

## *How to Become a MiRegistry Member*

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This guide will walk you through creating and submitting your membership application.

Go to [www.miregistry.org](http://www.miregistry.org)



1. Click **SIGN IN**.
2. If you do not have an account, see our [guide](#) on creating a MiRegistry account.

## Membership Application

### My Individual Profile

Summary Personal Education Employment Training Professional Reports

Welcome, Jon Tester

Beginning May 1, MiRegistry is accepting applications for membership.

You have signed in but not submitted an application.

Become a member

Become a trainer

Apply/Renew

Registry ID 3031

Jon Tester

456 Street Rd.  
Allenton, MI 48002  
(123) 456-4545

[registrymichigan+jontester@gmail.com](mailto:registrymichigan+jontester@gmail.com)

Change Email

#### Organization Profile Management

Do any of the following apply to you?

- You would like to link an existing organization profile to your account
- You would like to add a new organization profile to your account

Add Organization Profile

#### Notes From Staff (0)

No Notes Exist

1. Check the 'Become a member' box and click **APPLY/RENEW**.

## Membership Application

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Professional
6. Submit Application



1. The membership application will take you through the above six steps.
2. To accurately fill out the information, having access to your updated resume with dates of employment and education can be helpful.
3. Click **START APPLICATION**.

## Personal Information

Personal Information

Education

Employment

Training

Professional

Submit Application

Registry ID 3031

First Name\*

Jon

Middle Name

Last Name\*

Tester

I want to provide my previous name(s).

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address\*

registrymichigan+jontester@gmail.com

### Mailing Address

This is a business address

Street Address\*

456 Street Rd.

Apt/Suite #

Zip

48002

City\*

Allenton

State\*

MI

County\*

Saint Clair

Country\*

United States

### Home Address

Same as mailing address

Street Address

456 Street Rd.

Apt/Suite #

Zip

48002

City

Allenton

State

MI

County

Saint Clair

Country\*

United States

1. Your personal page will autofill your name and address from the information you provided when your account was created.

Primary phone number\*

123 - 456 - 4545

Secondary phone number

- -

Fax

- -

Birth Date\*

April 24, 1985

Gender\*

Unspecified

### Ethnicity

Are you of Hispanic or Latino origin?\*

Yes  No  Unspecified

Do you consider yourself?\*

White

Select All that Apply

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### Language

Primary Language\*

English

Secondary Language

-

Preferred Training Language

English

### Additional Information

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?

No

1. Your phone number and birthdate will autofill from the information you provided when your account was created.
2. Fill in your ethnicity and gender information. Please note that you may choose 'unspecified'.

## Additional Information

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?

No ▼

## Communication Preferences

We may send periodic communications related to the registry and your account. You are automatically subscribed to receive these communications. If do not wish to receive these communications please unsubscribe.

- Unsubscribe  
You will not receive informational emails from us, but you will continue to receive emails regarding your account.
- Subscribe**  
You will receive informational emails from us in addition to emails regarding your account.

[Return to My Profile](#)

[< Previous Step](#)

[Save and Continue >](#)



1. Click **SAVE AND CONTINUE >**.

## Education

### Education

Personal Information **Education** Employment Training Professional Submit Application

High School

Click the Edit button to update your information

Edit



Higher Education

-- Add New --

Click Add New to update your information

Certificates or Diplomas

-- Add New --

Click Add New to update your information

Endorsements or Credentials

-- Add New --

Click Add New to update your information

CDA Credentials

-- Add New --

Click Add New to update your information

Infant Mental Health Endorsement

-- Add New --

Click Add New to update your information

Licensing Requirements

-- Add New --

Click Add New to update your information

Return to My Profile

< Previous Step

Save and Continue >

1. To add education information, click the **EDIT** button.

Edit Education

## High School

Graduation Year

2003

Four-digit year

I do not have a High School/GED Diploma

Save and Close Cancel

1. Enter in your High School graduation date, or mark that you do not have a High School/GED Diploma.
2. Click **SAVE AND CLOSE**.



## Education

Personal Information	Education	Employment	Training	Professional	Submit Application
High School					
Graduation Year	2003			SELF REPORTED	<a href="#">Edit</a>
<b>Higher Education</b> <span>-- Add New --</span>					
<b>Bachelor's Degree</b>	Aug 2007	Michigan State University Early Childhood Education Sociology		SELF REPORTED	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Certificates or Diplomas</b> <span>-- Add New --</span>					
Click Add New to update your information					
<b>Endorsements or Credentials</b> <span>-- Add New --</span>					
Click Add New to update your information					
<b>CDA Credentials</b> <span>-- Add New --</span>					
CDA - Infant Toddler	Aug 2017 Expires: Aug 2019			SELF REPORTED	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Infant Mental Health Endorsement</b> <span>-- Add New --</span>					
Click Add New to update your information					
<b>Licensing Requirements</b> <span>-- Add New --</span>					
First Aid	Jun 2016 Expires: Jun 2018	American Heart Association		SELF REPORTED	<a href="#">Edit</a> <a href="#">Delete</a>
CPR	Jun 2016 Expires: Jun 2018	American Heart Association		SELF REPORTED	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Return to My Profile</a>		<a href="#">&lt; Previous Step</a> <a href="#">Save and Continue &gt;</a>			



1. To continue adding information on your education page, view the options on each drop-down menu and complete the information in each pop-up box.
2. Click **SAVE AND CONTINUE>**.


## Employment

### My Individual Profile

Summary Personal Education **Employment** Training Professional Trainer Reports

#### Employment

Edit Employment

 No employment data provided by applicant



1. To add field related experience, select **EDIT EMPLOYMENT**.


### Employment History

Please add an employment record for every early childhood and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Finished Employment

Add Position

 No Employment Entered  
No employment has been added to this online application



1. Select **ADD POSITION**.
2. To enter education, you must search for your organization based on the following organization types:
  - a. Direct care and education programs
  - b. Employment outside of the state of Michigan or an organization not found using the two other search options
  - c. Other organizations, such as training sponsor organization and institutions of higher education

## Employer Search-Direct Care and Education Programs

### Select Employer Type

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	------------	----------	--------------	---------------------	--------------------

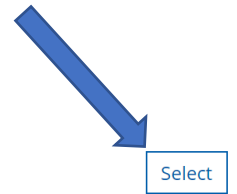
If your employer already has an account in the Michigan Professional Development Registry, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

#### Direct care and education programs

Select this button if your employer is any of the following:

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)
- Tribal Child Care Center



Select

#### Employment outside the State of Michigan or employment not related to the field of early childhood or school age care

You should choose this option if your employer is any of the following:

- Programs outside the State of Michigan
- An organization that is not related to the field of early childhood or school age care
- An organization or program that is not found using the other employer search options listed on this page

Select

#### Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Organizations that do not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agencies that do not provide direct early childhood or school age care
- State and local government

Select

1. Click **SELECT** next to the Direct care option.

## Position Details

Personal Information	Education	<b>Employment</b>	Training	Professional	Submit Application
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Search for: Direct care and education programs

If your past or present employer provides direct care to children up to age twelve and is licensed by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division using the license number to search is the fastest way to find your employer. If your employer is not licensed or you don't know the license number, you can use one or more of the other fields to find your employer.

Organization Registry ID

Employer Name

City

**Search**

Child Care License ID

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">11119</a>	<a href="#">A.B.C.'s Center of Joy</a>	18600 Fenelon Detroit, MI 48234	DF820329159	7/11/2016- 7/10/2019
<a href="#">21260</a>	<a href="#">A.J.'s ABC's &amp; 123's Daycare</a>	19940 Waltham Street Detroit, MI 48205	DG820276026	5/2/2015- 5/1/2017

1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
2. Select your organization from the list. **If your organization is not found, follow the directions listed under 'Employer Search-Employment Outside of Michigan or Not Found in a Search' below.**

## Position Details

Personal Information	Education	<b>Employment</b>	Training	Professional	Submit Application
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You selected the following program. Confirm the selected program is correct.

### Program Information

Child Care License ID	DF820329159
Effective	7/11/2016 - 7/10/2019
Name	<b>A.B.C.'s Center of Joy</b>
Address	18600 Fenelon, Detroit, MI 48234 Wayne County
Phone	(313) 234-3243



<b>Confirm</b>	Return
----------------	--------

1. Click **CONFIRM** if the information is correct.

You selected the following program. Confirm the selected program is correct.

## Program Information

Child Care License ID	DF820329159
Effective	7/11/2016 - 7/10/2019
Name	<b>A.B.C.'s Center of Joy</b>
Address	18600 Fenelon, Detroit, MI 48234 Wayne County
Phone	(313) 234-3243

## Position Information

Title\*

Assistant Teacher

Hours Per Week\*

40

Months per year\*

12

This is my primary employer

Age Group working with\*:

Infants (birth until one year)     School-age (kindergarten entry through age twelve)

Toddlers (one year to 30 months)     Adults

Preschool (30 months to kindergarten entry)

Start Date\*    End Date

08/01/2013   

(mm/dd/yyyy)    (mm/dd/yyyy)

Hourly wage at this position

\$ 13.50

Date of last wage increase

08/01/2017

Status Self Reported



Save    Cancel

1. Enter your position information.
2. Click **SAVE**.

## Employer Search-Employment Outside of Michigan or Not Found in a Search

### Select Employer Type

Personal Information	Education	<b>Employment</b>	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	-------------------	----------	--------------	---------------------	--------------------

If your employer already has an account in the Michigan Professional Development Registry, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

#### Direct care and education programs

Select this button if your employer is any of the following:

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)
- Tribal Child Care Center

Select

#### Employment outside the State of Michigan or employment not related to the field of early childhood or school age care

You should choose this option if your employer is any of the following:

- Programs outside the State of Michigan
- An organization that is not related to the field of early childhood or school age care
- An organization or program that is not found using the other employer search options listed on this page

Select

#### Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Organizations that do not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agencies that do not provide direct early childhood or school age care
- State and local government

Select

1. Press **SELECT** for employment outside of the state of Michigan or employment not found using other search criteria.

Employer's Name\*  
Boys and Girls Club

Program Type\*  
Unidentified Direct Care Program ▼

Contact First Name  
Megan

Contact Last Name  
Smith

Mailing Address\*  
456 Main St.

Suite/Box#

Country  
United States ▼

Zip\*  
48002

City\*  
Allenton


State\*  
MI ▼

County\*  
Saint Clair

Phone\*  
456 - 234 - 1212

Fax

[Save and Continue >](#) [Start Over](#)



1. Fill out the Employer details.
2. Click **SAVE AND CONTINUE**.



## Position Details

Personal Information	Education	Employment	Training	Professional	Submit Application
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You selected the following program. Confirm the selected program is correct.

### Program Information

Name	<b>Boys and Girls Club</b>
Address	456 Main St., Allenton, MI48002 Saint Clair County United States
Phone	(456) 234-1212



Confirm	Return
---------	--------

1. Click **CONFIRM** if the information is correct.

## Position Information

Title\*  
Non-Teaching Professional Staff ▼

Hours Per Week\*  
40

Months per year\*  
12

This is my primary employer

Age Group working with\*:

Infants (birth until one year)  School-age (kindergarten entry through age twelve)

Toddlers (one year to 30 months)  Adults

Preschool (30 months to kindergarten entry)

Start Date\*  
08/01/2010  
(mm/dd/yyyy)

End Date  
07/31/2012  
(mm/dd/yyyy)

Reason for leaving  
New job in the field ▼

Additional Comments

Hourly wage at this position  
\$ 10.50

Date of last wage increase  
08/01/2011

Status Self Reported



Save Cancel

1. Enter your position information.
2. Click **SAVE**.

## Employer Search-Other Organizations Types

### Select Employer Type

Personal Information	Education	Employment	Training	Professional	Trainer Information	Submit Application
----------------------	-----------	------------	----------	--------------	---------------------	--------------------

If your employer already has an account in the Michigan Professional Development Registry, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

[Return to Employment List](#)

#### Direct care and education programs

Select this button if your employer is any of the following:

- Child Care Center
- Early Childhood Special Education
- Family Child Care Home
- Great Start Readiness Program (GSRP)
- Group Child Care Home
- Head Start or Early Head Start
- School age program (before school, after school, etc.)
- Tribal Child Care Center

Select

#### Employment outside the State of Michigan or employment not related to the field of early childhood or school age care

You should choose this option if your employer is any of the following:

- Programs outside the State of Michigan
- An organization that is not related to the field of early childhood or school age care
- An organization or program that is not found using the other employer search options listed on this page

Select

#### Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Organizations that do not directly offer early childhood or school age care
- Institutes of Higher Education
- Professional Associations
- State and local agencies that do not provide direct early childhood or school age care
- State and local government

Select



1. Press **SELECT** for other employment, such as training organizations and institutes of higher education.

## Employer Search

Search for: Other Organization Types

Organization Registry ID

Employer Name

City

Search

Start Over

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address
<a href="#">19573</a>	<a href="#">Pamela Test Training Consultant</a>	8579 Cat St. Allenton, MI 48002
<a href="#">19579</a>	<a href="#">Sample Training Organization</a>	123 Our Street Lansing, MI 48910

### Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- Still can't find your employer? [Start here](#)

1. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click **SEARCH**.
2. Select your organization from the list.
3. If your organization is not listed below, click **START HERE**.

## Enter Employer Details

Personal Information	Education	Employment		
Employer's Name*				
<input type="text" value="Training Center"/>				
Program Type*				
<input type="text" value="Independent Consultant/Trainer"/>				
Contact First Name				
<input type="text" value="Jon"/>				
Contact Last Name				
<input type="text" value="Tester"/>				
Mailing Address*				
<input type="text" value="1237 Railroad St."/>				
Suite/Box#				
<input type="text"/>				
Country				
<input type="text" value="United States"/>				
Zip*	City*	State*		
<input type="text" value="48002"/>	<input type="text" value="Allenton"/>	<input type="text" value="MI"/>		
County*				
<input type="text" value="Saint Clair"/>				
Phone*				
<input type="text" value="456"/>	-	<input type="text" value="234"/>	-	<input type="text" value="1212"/>
Fax				
<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
<a href="#">Save and Continue &gt;</a>			<a href="#">Start Over</a>	



1. Please note that if your employer was found in the search, you will skip this step.
2. Fill out the Employer details.
3. Click **SAVE AND CONTINUE**.

## Position Details

Personal Information

Education

Employment

You selected the following program. Confirm the selected program is correct.

### Program Information

Name	<b>Training Center</b>
Address	1237 Railroad St., Allenton, MI48002 Saint Clair County United States
Phone	(456) 234-1212



Confirm

Return

1. Click **CONFIRM** if the details are correct.

You selected the following program. Confirm the selected program is correct.

## Program Information

Name **Training Center**  
Address 1237 Railroad St., Allenton, MI48002  
Saint Clair County  
United States  
Phone (456) 234-1212

## Position Information

Title\*  
Trainer

Hours Per Week\*  
15

Months per year\*  
12

This is my primary employer

Age Group working with\*:

Infants (birth until one year)

School-age (kindergarten entry through age twelve)

Toddlers (one year to 30 months)

Adults

Preschool (30 months to kindergarten entry)

Start Date\*  
08/01/2009  
(mm/dd/yyyy)

End Date  
  
(mm/dd/yyyy)

Hourly wage at this position  
\$ 25.00

Date of last wage increase

status Self Reported



Save Cancel

1. Enter your position information.
2. Click **SAVE**.

## Employment History

Personal Information   Education   **Employment**   Training   Professional   Submit Application

Please add an employment record for every early childhood and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

[Add Position](#)

Program	Title	Wage	Start	End	Status	
A.B.C.'s Center of Joy	Assistant Teacher	\$13.50 / hr. 8/1/2017	8/1/2013	Present	Self Reported	
Boys and Girls Club	Non-Teaching Professional Staff	\$10.50 / hr. 8/1/2011	8/1/2010	7/31/2012	Self Reported	
Training Center	Trainer	\$25.00 / hr.	8/1/2009	Present	Self Reported	

[Return to My Profile](#)   [< Previous Step](#)   [Save and Continue >](#)

1. After all related field experience is entered, click **SAVE AND CONTINUE>**.

## Training

### Training

Personal Information   Education   Employment   **Training**   Professional   Submit Application

No training has been added to this online application


[Return to My Profile](#)   [< Previous Step](#)   [Save and Continue >](#)

1. Your training page will track completed training taken through MiRegistry statewide training calendar.
2. Please note that any Great Start to Quality training that was completed before April 1, 2018 will be transferred to this page from the former system. If a training you have taken is not listed on this page, please click the 'Ask Us' button or email [support@miregistry.org](mailto:support@miregistry.org) to attach your training certificate.
3. Click **SAVE AND CONTINUE>**.



### More Information

Personal Information	Education	Employment	Training	Professional	Submit Application
<b>Memberships</b>					
Michigan Afterschool Association		01/01/2019		<input type="checkbox"/>	
-- Select to add Professional Membership --					
<b>Professional Contributions</b>					
Serving on a Board of Directors for a related organization:		12/29/2017	Treasurer	<input type="checkbox"/>	
-- Select to add Professional Contribution --					
<a href="#">Return to My Profile</a>		<a href="#">&lt; Previous Step</a> <a href="#">Save and Continue &gt;</a>			



1. To edit your professional page, view the options in each drop-down menu and complete the information in each pop-up box.
2. Click **SAVE AND CONTINUE>**.

## Submit Application

### Submit Application



#### Instructions:

This is the final step of your online application. Once you press the **Submit Application** button below, you will not be able to edit until your application has been verified.

#### Are you ready?

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance

By submitting my application, I hereby agree that the information provided on this Registry Application is complete, accurate, and will be entered into the Michigan Professional Development Registry.

#### What is next?

Once you press **Submit Application** below, the following will occur:

- Your account will be "locked" which means you can view but not edit your professional record.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Pathways Category Certificate and unlock your account.
- This application counts as your official application. Michigan Professional Development Registry does not accept paper applications.

#### Application Selections

Item	Level	Expires
Career Pathway Level	None - Initial	N/A

Cancel

< Previous Step **Submit Application**



1. Review the information and click **SUBMIT APPLICATION**.
2. Please note that your account will be locked from editing any information until after it has been approved.

## Submit Application

Personal Information

Education

Employment

Training

Professional

Submit Application

Beginning May 1, MiRegistry is accepting applications for membership.

✔ Application Successfully Submitted.  
Your application has been successfully submitted on 06/01/2018.

The next step toward completing the process is for you to send us verification documents. Your Registry Individual ID number is 3031. Please include your Registry Individual ID number on all verification documents.

You must send in the following documentation:

1. **Send proof of Professional Organization Membership (optional):**
  - Michigan Afterschool Association
2. **Send proof of Professional Contributions (optional):**
  - Serving on a Board of Directors for a related organization - 2017

Next Steps:

Please send in all supporting documentation as soon as possible. Documentation can be sent by mail or email. For expedited processing, please put your Registry Individual ID on all documents. Your application will be processed as soon as all documentation is received. If we do not receive these documents within 45 days, we will cancel your application. You can submit again as soon as you are ready. Documentation will not be returned, so copies are acceptable for all documentation except for official transcripts. **Note that the Registry only accepts official transcripts sent to the Registry directly from the issuing institution.**

Include these documents in ONE envelope and mail or email right away to:

MiRegistry  
2908 Market Place Dr.  
#103  
Fitchburg, WI 53719

Or By Email:

[support@miregistry.org](mailto:support@miregistry.org)

833-386-9238

I have no documentation to submit

[Return to My Profile](#)

1. Congratulations! You have successfully submitted a membership application. Next steps are for you to submit any follow-up documentation.
2. Please note that the Michigan Registry only accepts official transcripts from your college or university. They can be sent in a sealed, unopened envelope or in an encrypted PDF directly from your institution.
3. Documentation of training and other items marked on your professional and education pages may be sent electronically by clicking the 'Ask Us' button on any page or by emailing [support@miregistry.org](mailto:support@miregistry.org).
4. If you select the 'I have no documentation to submit' button, your career pathway level will be calculated without verification of education and professional achievements. This will impact your career pathway level.