is **submitted**, the account is *locked* until processing is complete.
- The **submit** date of the application determines the membership *expiration date*.
- An application remains in **submit** until materials are received or an applicant selects **not** to send any documentation.

3. Materials Received

- Mail, faxes and emails received are processed daily.
- The date The Registry *receives materials* is documented which places the application **In Process**.

4. In Process-Pulling Files

- Based on the date materials were received, files are pulled and placed in *date order* to prepare for coding.
- Files are pulled and matched to newly received materials within days of receipt.

5. In Process-Coding

- A Registry Specialist reviews each file and **codes** newly received materials in *date order* to prepare the documentation for entering.
- **Coding** is completed after materials are received.

Incomplete

- If there is missing documentation and/or payment, an application is placed on **Incomplete**.
- When necessary documentation and payment have been received, the application is complete and ready for entering.

In Process-Entering

- Registry Specialists **enter** individual and renewal applications into the system one at a time in *date order*.
- Several dates are **entered** each week.
- **The goal of The Registry is to enter completed applications within 5-7 weeks after materials are received.**

6. Awaiting Print

- Once an application is entered and a *Career Level* is calculated, the application is placed in **Awaiting Print**.
- Certificates are printed once a week and mailed to individuals along with their *Learning Record*.

7. Current

- Once a certificate is printed, each individual's status is updated to **Current**.
- **Current** members can sign-in to update their individual profile and view *their Learning Record* throughout the year.

Free Registry Membership: *Funds Still Available*

There is still time to take advantage of the free Registry membership coupon. The coupon is for individuals employed by a program that is participating in YoungStar and has a Registry Program Profile.

Funding has been provided by the Wisconsin Department of Children. To learn more about this offer, please visit: <http://the-registry.org/free-membership.aspx>



Contact Connie

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Spotlight Nominations

Know someone in the childhood care and education profession that deserves special recognition? Why not nominate that individual for the Staff Spotlight?

Send a description of why that person should be highlighted in our next newsletter to jvick@the-registry.org

By The Numbers

2,906

This is the number of individuals that took advantage of the free membership coupon in the first week alone.

35%

35% of funding still remains for the free Registry membership coupon. For the latest on available funds, follow our online [Funding Tracker](#).

Staff Spotlight: *Meet Connie Lent*

The Registry would like to welcome Connie Lent as the new Director of Credentials and Higher Education Liaison.

Connie has worked in the early childhood profession for over 30 years, first in a child care center and primarily as a family child care provider. She has also taught early childhood courses for associate, bachelor's and graduate level courses. Connie brings experience and enthusiasm to The Registry team and notes that she is "excited to take on this new role and looks forward to working with all of you."

Registry Professional Credentials offer both a path towards a degree and professional development options for thousands of early childhood teachers in Wisconsin. As the Director of Credentials and Higher Education Liaison, Connie plans to draw on the experience she has with early childhood teachers in homes and centers and also with college faculty to promote options for completing credentials across the state.

Please feel free to contact Connie at any time with your comments and questions.