

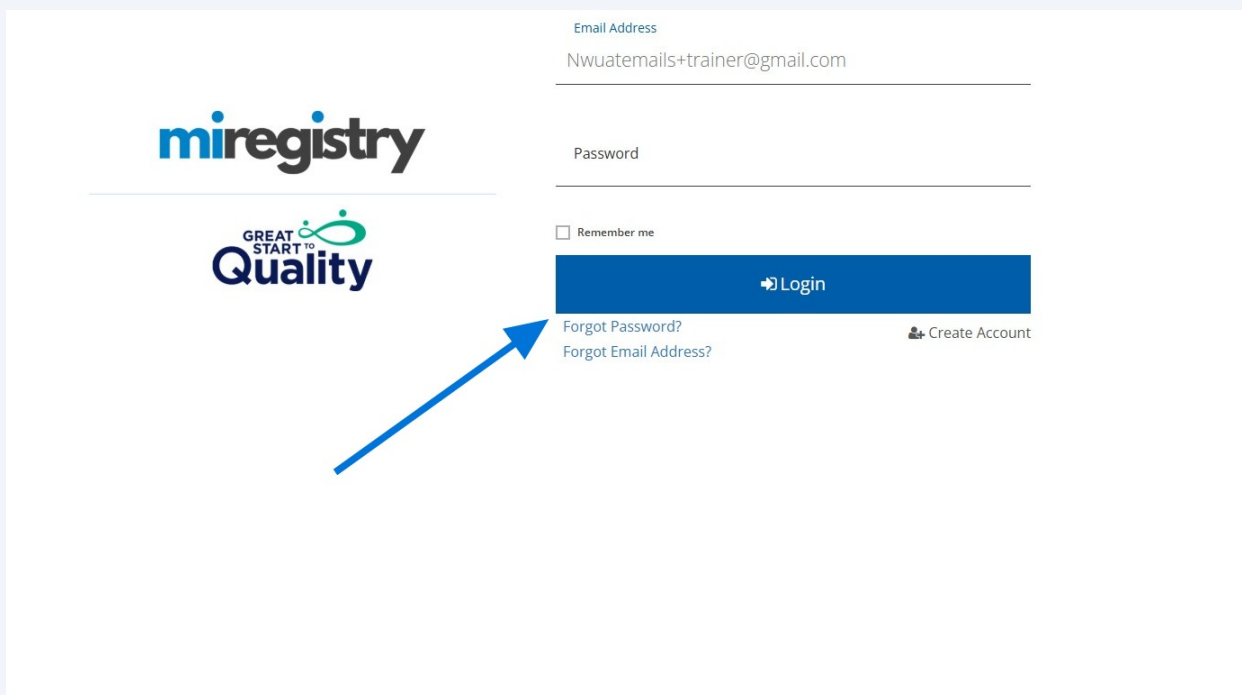
# Creating a Course

MiRegistry approved training helps Michigan’s early childhood and out of school time professionals meet their professional development needs.

Training may be submitted through the profile of an Individual MiRegistry Approved Trainer or the profile of a Training Sponsor Organization.

Submitting a training in the MiRegistry system is a two-part process (submitting a course and submitting an event). This guide will walk you through the process of creating and submitting a course.

1 Visit [miregistry.org](https://miregistry.org) and log in.



2

If you are creating training for your organization, choose your organization's name from the top right drop-down menu.

If you are creating training as an individual trainer, click instead on "Training Entry" in the menu on the left side of the screen.

The screenshot shows the miregistry user dashboard. At the top left, the miregistry logo is visible. The user is logged in as 'Generic Trainer' with a language preference for 'English'. The user's profile information is displayed: 'Welcome, Generic!', 'MiRegistry ID #203097', 'Primary phone number (888) 888-8888 / Primary Language English', and 'Email nwuatetains+tramer@gmail.com'. A blue arrow points to the user's profile information. On the right side, a dropdown menu is open, showing options: 'Generic Trainer', '#54624 Advanced TSO', 'Account Settings', 'Change Password', '+ Organization Profile', and 'Logout'. A blue arrow points to the 'Generic Trainer' option in the dropdown. The main dashboard area is divided into several sections: 'MY MEMBERSHIPS' (Career Pathway Level Foundational Level One, Expires 05/31/2027; Trainer Approved - Extending, Expires 05/31/2026; View Trainer Info; Manage Memberships; Apply for Membership; Membership Card), 'Employment' (You have no current employment record; View All Employment), 'Education' (Highest Verified Level of Education College Certificate; Major(s) asdf3; View All Education), and 'Upcoming Training Events' (You are not scheduled for any training events). The 'Training Hours' section shows 0.00 hours for the Current Calendar Year.

3

Hover over the black sidebar and select Training Entry. Be sure to check the name of the profile. If you are creating training through your organization, make sure your organization is listed.

The screenshot shows the MiRegistry interface. On the left is a dark sidebar with the following menu items: Organization Profile, Training Entry (highlighted with a blue arrow), E-Learning Attendance, Invoices, Search Training Events, Search Course Catalog, Search Trainer Directory, Contact Us, MiRegistry Home, and Logout. The main content area has a header with 'Settings', 'Employees', 'Reports', and 'Document Vault'. Below the header is a form titled 'Information' with the following fields: Email Address\* (nwuatemails+orgowner@gmail.com), First Name\* (Generic), Last Name\* (OrgOwner), Phone (with three input boxes and a hyphen), and Mobile Phone for Texting (with three input boxes and a hyphen). There is a 'Send Message' button next to the email field. Below the form is a note: 'Enabling texting provides Great Start to Quality and MiRegistry permission to send text messages. Data and text messaging rates may apply.'

4

Click "Add Course".

The screenshot shows the MiRegistry 'Courses' page. On the left is a sidebar with organization details for 'Advanced TSO' (Org ID #54624). The main content area has a search bar for 'Courses' with a search icon. Below the search bar is a table of course statuses. A blue arrow points to the 'Add Course' button at the bottom of the table.

Courses		View
In Process	35	View >
Submitted	5	View >
Revisions Required	0	View >
Resubmitted	0	View >
Approved	5670	View >
Pending Trainers	1	View >
<b>Add Course</b>		

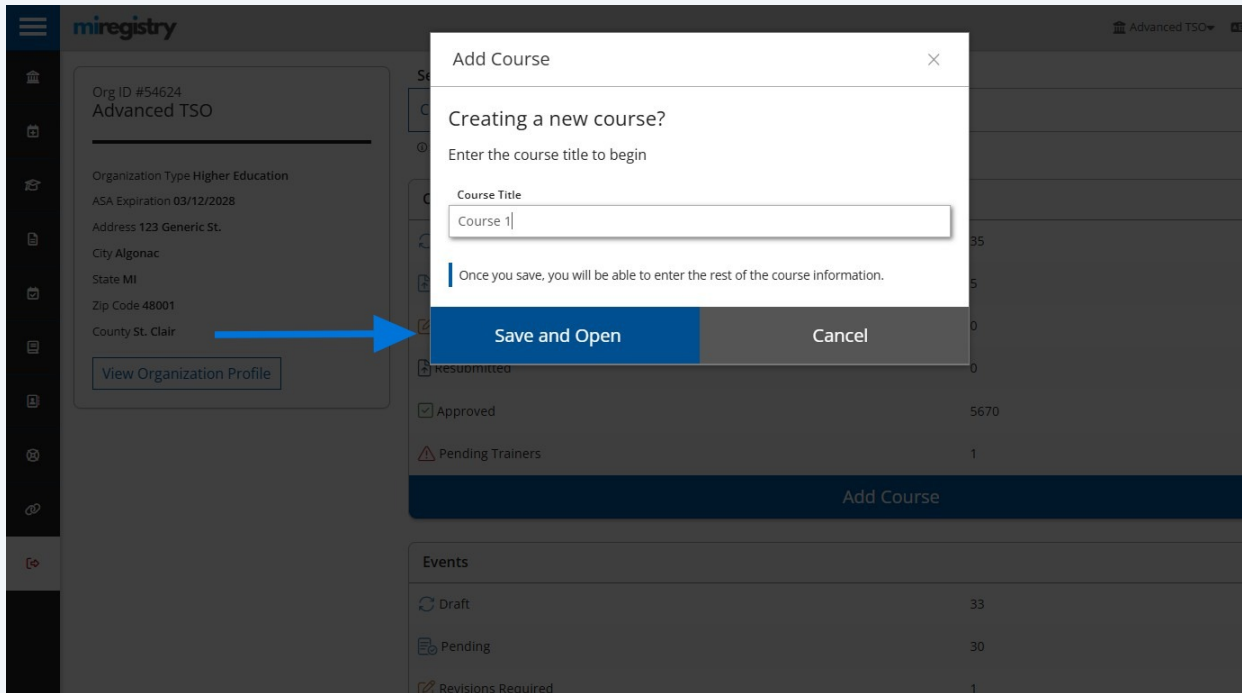
  

Events		View
Draft	33	View >
Pending	30	View >
Revisions Required	1	View >
Accepted	92	View >
No verified attendees	66	View >

5

Enter your course title in the Course Title field. Then click "Save and Open" to continue creating the course.

Please Note: You will see your organization name listed at the top of the page if you are accessing your organization training entry page.



6

In the Course Details section, click "Manage".

The screenshot displays the 'miregistry' interface for 'Course Details'. The page title is 'Course Details' and the course ID is '#160646'. The course name is 'Course 1'. A red banner indicates 'Missing Required Information'. The course status is 'Draft'. A blue arrow points to the 'Manage' button in the top right of the 'Course Details' section. Below this, the 'Course Description and Instructional Plan' section also has a 'Manage' button. The course owner information is shown on the right, including the organization 'Advanced TSO' and the address '123 Generic St. Algonac MI 48001'. A 'Submit Course' button is located at the top right of the page.

Course ID #160646  
Course 1

**Missing Required Information**

Course Status **Draft**

Updated Not Set / by Not Set

Created 05/29/2026 / By Generic Trainer / Course End Date Not Set

Course Type Not Set / Course Level Not Set

Course Qualifications **Not Set**

Intellectual Property Owner and Copyrighted Materials **Not Set**

Share With Great Start to Quality Resource Center **Not Set**

Course Owner

Organization #54624  
Advanced TSO  
nwuatemails+orgowner@gmail

123 Generic St.  
Algonac MI 48001

Submit Course

Course Description and Instructional Plan **Manage**

**Missing Required Information**

Description

7

Select from the available options to add your course details such as Intellectual Property Owner, Course Type, and Course Level.

Manage Course Details

Intellectual Property Owner and Copyrighted Materials

Private/Trainer ⓘ

Public Domain (State/Federal) ⓘ

Publisher ⓘ

Other ⓘ

Course Type

General Training ▼

Course Level

Developing

Manage Qualifications

None Selected

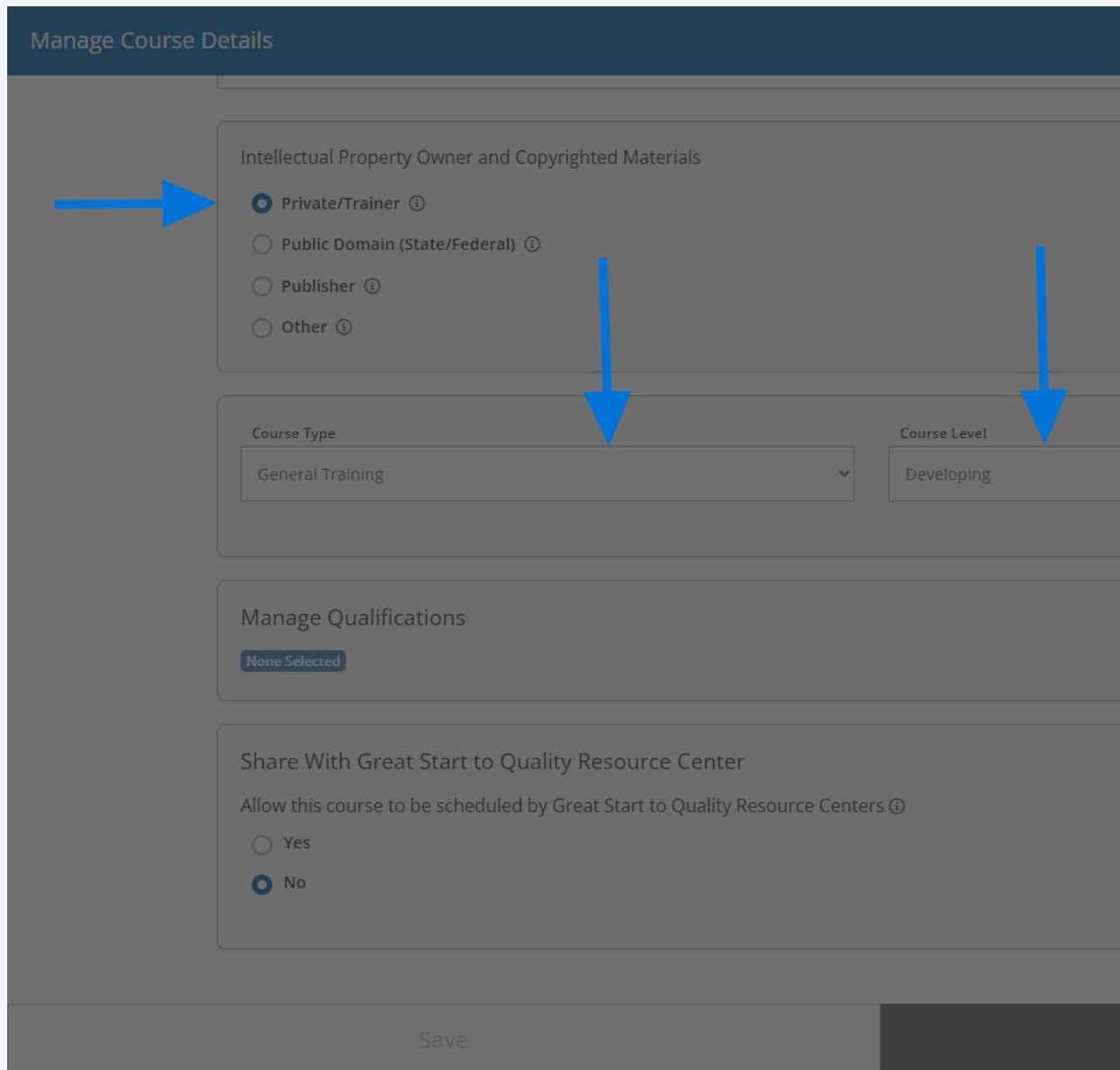
Share With Great Start to Quality Resource Center

Allow this course to be scheduled by Great Start to Quality Resource Centers ⓘ

Yes

No

Save



8

Select qualifications that apply to your course contents. For verification, these must match the course description, learning objectives, and course outline entered.

After making your selections, click "Save"

The screenshot shows the 'Manage Course Details' form with a 'Manage Qualifications' modal window open. The form includes sections for 'Intellectual Property Owner and Copyrighted Materials', 'Course Type' (General Training), 'Course Level' (Developing), 'Manage Qualifications' (None Selected), and 'Share With Great Start to Quality Resource Center' (No). The modal window shows 'Selected Qualifications' (PD2-Mental Health) and a list of 'Available Qualifications' including PD1-Infant and Toddler Development (Birth to 3), PD1-Preschool Development (3 to 5), PD1-School Age Development, PD2-Challenging Behaviors, PD2-Social Emotional Health, PD2-Suspension/Expulsion, PD2-Trauma Informed Practices/ACES, PD3-Cultural Competence/Inclusive Practices, PD4-Family Engagement, PD5-Strengthening Families/Protective Factors, PD6-Anti-Bias, PD7-Business Practices, PD8-Classroom Assessment Scoring System (CLASS), and PD8-Environment Rating Scales (ERS). Blue arrows point from the 'Course Level' dropdown and the 'Share With Great Start to Quality Resource Center' section to the modal window.

9

Choose whether or not you would like your course to be scheduled by Great Start to Quality Resource Centers.

Click "Yes" if you would like to share with Great Start to Quality. Then, click "Save".

The screenshot shows the 'Manage Course Details' form with the 'Share With Great Start to Quality Resource Center' section set to 'Yes'. The 'Manage Qualifications' section shows 'PD1-Preschool Development (3 to 5)' selected. A blue arrow points to the 'Yes' radio button. The form includes sections for 'Intellectual Property Owner and Copyrighted Materials', 'Course Type' (General Training), 'Course Level' (Developing), 'Manage Qualifications' (Manage), and 'Share With Great Start to Quality Resource Center' (Yes). The bottom of the form has 'Save' and 'Cancel' buttons.

# Course Description and Content

10

Next to Description and Instructional Plan, click "Manage".

Then, for each section of the Instructional Plan fill out all applicable fields. All fields should have information directly entered into the field, except for the Outline of Training field if a document is attached.

Course Description and Instructional Plan → **Manage**

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**Description**  
Enter course description here.

---

**Instructional Plan**

Prerequisites	⊞
Learning Objectives	⊞
Outline of Training Content, Training Methods and Training Timeline	⊞
Assessment of Learning Objectives	⊞
Training Evaluation	⊞
Major resources used to develop the training	⊞

11

Add your course description and any prerequisites.

Manage Course Description and Instructional Plan ✕

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**Description**

ⓘ Please provide a course description. (This description will be made public and must be 100 words or less.) Required to submit

**Prerequisites**

ⓘ List any prerequisites or advanced preparations required for participants of this training.

**Documentation**

**ⓘ No documents have been added.**  
Click the "+File" button to upload documents.

+ File

The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

**Learning Objectives**

SaveClose

12

Add information pertaining to Learning Objectives, as well as Outline of Training Content, Training Methods, and Training Timeline.

Manage Course Description and Instructional Plan

No documents have been added.  
Click the "+File" button to upload documents.

The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

**Learning Objectives**

List learning objectives here.

① List any measurable objectives related to the content area(s) you have selected as the focus of this training. Describe what participants should be able to do as a result of having taken this training.

**Documentation**

No documents have been added.  
Click the "+File" button to upload documents.

The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

**Outline of Training Content, Training Methods and Training Timeline**

Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.

Required to submit

Save Close

13

Add information about how you plan to evaluate what participants gain from your session in the Assessment of Learning Objectives field.

Add outline, training methods, and timeline here.

Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.

**Documentation**

No documents have been added.  
Click the "+File" button to upload documents.

The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

**Assessment of Learning Objectives**


How will you evaluate what participants have gained from your session? Please provide an example that relates to your learning objectives.

Required to submit

14

Add information about how you plan to collect and utilize feedback from your session in the Training Evaluation field.

Documentation

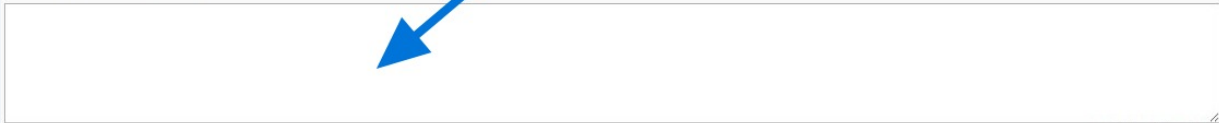
 No documents have been added.  
Click the "+File" button to upload documents.

+ File

The following file types are accepted:

.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

Training Evaluation



Ⓞ How will you collect and utilize feedback from your session? Please provide an example.

Required to submit

Documentation

 No documents have been added.  
Click the "+File" button to upload documents.

+ File

15

Add information about any major resources you used in the development of your course in the Major Resources field. Please provide sources and author information.

After filling out each Instructional Plan field on the page, click "Save" to continue.

Ⓞ How will you collect and utilize feedback from your session? Please provide an example.

Documentation

 No documents have been added.  
Click the "+File" button to upload documents.

+ File

The following file types are accepted:

.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

Major resources used to develop the training



Ⓞ Do the resources reflect current knowledge and support evidence based practice, including diversity and inclusion? Provide titles, authors and sources.

16 Next to Course Content, click "Manage".

The screenshot shows the 'miregistry' web application interface. At the top left is a navigation menu with icons for home, course, document, calendar, list, and user. The top right shows 'Basic TSO', 'English', and 'My Cart(0)'. The main content area is divided into several sections:

- Description:** A text input field with the placeholder 'Enter course description here.'
- Instructional Plan:** A list of fields with expand/collapse icons: Prerequisites, Learning Objectives, Outline of Training Content, Training Methods and Training Timeline, Assessment of Learning Objectives, Training Evaluation, and Major resources used to develop the training.
- Course Content:** This section is highlighted with a blue arrow pointing to a 'Manage' button. It contains a red warning box: 'Missing Required Information' with sub-items 'Course Category Not Set', 'Course Hours Not Set', 'Credit Type Not Set', and 'Credits Not Set'. Below are two columns: 'Standard and Competency Areas' and 'CDA Content Areas', both showing 'No Selections Made'.
- Authorized Trainers:** A section with a 'Manage' button and a red warning box: 'Missing Required Information'.
- Audience and Delivery:** A section with a 'Manage' button.

At the bottom right, there is a green button labeled 'Ask Us / Submit Documents'.

17

Select your course category. Please note that you can only enter one category in this section of the course entry. Later, you will be able to designate multiple categories.

Manage Course Content

Category:

Credits:  Required to submit

Credit Type:  Required to submit

Hours:  Required to submit

Standard and Competency Areas Manage Areas

**No Areas Entered**  
Click the 'Manage Areas' button to assign Standard and Competency Areas to this course.

Remaining Hours: 0.00 Total Hours: 0.00

CDA Content Areas

**No Areas Entered**

Remaining Hours: 0.00 Total Hours: 0.00

Save Cancel

18

Enter your hours, and if your course is for credit enter the credits and credit type.

Manage Course Content

Category:

Credits:  Required to submit

Credit Type:  Required to submit

Hours:  Required to submit

Standard and Competency Areas Manage Areas

**No Areas Entered**  
Click the 'Manage Areas' button to assign Standard and Competency Areas to this course.

Remaining Hours: 0.00 Total Hours: 0.00

CDA Content Areas

**No Areas Entered**

Remaining Hours: 0.00 Total Hours: 0.00

19 Click "Manage Areas" to add standard and competency areas for your course.

Manage Course Content

Category:

Credits:  Required to submit

Credit Type:  Required to submit

Hours:  Required to submit

**Standard and Competency Areas** Manage Areas

**CDA Content Areas**

**No Areas Entered**  
Click the 'Manage Areas' button to assign Standard and Competency Areas to this course.

Remaining Hours <input checked="" type="checkbox"/>	Total Hours
0.00	0.00

Remaining Hours <input checked="" type="checkbox"/>	Total Hours
0.00	0.00

Save Cancel

20

Select the Early Childhood Education or School Age Standard and Competency Areas for your course.

Note: For full/whole hour courses, each core competency must be at least one hour in length. For courses ending in .25, .5 or .75, only one core competency can be less than one hour in length.

After making your selections, click "Update".

**Manage Standard and Competency Areas**

Indicate which early childhood and/or school-age Standard and Competency Area(s) the course is targeting. It is recommended that no more than two are selected to reflect the primary and secondary areas of focus. Click [here](#) for more information on Michigan Professional Standards and Competencies for Early Childhood Educators.

Click [here](#) for more information on the National AfterSchool Association Core Knowledge and Competencies for AfterSchool and Youth Development Professionals.

Select all Standard and Competency Areas covered. You will assign hours to each Area after you click Update to return to the main page.

Early Childhood Education

- ECE: Child Development and Learning in Context ⓘ
- ECE: Family-Teacher Partnerships and Community Connections ⓘ
- ECE: Child Observation, Documentation, and Assessment ⓘ
- ECE: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices ⓘ
- ECE: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum ⓘ
- ECE: Professionalism as an Early Childhood Educator ⓘ
- ECE: Promoting Children's Health and Wellness ⓘ
- ECE: Leading High Quality Early Childhood Programs ⓘ

21

Add the hours associated with the Standard and Competency Areas. If Early Childhood Education Standard and Competency Areas are entered, CDA Content Areas will be automatically selected.

Click "Save" to continue.

The screenshot shows a web form with the following sections:

- Category:** A dropdown menu with "Preschool" selected.
- Credits:** An empty input field with "Required to submit" below it.
- Credit Type:** A dropdown menu with "Select One" selected and "Required to submit" below it.
- Hours:** An input field containing the number "3".
- Standard and Competency Areas:** A table with a "Manage Areas" button. The table has columns for "Area" and "Hours".

Area	Hours
ECE: Child Development and Learning in Context	3

Below the table are two summary boxes: "Remaining Hours" with a green checkmark and the value "0.00", and "Total Hours" with the value "3.00". A blue arrow points to the "Hours" input field for the ECE area.
- CDA Content Areas:** A table with columns for "Area" and "Hours".

Area	Hours
Understanding principles of child development and learning	3

Below the table are two summary boxes: "Remaining Hours" with a green checkmark and the value "0.00", and "Total Hours" with the value "3.00". A blue arrow points to the "Hours" input field for the CDA area.

22 Next to Authorized Trainers, click "Manage".

The screenshot shows the miregistry interface with a sidebar on the left. The main content area is divided into three sections: Course Content, Authorized Trainers, and Audience and Delivery. The Authorized Trainers section has a red banner that says "Missing Required Information" and a green checkmark icon with the text "Not restricted to authorized trainers". A blue arrow points to the "Manage" button in the top right corner of this section.

23 Select "Yes" to restrict your course to Authorized Trainers. Otherwise, select "No".  
Selecting "Yes" will allow you to move on to adding an Authorized Trainer.

The screenshot shows a modal dialog box titled "Manage Authorized Trainers" overlaid on the course details page. The dialog asks "Is this course restricted to Authorized Trainers?" and has two radio buttons: "Yes" and "No". Blue arrows point to both radio buttons. The "Yes" radio button is selected. At the bottom of the dialog are "Save" and "Close" buttons. The background shows the "Course Details" section of the course management interface.

24 Click "Add Trainers".

Manage Authorized Trainers

Filter Trainers

Trainer Name or Registry ID

Pending

Approved

Denied

Search Reset

Selected Course  
# 160646  
Course 1

Applied Filters: Trainer Name or Registry ID : Meg Smith

Sort by: Trainer Name (A-Z)

Add Trainers

No Results Found  
Please adjust your search criteria.

Close

25 Search for the desired trainer using their name or their MiRegistry ID.

Filter Trainers

Trainer Name

MiRegistry ID

194

Search Reset

Selected Course  
# 160646  
Course 1

Applied Filters: Trainer : Adam Quiz

No Results Found  
Please adjust your search criteria.

26 Click "Select" next to the authorized trainer you would like to add to the course.

Close

27 Click "OK" to confirm and save your selection.

Cancel OK

28

Click "OK" to continue.

To add another trainer click "Add Trainers" again and repeat the process. Multiple trainers can be added to the course and additional trainers can be added after the course is approved

The screenshot displays the 'Add Trainers' web interface. On the left, there is a 'Filter Trainers' section with input fields for 'Trainer Name' and 'MiRegistry ID' (containing '203313'), and 'Search' and 'Reset' buttons. The main area shows 'Selected Course' as '# 160646 Course 1' and 'Applied Filters' as 'Trainer : 203313'. A trainer entry for '#203313 Meg Smith' is visible. A white modal dialog box is centered on the screen, featuring a green checkmark icon and the text 'Authorized Trainer Saved' and 'The authorized trainer has been saved.' with an 'OK' button.

29 Next to Audience and Delivery, click "Manage".

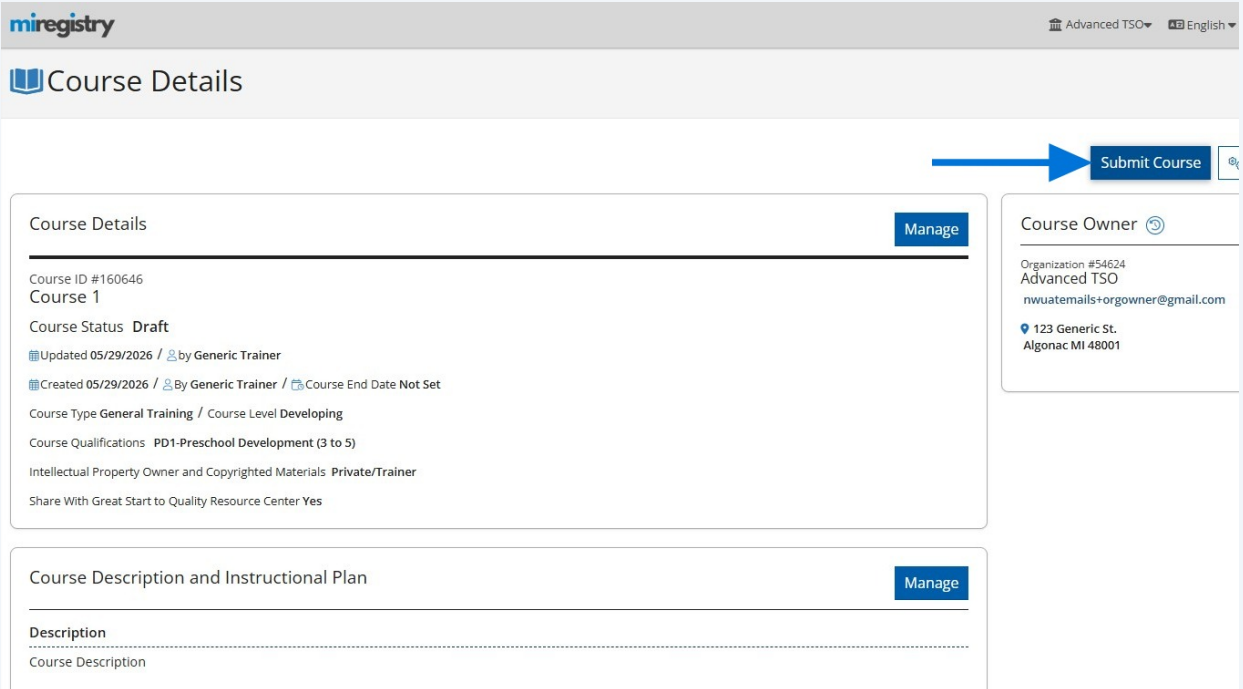
The screenshot shows the MILEAP interface. At the top, there are two sections: 'Standard and Competency Areas' and 'CDA Content Areas'. Below these is the 'Authorized Trainers' section, which includes a search bar and a 'Manage' button. The 'Audience and Delivery' section is highlighted with a blue arrow pointing to its 'Manage' button. This section contains a 'Missing Required Information' warning, 'Target Audience' (Not Set), and 'Ages Addressed' (Not Set). The footer contains MILEAP branding and contact information for MiRegistry.

30 Select your target audience and ages addressed. Please note that you can select multiple options.

After making your selections, click "Save" to continue.

The screenshot shows the 'Manage Audience and Delivery' modal window. The 'Target Audience' section has several options, with 'Center-Based Staff' selected. The 'Ages Addressed' section has three options, with 'Preschool (36 months to kindergarten entry)' selected. At the bottom of the modal, there are 'Save' and 'Close' buttons. A blue arrow points from the 'Save' button back to the main interface.

## 31 Click "Submit Course".



The screenshot shows the 'miregistry' interface. At the top right, there are links for 'Advanced TSO' and 'English'. The main heading is 'Course Details'. A blue arrow points to a 'Submit Course' button in the top right corner of the content area. Below this, there are two main sections: 'Course Details' and 'Course Description and Instructional Plan', each with a 'Manage' button. The 'Course Details' section contains the following information:

- Course ID #160646
- Course 1
- Course Status **Draft**
- Updated 05/29/2026 / By Generic Trainer
- Created 05/29/2026 / By Generic Trainer / Course End Date Not Set
- Course Type **General Training** / Course Level **Developing**
- Course Qualifications **PD1-Preschool Development (3 to 5)**
- Intellectual Property Owner and Copyrighted Materials **Private/Trainer**
- Share With Great Start to Quality Resource Center **Yes**

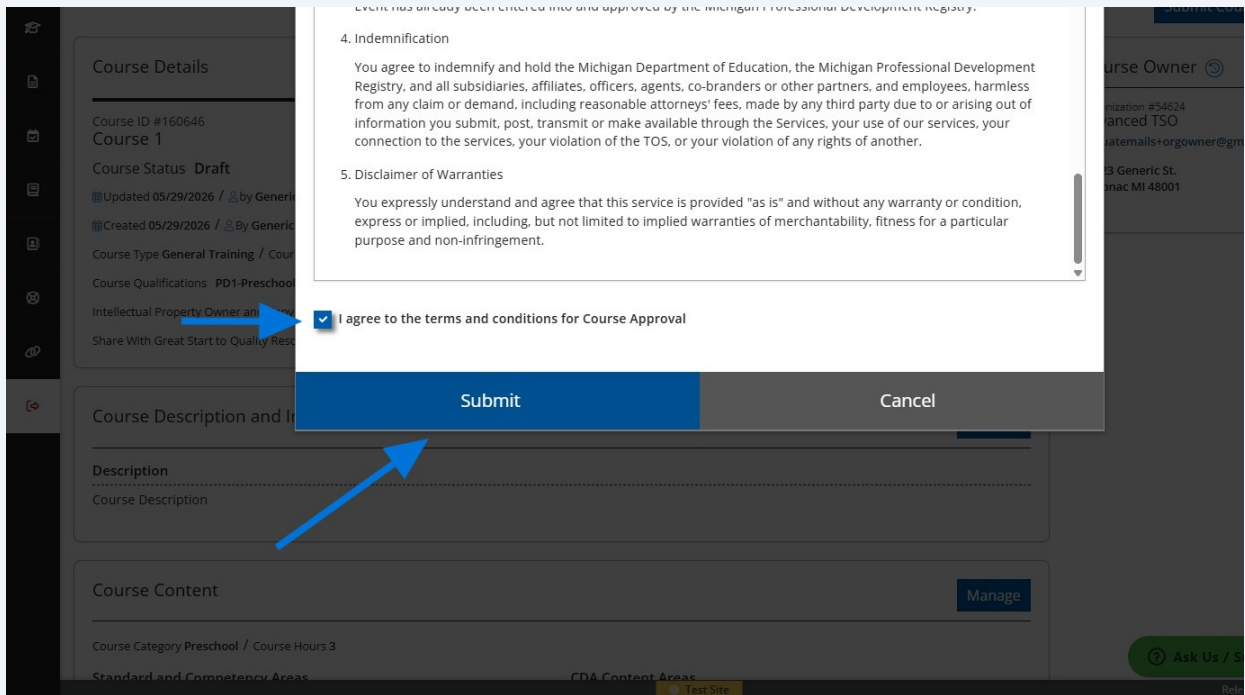
The 'Course Owner' section on the right contains the following information:

- Organization #54624
- Advanced TSO
- nwuatemails+orgowner@gmail.com
- 123 Generic St.
- Algonac MI 48001

The 'Course Description and Instructional Plan' section has a 'Description' field with the text 'Course Description'.

32

Read and agree to the terms and conditions. Then, click "Submit" to submit your course for approval.



**33** After submitting your course, please keep in mind:

- Courses can take up to 4 weeks for approval.
- Once the course is approved, you will be able to [schedule an event](#).
- Once your course is approved, it will be approved for five years.
- You can create multiple events from your courses.
- Think of the course as the curriculum and the events as the date, time, and location that curriculum is being taught.

