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Welcome to the latest edition of *Training Solutions*!

Our main focus for this newsletter is to provide more information and guidance about the coming **Training Sponsor Organization annual agreement** that was previously [announced in April 2020](#) and communicated again [last month](#). As stated previously, current Training Sponsor Organizations (TSOs) will be required to sign an annual agreement form in order to continue using The Registry Professional Development Approval System (PDASystem) to submit training. Be sure to carefully read the next steps and the FAQs below.

We also want to let you know that the **2021 PDAS Summit** will now be held in the spring of 2021. Due to the COVID-19 pandemic, The Registry [announced](#) that the Summit would be held in September 2021. Unfortunately, due to scheduling conflicts with other events, we had to change the date again. We appreciate your understanding and patience, and we will let you know when the exact date is finalized.



If you have any questions, please [contact us](#). Thank you!

Take care and be well,
Christine Moldenhauer & Jenna Finley

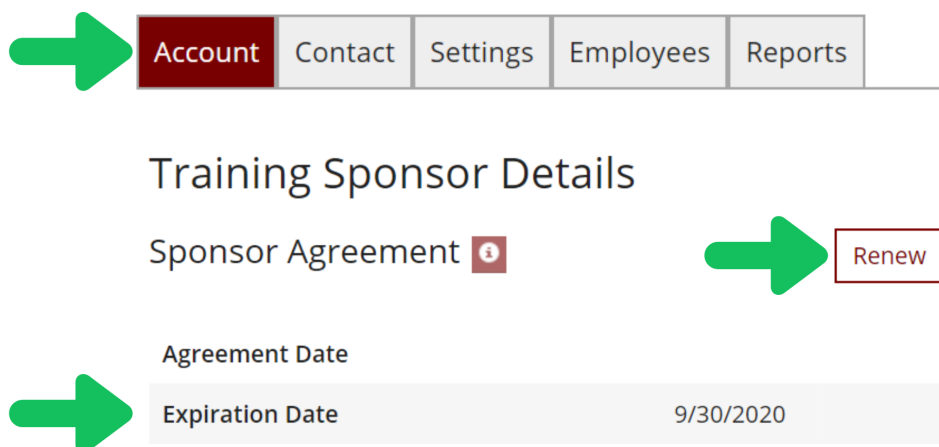
TSO ANNUAL AGREEMENT: NEXT STEPS

Below are the steps needed for your TSO to submit the annual WI Registry TSO Agreement. For more information, please download our [online support guide](#).

STEP 1: WAIT FOR YOUR WI REGISTRY TSO AGREEMENT EMAIL

You will receive an email from noreply@the-registry.org with the subject line of **Training Sponsor Agreement Expiring Soon**. This email will let you know the date your Training Sponsor Organization Agreement expires. You will receive this email 30 days before you need to submit the WI Registry TSO Agreement and pay the annual fee. The Registry will be emailing each TSO this notification over the next several months. Once you receive this email, you may proceed with Step 2 below.

STEP 2: ACCESS THE REGISTRY TSO AGREEMENT FORM



To access your agreement form, log in to your Registry account and select your organization from the top right drop down menu. Follow the steps below to find your TSO information and renew your WI Registry TSO Agreement.

- Click the **ACCOUNT** tab of your Program Profile.
- You will find your TSO expiration date listed here.

- Click the **RENEW** button. You will be prompted to read and agree to the [WI Registry TSO Agreement](#).

Please Note: The Registry advises TSOs to renew the agreement at the beginning of the month of the expiration date, to ensure continuous access to submit courses and events in The Registry PDASystem.

STEP 3: SUBMIT PAYMENT

Total \$25

Payment Options

i Unpaid sponsor agreements can not be approved preventing the ability to create events.



Pay Online/Credit Card

Sponsor organization requests paid online are eligible for review once payment is submitted.



Pay Later

Sponsor Organization requests will not be reviewed until payment is received.



Submit Payment

A \$25 fee will be charged to process the TSO approval request. The request will be reviewed once the payment has been received.

- You can either pay online with a credit card or choose to pay later if you would like to mail a check or money order.
- Click the **SUBMIT PAYMENT** button to continue.

Please Note: If you choose to submit your payment online with a credit card, your TSO approval request is immediately eligible for review. If you choose to pay later, your TSO approval request will not be reviewed until payment is received.

STEP 4: EMAIL CONFIRMATION

Once payment is received, The Registry will begin the review process, which takes 1-5 business days. Once the review process is finished, The TSO contact person and owner will receive an email from noreply@the-registry.org with a subject line of **Sponsor Agreement Update**. This email will inform the outcome of the TSO review process.

For more information on how to submit the WI Registry TSO Agreement, download the [online support guide](#).

FAQS

What if my Organization does not want to continue as a TSO at this time?

If your program does not have interest in using The Registry PDASystem to submit training, you will not need to sign the agreement form or pay the \$25 charge. Once the expiration date is passed due, your program will no longer be able to submit training to The Registry for approval.

If your organization wishes to be a TSO and use The Registry PDASystem at a later date, one person with administrative access to your organization's Registry Program Profile will need to sign the agreement form and pay the \$25 fee to start the review process.

Who can submit the WI Registry TSO Agreement?

Anyone with administrative access to your program (organization profile user) has the ability to submit the agreement and pay the \$25 fee. Only one person needs to do this.

What if I have multiple organizations?

Some individuals are owners of multiple Registry Program Profiles. If this is the case, all organizations with a Registry Program Profile that want to enter training will need to sign the agreement form and pay the annual \$25 fee.

If this is not feasible and the multiple organizations you own have business ties, you can set up one organization to be the TSO. The owner of the TSO can then grant permission for individuals who are employed at the other organizations access to your TSO so they may submit training and manage the attendance rosters.

For more information regarding this process, please [contact The Registry](#).

What does The Registry consider during the review process?

Once you agree to the WI TSO Agreement and pay the \$25 annual fee, your agreement is reviewed. This review process takes 1-5 business days. The Registry reviews and considers the following:

- The TSO submitted the WI Registry TSO Agreement and payment.
- Any infractions that violated the WI Registry TSO Agreement.
- Moving forward, each TSO must have one individual, who is a Registry approved trainer, linked to the organization. **This requirement is being waived at this time but starts with their next renewal to give each TSO time to meet this requirement if it is not already met.**

If any of these requirements are not met, The Registry will communicate with you as needed.

Why is there a \$25 fee?

TSOs are charged \$25 annually to better align with the yearly cost individual trainers pay to continue using The Registry PDASystem. Generated revenues will provide funding for improvements and enhancements to the current system.

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