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Welcome to the latest edition of *Training Solutions*.

With the end of the year upon us, we encourage you to reflect on your professional development journey in 2020. The virtual world has been a blessing by allowing our state to continue to offer professional development opportunities during a health pandemic. But virtual training has also been a challenge as technology and training don't always go hand in hand. We hope you continue to grow in 2021 as a Trainer and/or Technical Assistance Professional to meet the ever changing needs of our field.

*“Too many professional development initiatives
are done to teachers – not for, with, or by them.”*

— Andy Hargreaves

This newsletter is a quick reminder of the upcoming background check requirement for Registered Trainers and Final Eligibility Letter from DCF as proof of a completed background check. Also, we're sharing our latest support guide on [How to Search for Training](#) using our recently updated Statewide Training Calendar.

Don't hesitate to [contact us](#) if you have any questions.

Take care and be well,

Christine Moldenhauer, *Director of Operations*

Jenna Finley, *Professional Development Coordinator*

REGISTRY HOLIDAY HOURS

The Registry will be closed from Thursday, December 24, 2020 through Friday, January 1, 2021. Our regular business hours will resume on Monday, January 4.

BACKGROUND CHECK REQUIREMENT

Effective January 1, 2021:

All Registered Trainers must submit, with their Registry application, documentation from the Department of Children and Families of a fingerprint background check completed within the last 5 years.

The background check requirement helps maintain the integrity of both The Registry and the community of approved Trainers and Technical Assistance (TA) Professionals providing professional development to the early care and education field of WI. By aligning with the DCF background check requirements, The Registry is holding approved Registered Trainers, all Tier Trainers, Specialist 2 & 3 Trainers, and TA Professionals to the same standards as early care and education professionals and taking precautions to protect the safety of professional development participants.

A background check must be uploaded when submitting a Registry Trainer or TA Professional application. Accepted background checks must be dated within the last 5 years. The Final Eligibility letter from the Department of Children and Families is accepted by The Registry as proof of a completed background check.

Eligibility Determinations Information:

The Registry's requirement for Trainers and TA Professionals is consistent with the barred crimes listed on the [Barred Offenses – Regulated Child Care](#) document as determined by DCF Admin Code Chapter 13. To find detailed information on the appeals process for background check decisions, in addition to frequently asked questions, visit <https://dcf.wisconsin.gov/ccbgcheck/appeals>.

Expired Background Checks:

If a background check is going to expire within a Trainer or TA Professional's membership year, the Trainer or TA Professional must submit an updated copy of his/her background check to maintain Registry approval. Trainers and TA Professionals are encouraged to plan ahead and upload an updated background check with their renewal application. If their Registry membership expires within 6 months, Registry staff will contact the Trainer or TA Professional via email for a new background check.

For more information about how to obtain a background check / when to update an expired background check, please [download the Obtaining a Criminal Background Record Check policy guide](#).

STATEWIDE TRAINING CALENDAR NEW LOOK

The screenshot shows the 'Statewide Training Calendar' interface. On the left, there is a 'Filter Training' menu with three sections: 'Course Title' with a 'Filter by Title' input field, 'Event ID' with a 'Filter by Event ID' input field, and 'Trainer Name' with a 'Filter by Trainer Name' input field. On the right, the main area is titled 'Statewide Training Calendar' and contains the text 'Find training by subject, location, or browse our current course catalog.' Below this text is a horizontal line, and at the bottom, there is a 'Sort by' section with a dropdown menu set to 'Training Start Date' and a 'Direction' dropdown menu set to 'Ascending'.

The [Registry Statewide Training Calendar](#) has a new look that makes for a better experience finding training. Now, the Filter Training menu located on the left will never leave the screen, allowing for adjustments to search criteria as needed. To learn more about how to maximize a search to find the training you want, be sure to [download our Training Calendar support guide](#).

Each training event that appears in a search will clearly show the details participants need including registration information, length of training, and the trainer and/or training sponsor organization. Find the event description with just a click of the button

QUICK TIPS TO FIND TRAINING

1. The Registry Statewide Training Calendar has many ways to find training. You can search by event information (title, event ID number, etc.), Training Location, Training Content and Areas of Interest, Training Type, and Training Fee. You do not need to use every field. For best search results, try using only one or two of these fields.
2. If you have the event ID number for a specific training, it is easiest for participants to find that specific training by typing the number into the **EVENT ID** field.
3. Be sure to click on the **SEARCH** button on the bottom of the Filter Training menu when you are ready to search.

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The Registry
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719
www.the-registry.org | 608-222-1123