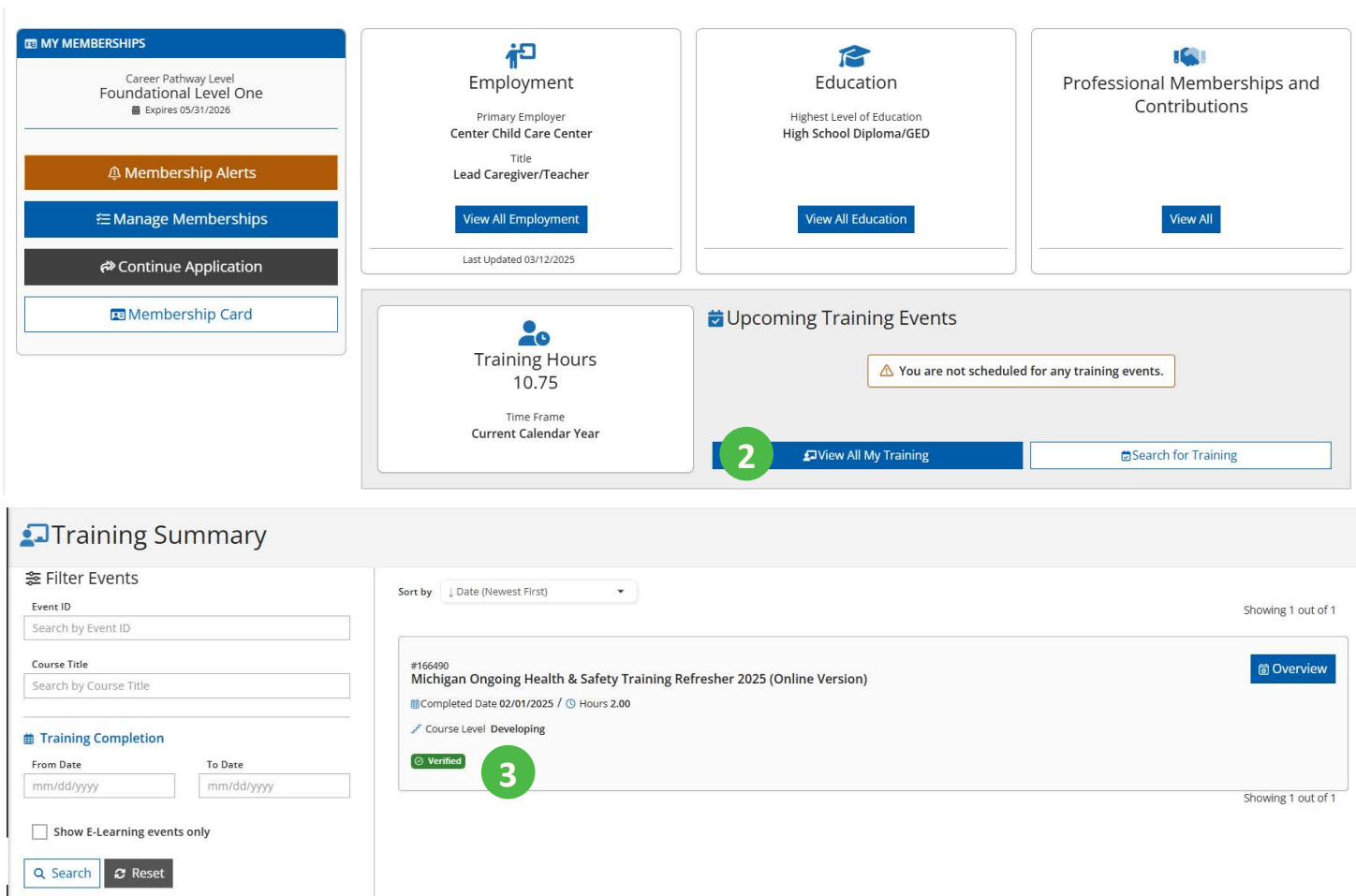


## Health and Safety Training Verification Tip Sheet

Have you completed a Health and Safety Training and want to verify your completion record? This guide will show you how you can check your own MiRegistry Profile if you completed this training and how you can check if your staff completed this training (for directors and/or administrators).

### 1 How to Check for Yourself



The screenshot shows the MiRegistry user dashboard. On the left, there is a sidebar with the 'MY MEMBERSHIPS' section, which includes a 'Career Pathway Level Foundational Level One' card with an expiration date of 05/31/2025, and buttons for 'Membership Alerts', 'Manage Memberships', 'Continue Application', and 'Membership Card'. The main content area is divided into three columns: 'Employment' (Primary Employer: Center Child Care Center, Title: Lead Caregiver/Teacher, Last Updated: 03/12/2025), 'Education' (Highest Level of Education: High School Diploma/GED), and 'Professional Memberships and Contributions'. Below these is a 'Training Hours' section showing 10.75 hours for the current calendar year. To the right of the training hours is the 'Upcoming Training Events' section, which displays a message: 'You are not scheduled for any training events.' A green circle with the number 2 is placed over the 'View All My Training' button. Below the 'Upcoming Training Events' section is a 'Search for Training' button.

**Training Summary**

Filter Events

Event ID  
Search by Event ID

Course Title  
Search by Course Title

Training Completion

From Date  
mm/dd/yyyy

To Date  
mm/dd/yyyy

☐ Show E-Learning events only

Search Reset

Sort by: Date (Newest First)

Showing 1 out of 1

#166490  
Michigan Ongoing Health & Safety Training Refresher 2025 (Online Version)

Completed Date 02/01/2025 / Hours 2.00

Course Level: Developing

Verified

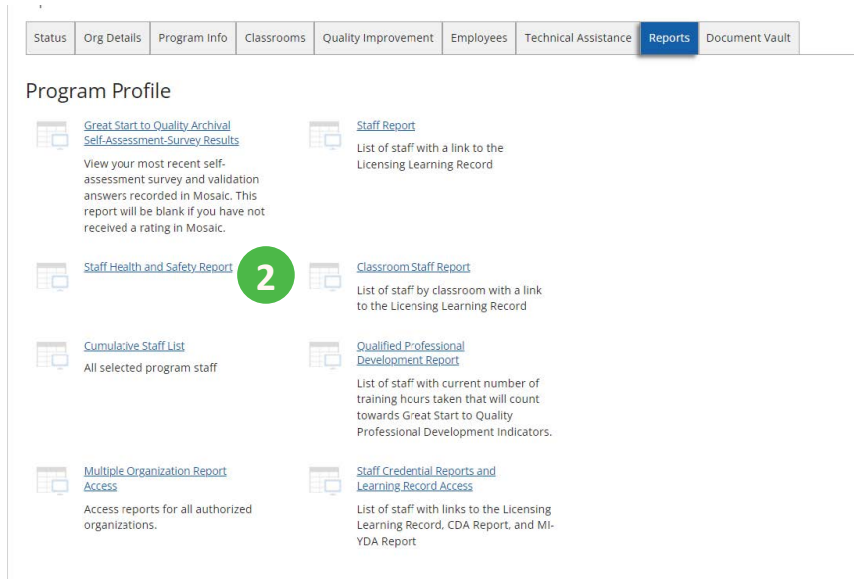
3

Overview

Showing 1 out of 1

1. [Login](#) to your MiRegistry profile.
2. Click on View All My Training (shown above).
3. Find the Michigan Ongoing Health and Safety Training Refresher 2025 and make sure it is listed as VERIFIED. If the training lists as **VERIFIED**, no further action is needed.

## 2 How to Check for Your Staff



The screenshot shows the 'Program Profile' page in the Miregistry system. At the top, there is a navigation bar with tabs: Status, Org Details, Program Info, Classrooms, Quality Improvement, Employees, Technical Assistance, **Reports**, and Document Vault. The 'Reports' tab is currently selected. Below the navigation bar, the page is titled 'Program Profile'. It contains a grid of report links, each with a small icon and a description. A green circle with the number '2' is placed over the 'Staff Health and Safety Report' link. The reports listed are:

- Great Start to Quality Archival Self-Assessment-Survey Results**: View your most recent self-assessment survey and validation answers recorded in Mosaic. This report will be blank if you have not received a rating in Mosaic.
- Staff Report**: List of staff with a link to the Licensing Learning Record
- Staff Health and Safety Report** (highlighted with a green circle and the number 2): All selected program staff
- Classroom Staff Report**: List of staff by classroom with a link to the Licensing Learning Record
- Cumulative Staff List**: All selected program staff
- Qualified Professional Development Report**: List of staff with current number of training hours taken that will count towards Great Start to Quality Professional Development Indicators.
- Multiple Organization Report Access**: Access reports for all authorized organizations.
- Staff Credential Reports and Learning Record Access**: List of staff with links to the Licensing Learning Record, CDA Report, and Mi-YDA Report

1. [Login](#) and access your Organization Profile.
2. Click on the Reports tab and click the Staff Health and Safety Report. All “VERIFIED” Health and Safety Trainings taken through MiRegistry will appear on this report, which also includes the date of completion.