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Welcome to the latest edition of *Training Solutions*.

With the weather finally showing signs of spring and the days getting longer, we are excited to share new features The Registry Professional Development Department has been working on. This newsletter includes previews of:

- Online Registration
- Trainer & T-TAP Directory Support Guide
- Technical Assistance (TA) Event Entry release and support guide
- PDAS Summit Virtual Event Dates

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“Without training, they lacked knowledge.  
Without knowledge, they lacked confidence.  
Without confidence, they lacked victory.”

— Julius Caesar

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As always, we invite you to [contact us](#) with any questions you have regarding the updates and reminders.

Be safe and stay healthy!

Christine Moldenhauer, Director of Operations

Jenna Finley, Professional Development Coordinator

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# ONLINE REGISTRATION ONBOARDING

Online Registration is available! With so many features and options, The Registry Professional Development Department is providing one-on-one onboarding to organizations who opt to use Online Registration.

Online Registration can be a game-changer for your organization. Benefits and features include but are not limited to the following:

- One-stop-shop use of the Statewide Training Calendar as both a marketing and registration tool
- Pre-generated Rosters with built in messaging features for communicating to Attendees prior to training events
- Save staff time in entering attendance records into the Registry system post training event
- Advanced integration with Registry App for on-site immediate attendance record collection
- Attendees benefit from faster turnaround for getting training hours verified on their Registry Profiles

To cover the cost of support and maintenance for this feature, The Registry will be charging an annual fee for the use of Online Registration. The annual fee will be \$125 for Regulated Child Care Programs or \$250 for all other Training Sponsor Organizations. It is our intention to use this annual fee to cover the support and maintenance fees The Registry is charged for having this feature available to Organizations as well as support future improvements based on the feedback from users like you.

To unlock the features and benefits of Online Registration for your organization, complete the Online Registration Request Form. Once we have received the form, you will be assigned a liaison for your on-boarding process. If there are multiple sites, we would advise one site being the main host site for submitting training and registration. You can also create a separate Program Profile dedicated just to training and not connected to a regulated program. If you are interested in this opportunity and would like the form or have any questions,

please feel free to reach out to The Registry's Professional Development Department for assistance at [support@theregistry.org](mailto:support@theregistry.org).

## **TRAINER & TECHNICAL ASSISTANCE PROFESSIONAL DIRECTORY GUIDE**

On November 18, 2020, The Registry updated the [Statewide Training Calendar](#). We have created a “How To” support guide with step-by-step instructions on how to search for a Trainer and/or Technical Assistance Professional. Here are a couple things to keep in mind while searching:

- Searching the Trainer Directory allows you to find individual Registry approved Trainers and TA Professionals using a variety of search criteria.
- The information you entered on your Trainer or TA Professional Profile informs this search criteria. You can update your Trainer or TA Professional search criteria on the Trainer or TA Professional Information tab in your Personal Profile at any time.

For more information, please download the [How to Search for a Trainer / Technical Assistance Professional support guide](#). After reviewing the support guide, if you have any questions please feel free to email [The Registry's Professional Development Department](#) for assistance.

## **TECHNICAL ASSISTANCE EVENT ENTRY**

The Technical Assistance (TA) Event Entry feature offers Registry approved TA professionals the opportunity to enter their technical assistance events into the Registry system. These Events submitted through the Registry Professional Development Approval System (PDASystem) are accepted towards annual continuing education hours by the Wisconsin Department of Children and Families. Attendees can receive instant verification of continuing education hours

on their Registry profiles rather than waiting until their yearly membership renewal.

For more information please download the [TA Professional Events Entry guide](#). Below are a few questions you may have about TA Event Entry.

**Can a previously approved TA event be duplicated?**

Yes. Be sure to update the date and the recipient organization of your event.

**Is it possible to create a TA event series (multiple sessions) or does each TA event need to be entered individually?**

An event can span over a range of time. The date range and duration of the event are required.

**Does a TA event have to be entered before the actual date or can TA events be entered after the event took place?**

Best practice is to submit a TA event in a timely manner to ensure participants receive their continuing education hours. TA events can be entered on or after the first day of the event.

**How long after the event can the event be entered?**

**The Registry will allow previous TA events completed in the past calendar year to be submitted until April 15, 2021.** For all new TA events, TA Professionals have up to 60 days post event to submit the event in the PDASystem.

After reviewing the support guide, if you have more questions please feel free to reach out to The Registry's Professional Development Department for assistance.

# SAVE THE DATE: 2021 PDAS SUMMIT

Mark your calendars for the annual PDAS Summit! Participants at this year's virtual, 2-day event will engage in constructive and courageous conversations on how to bridge the gap in accessible professional learning opportunities and what we can do to increase trainer capacities within diverse populations across the state. You won't want to miss this incredible event!



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## Dates & Times:

Day 1: Thursday, September 23, 2021 | 9 am - noon

Day 2: Thursday, September 30, 2021 | 9 am - noon

## Location:

Virtual Event via Webex

## Registration Event:

Event registration information will be coming later this year. Stay tuned!

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