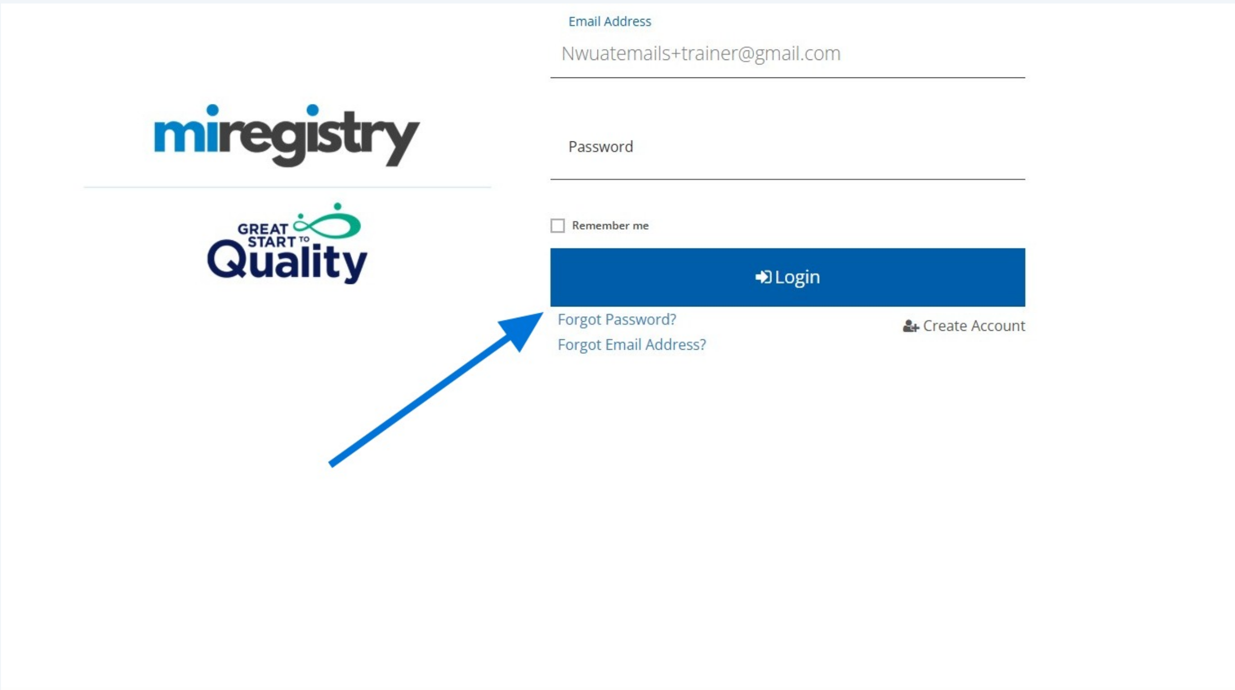
Creating a Course

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.

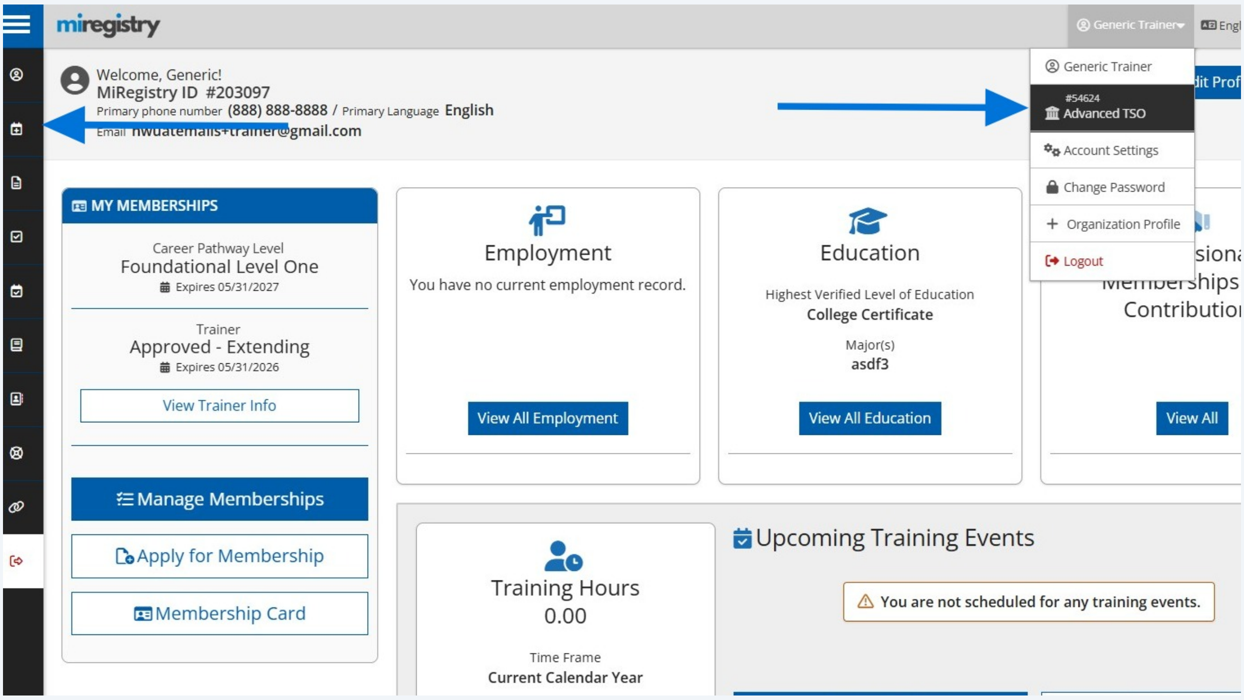
1 Visit miregistry.org and log in.



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.



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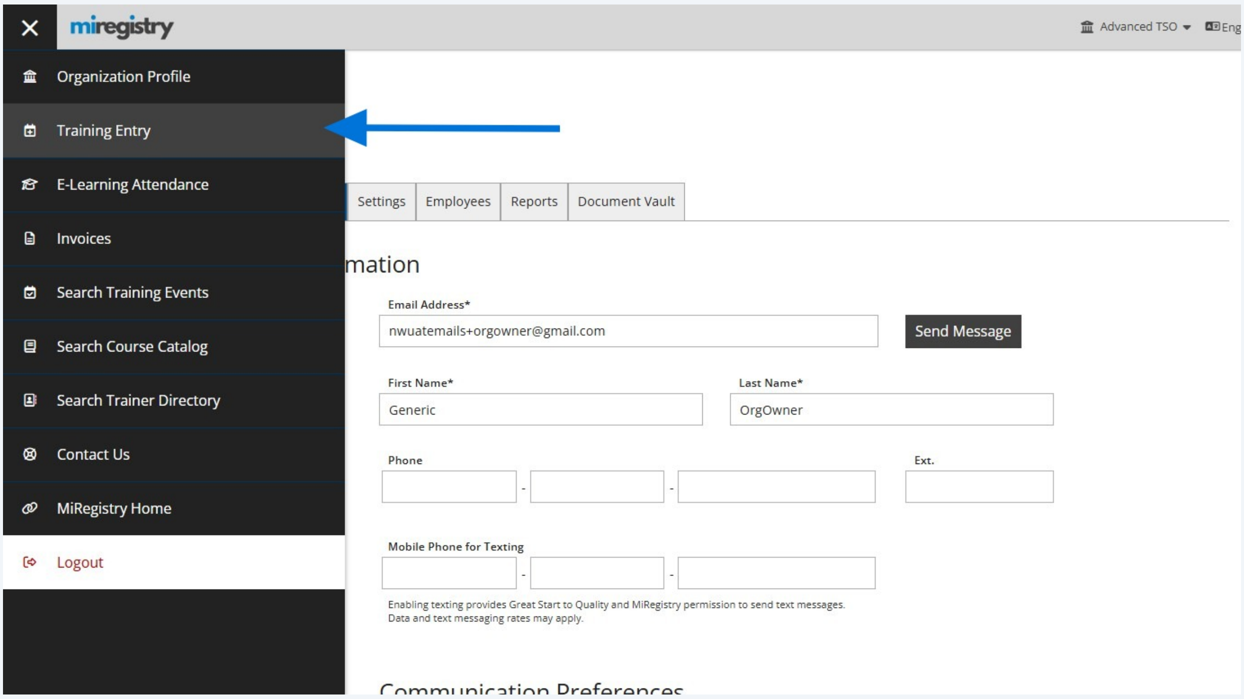
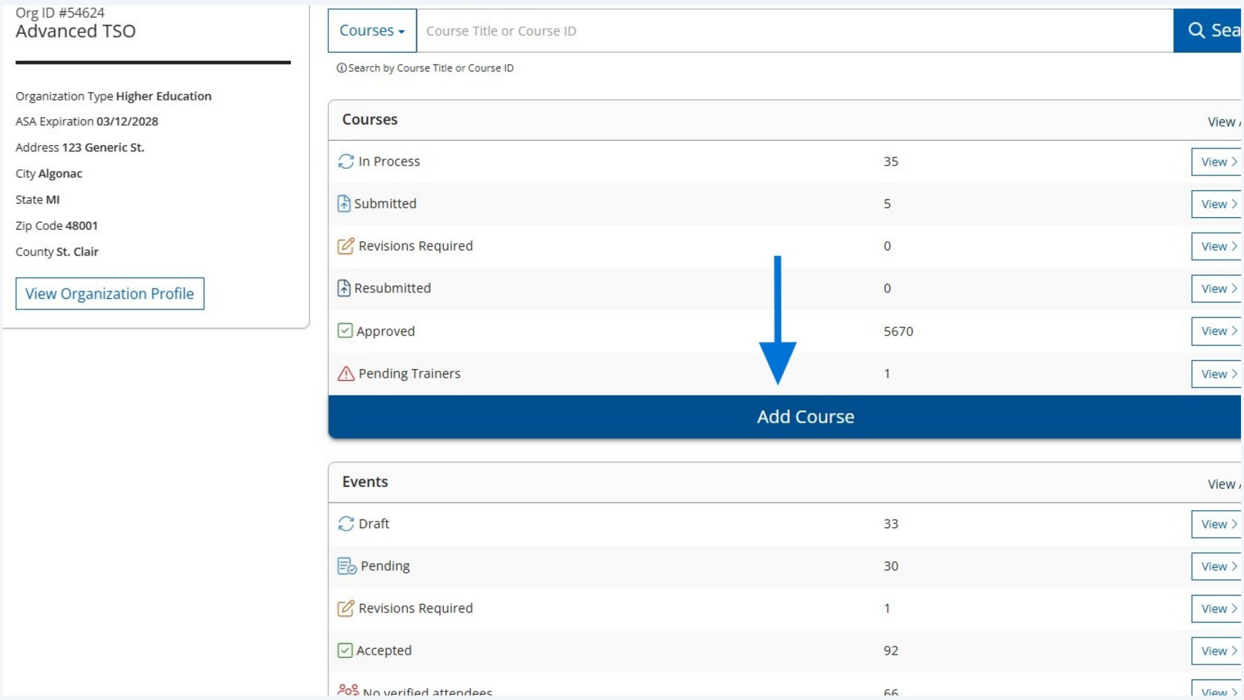
Hover over the black sidebar and select Training Entry. Be sure to check the name of the profile. If you are creating training through your organization, make sure your organization is listed.



4

Click "Add Course".



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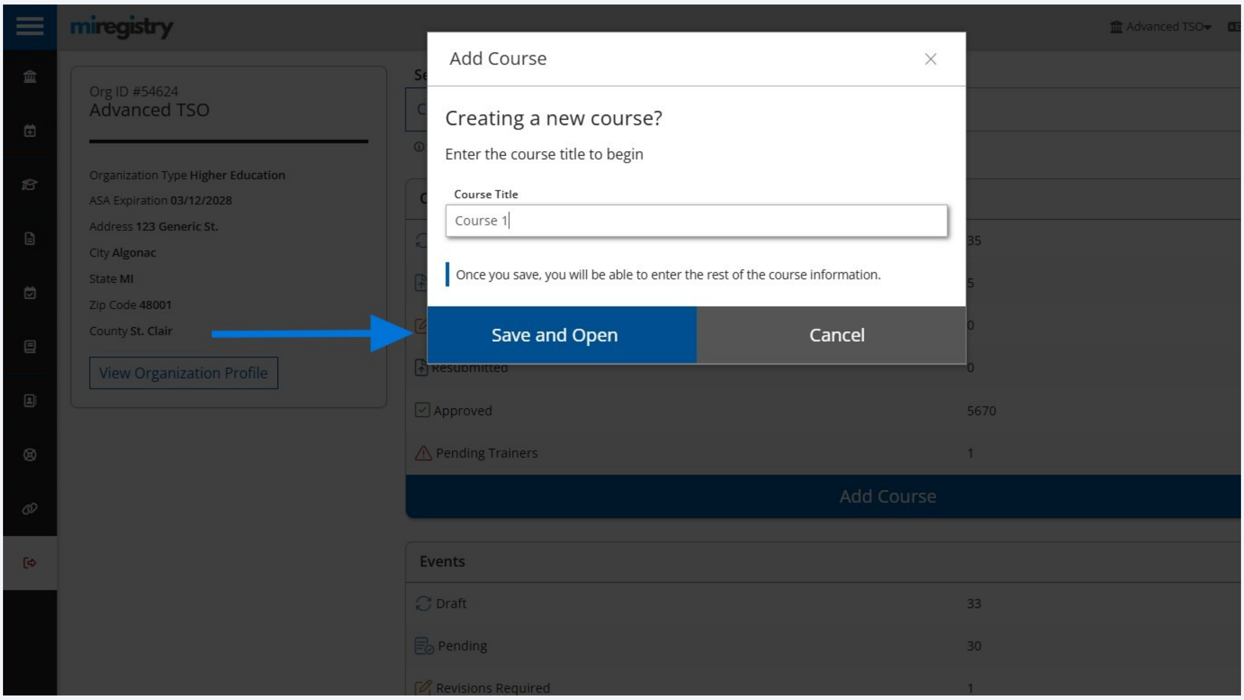
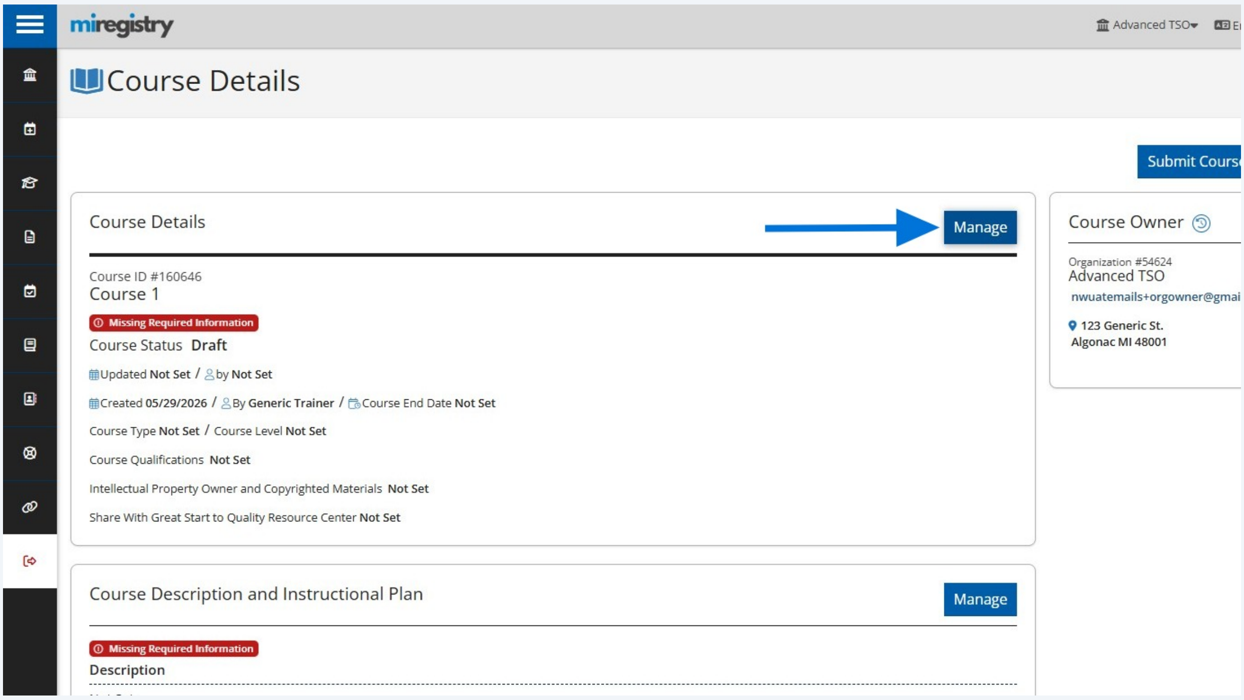
Enter your course title in the Course Title field. Then click "Save and Open" to continue creating the course.

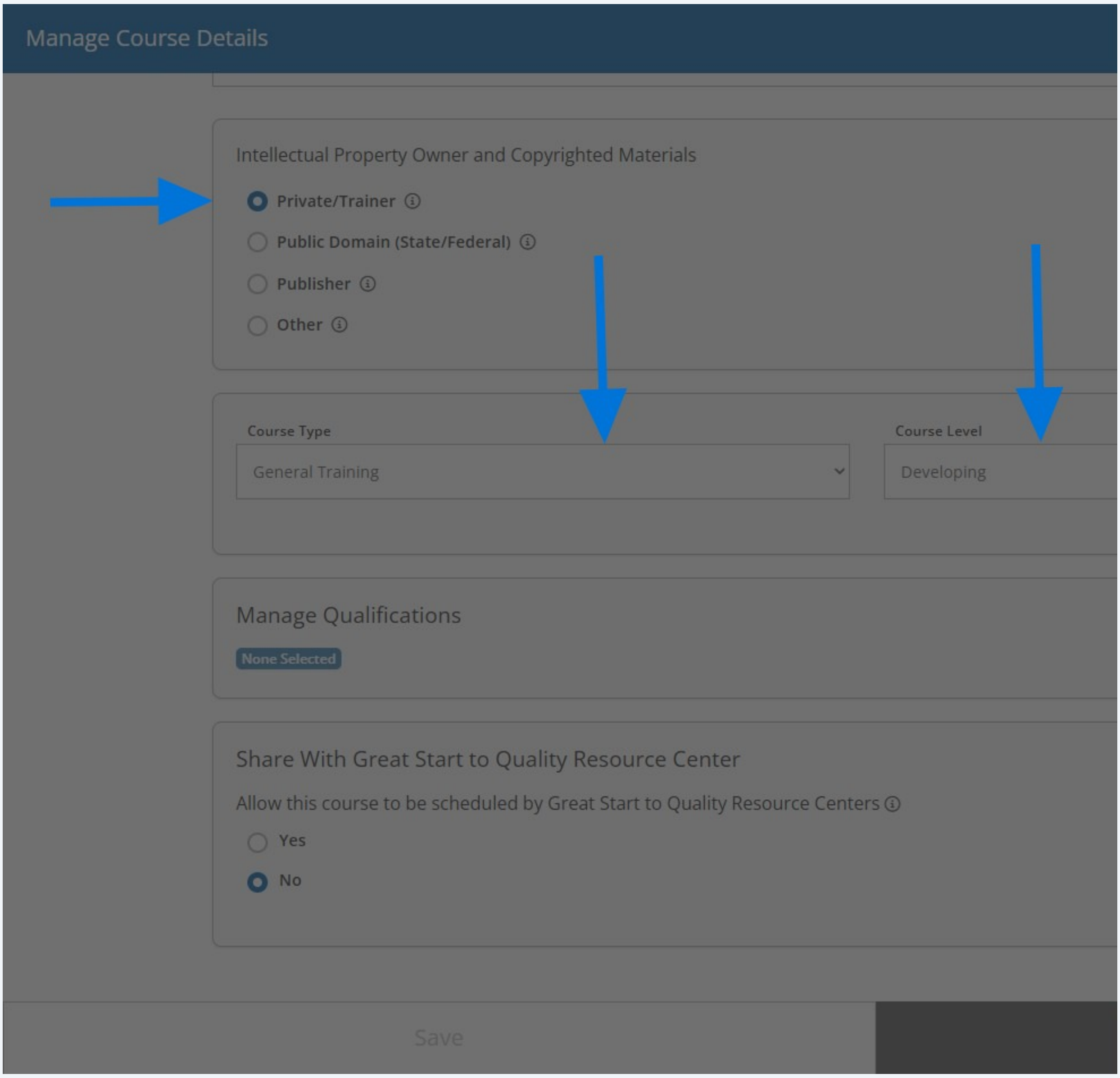
Please Note: You will see your organization name listed at the top of the page if you are accessing your organization training entry page.



6 In the Course Details section, click "Manage".



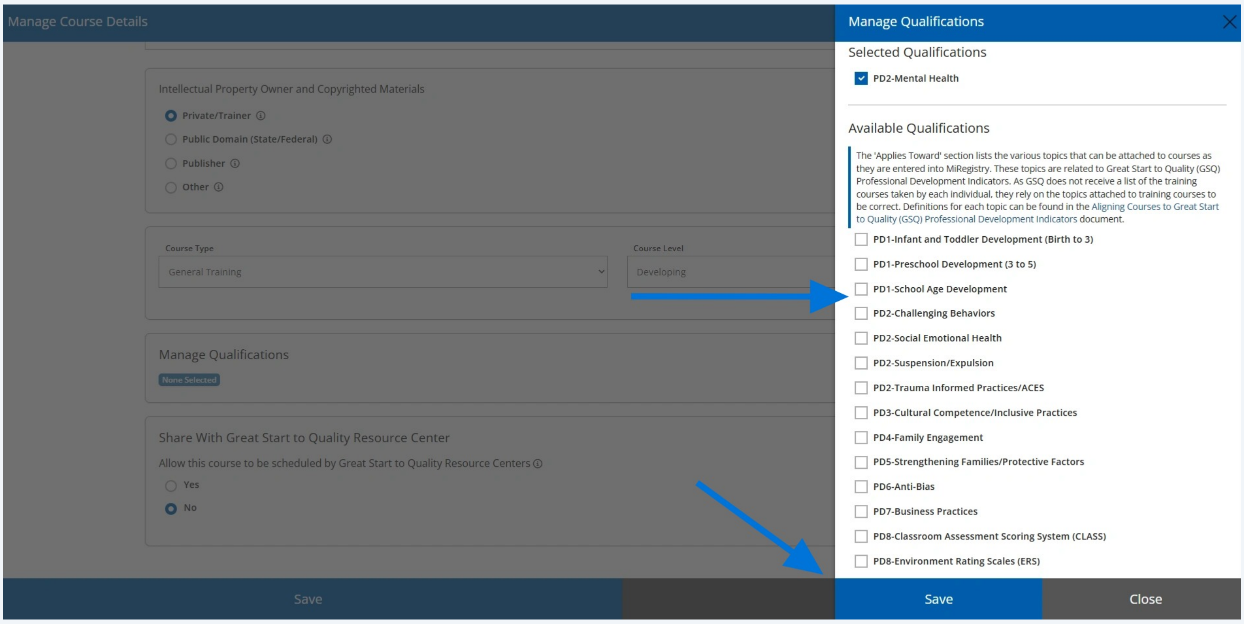
7 Select from the available options to add your course details such as Intellectual Property Owner, Course Type, and Course Level.



8

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

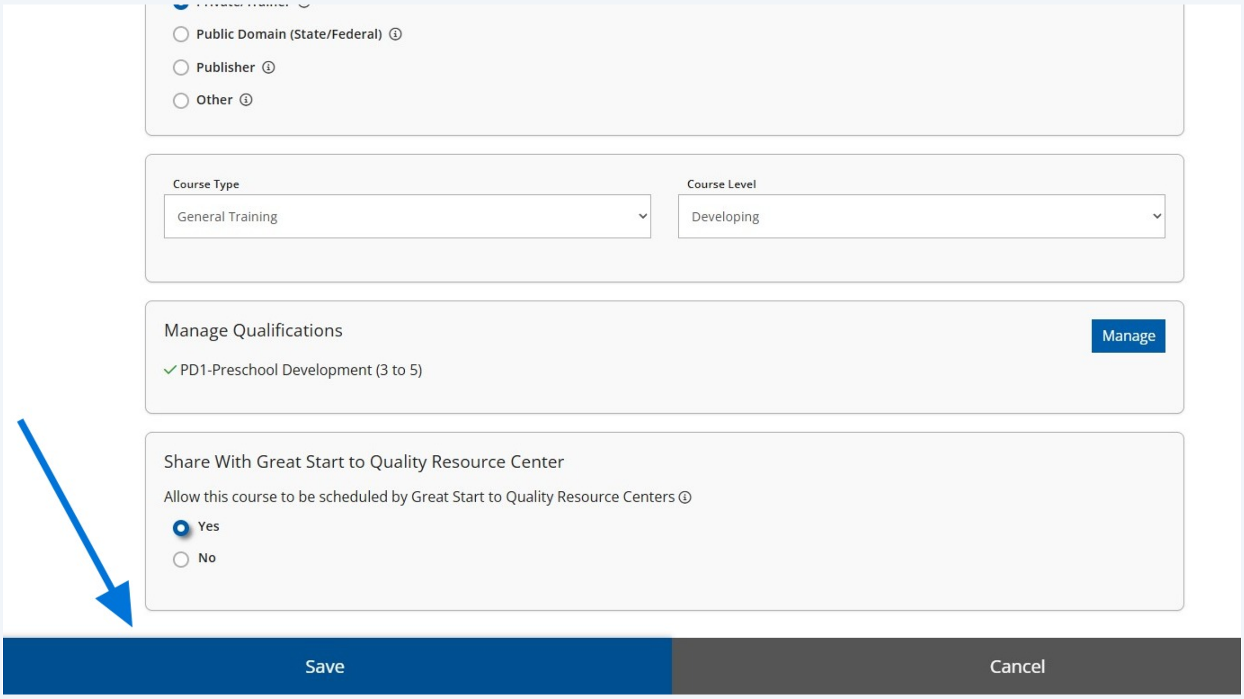
After making your selections, click "Save"



9

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

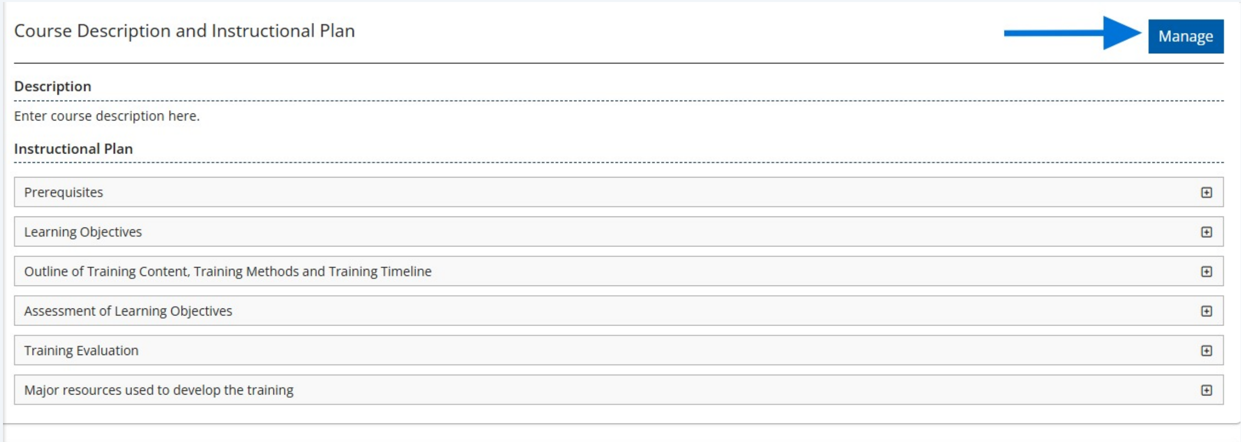
Click "Yes" if you would like to share with Great Start to Quality. Then, click "Save".



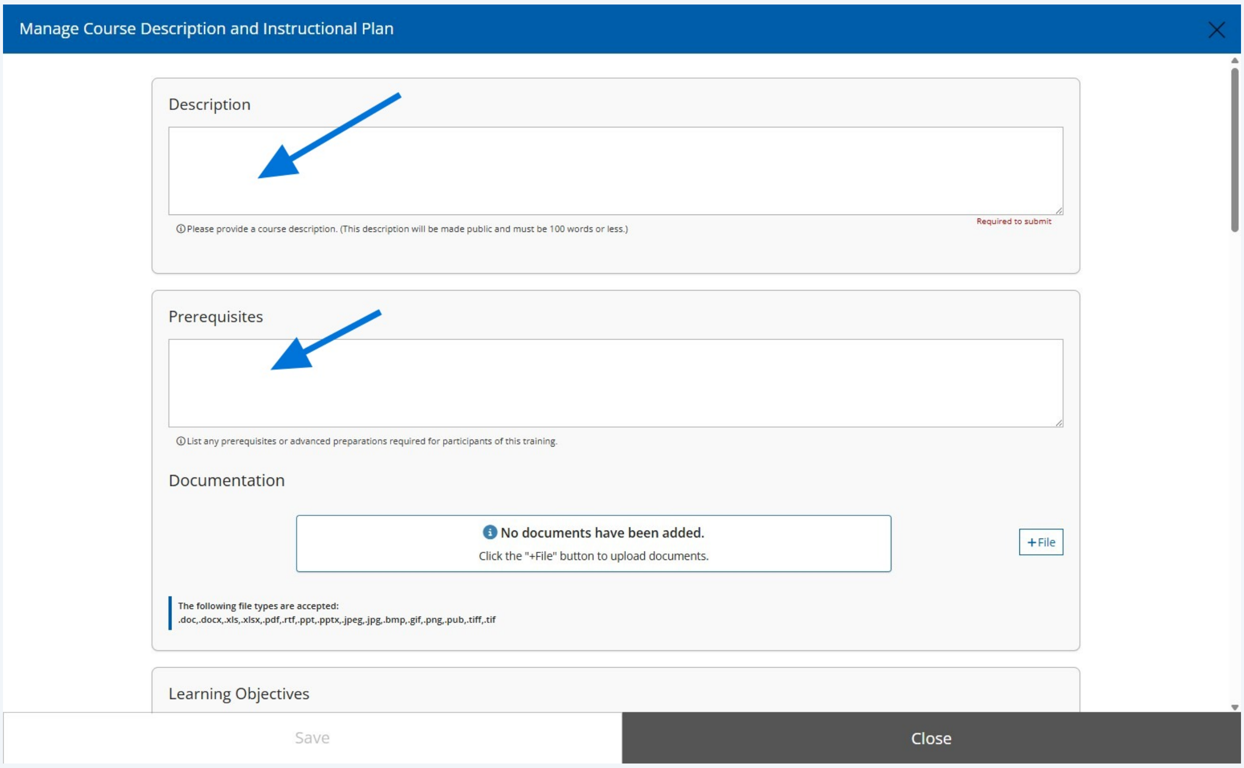
Course Description and Content

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

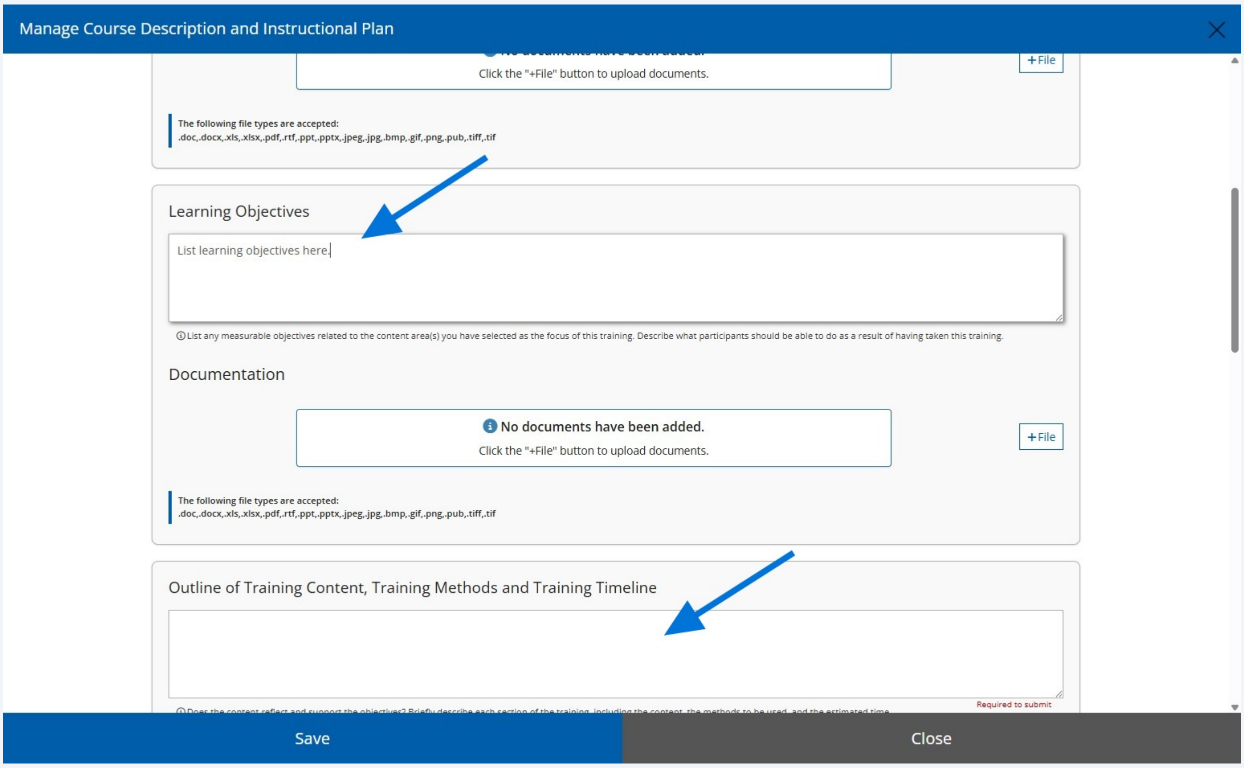
Then, for each section of the Instructional Plan fill out all applicable fields. All fields should have information directly entered into the field, except for the Outline of Training field if a document is attached.



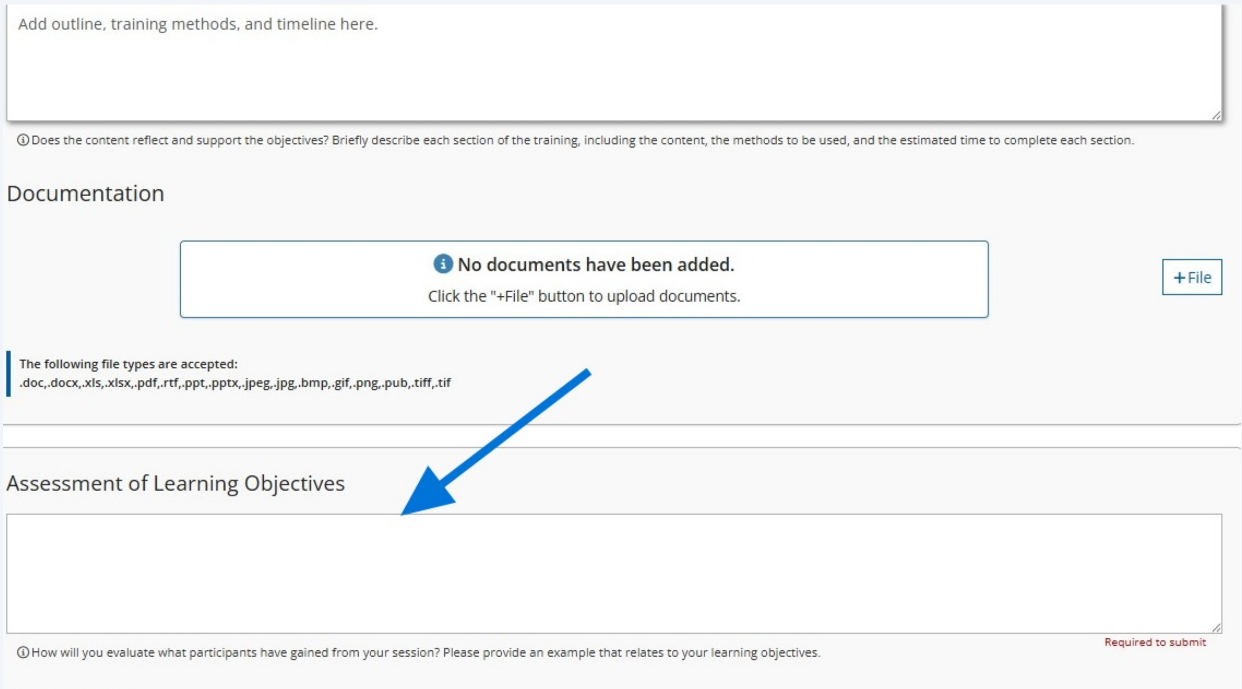
11 Add your course description and any prerequisites.



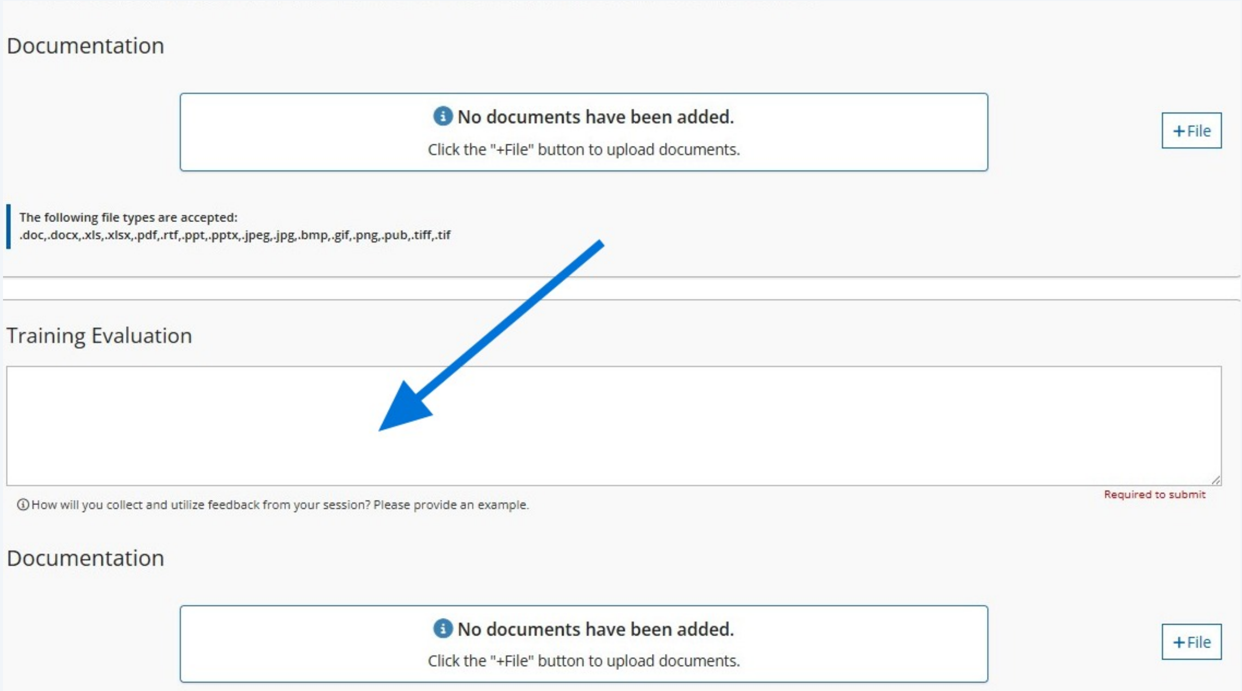
12 Add information pertaining to Learning Objectives, as well as Outline of Training Content, Training Methods, and Training Timeline.



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

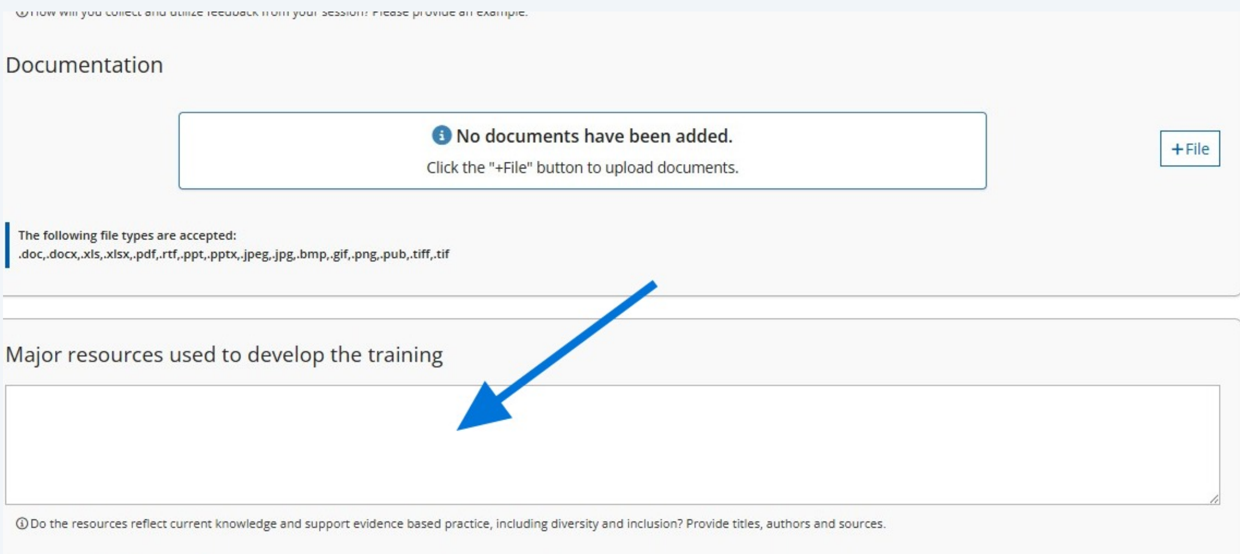


14 Add information about how you plan to collect and utilize feedback from your session in the Training Evaluation field.

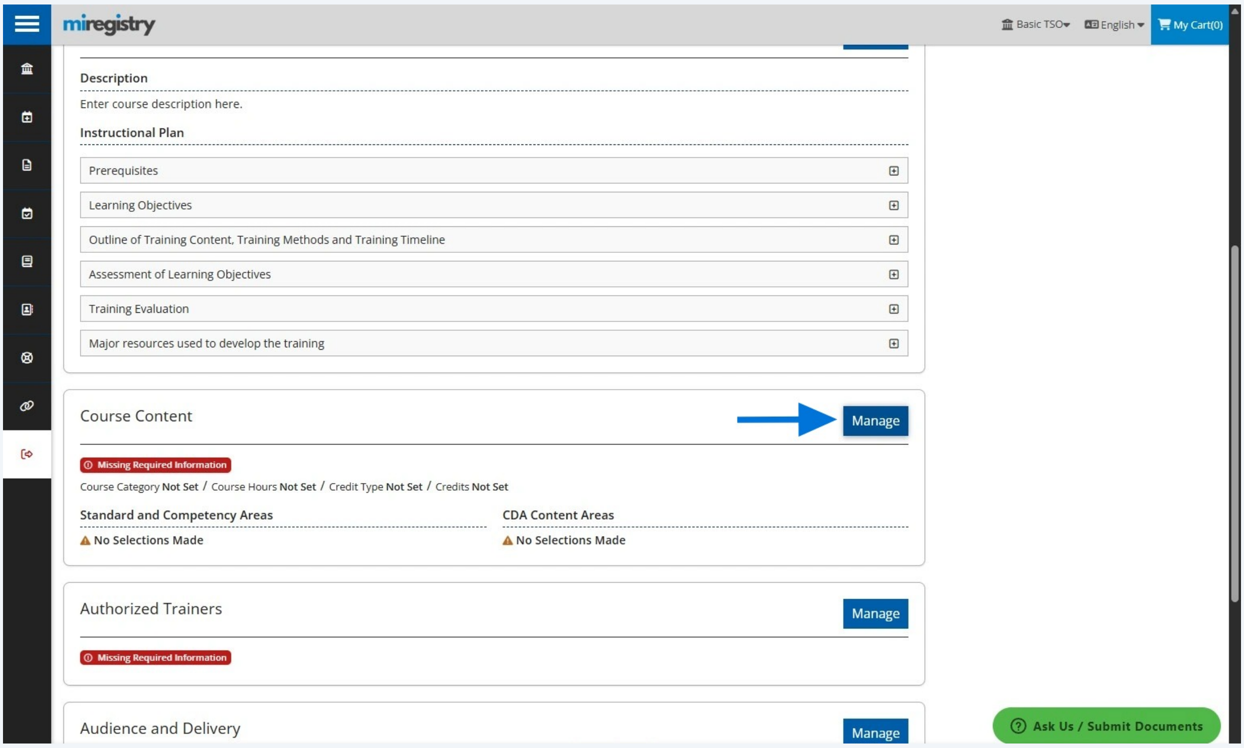


15 Add information about any major resources you used in the development of your course in the Major Resources field. Please provide sources and author information.

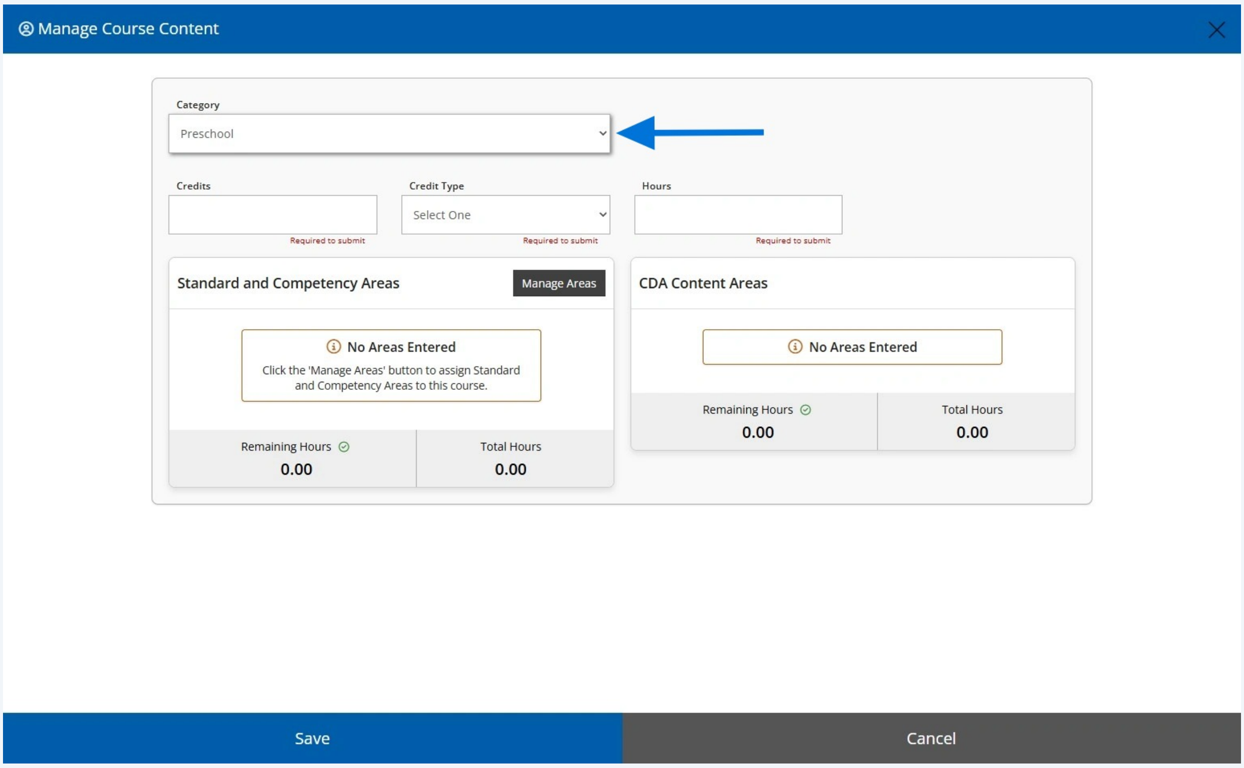
After filling out each Instructional Plan field on the page, click "Save" to continue.



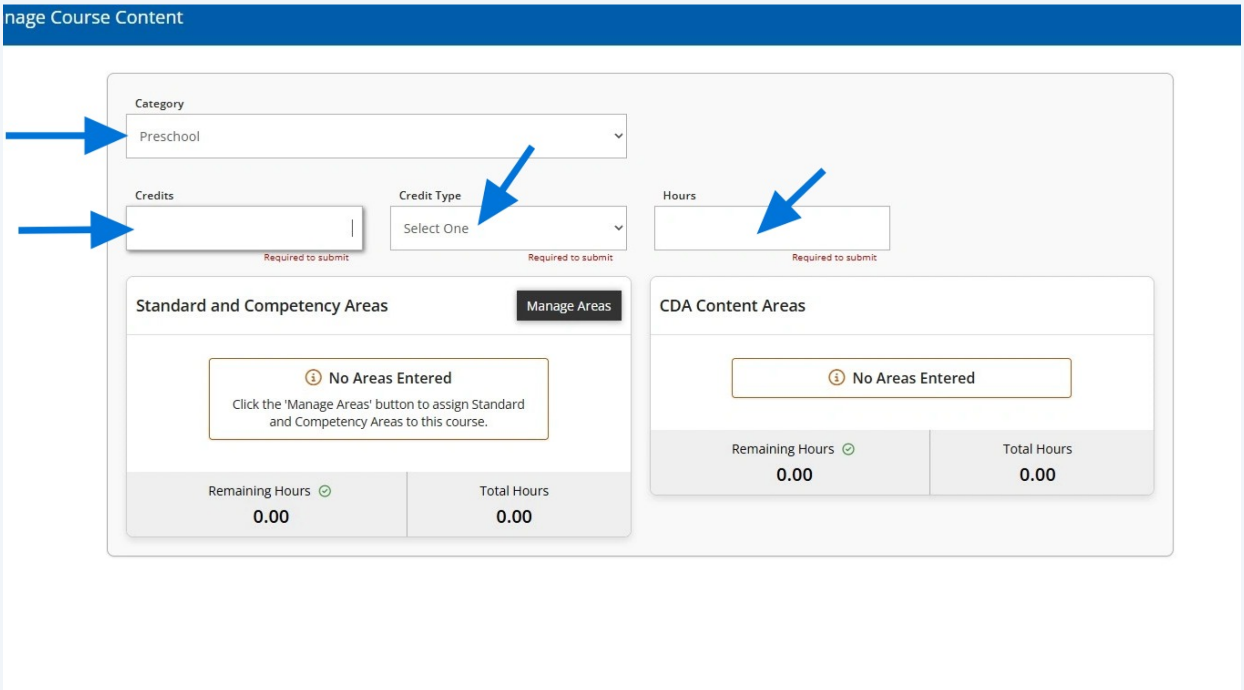
16 Next to Course Content, click "Manage".



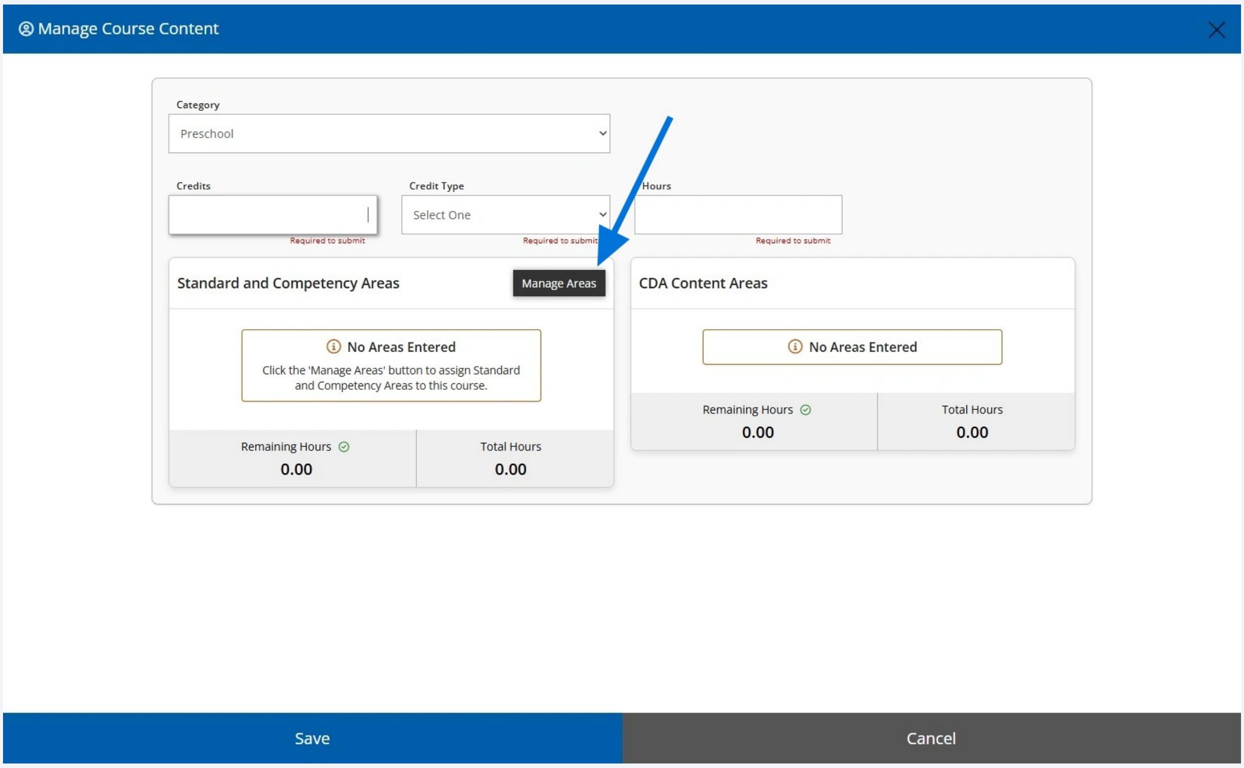
17 Select your course category. Please note that you can only enter one category in this section of the course entry. Later, you will be able to designate multiple categories.



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



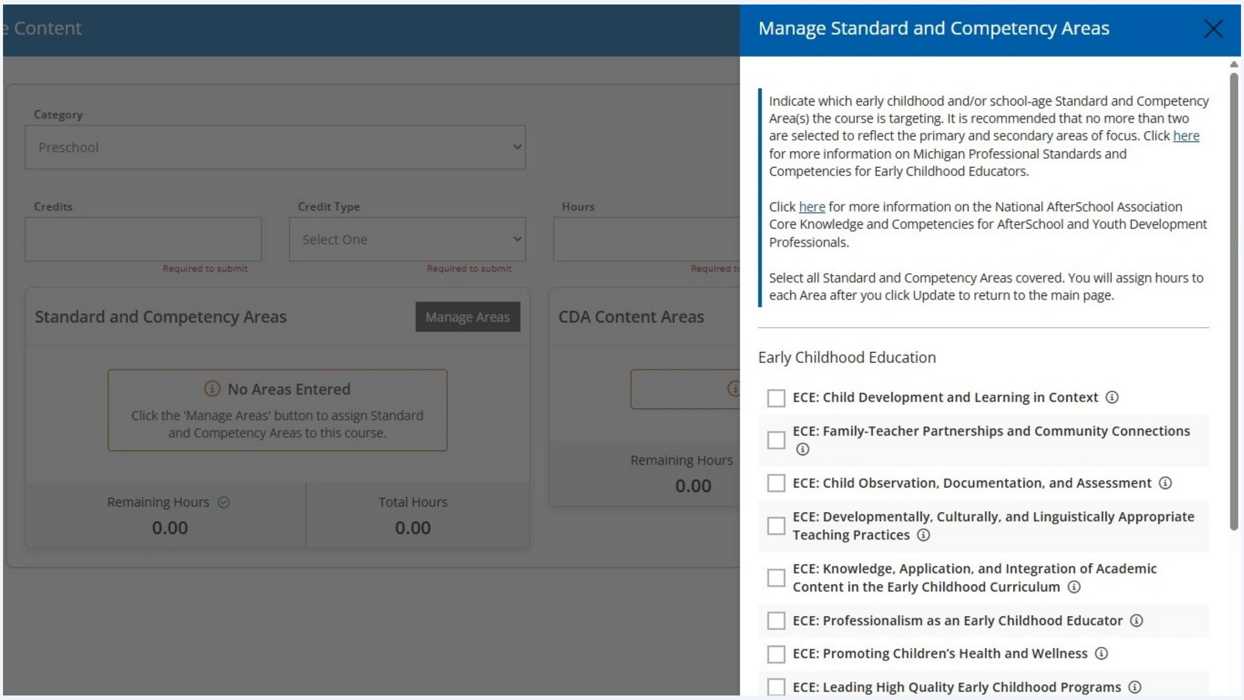
19 Click "Manage Areas" to add standard and competency areas for your course.



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

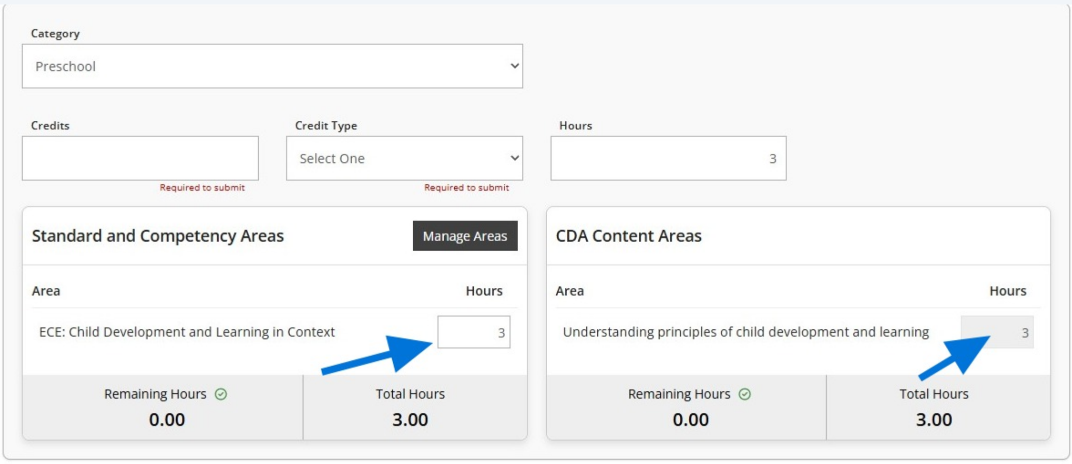
Note: For full/whole hour courses, each core competency must be at least one hour in length. For courses ending in .25, .5 or .75, only one core competency can be less than one hour in length.

After making your selections, click "Update".

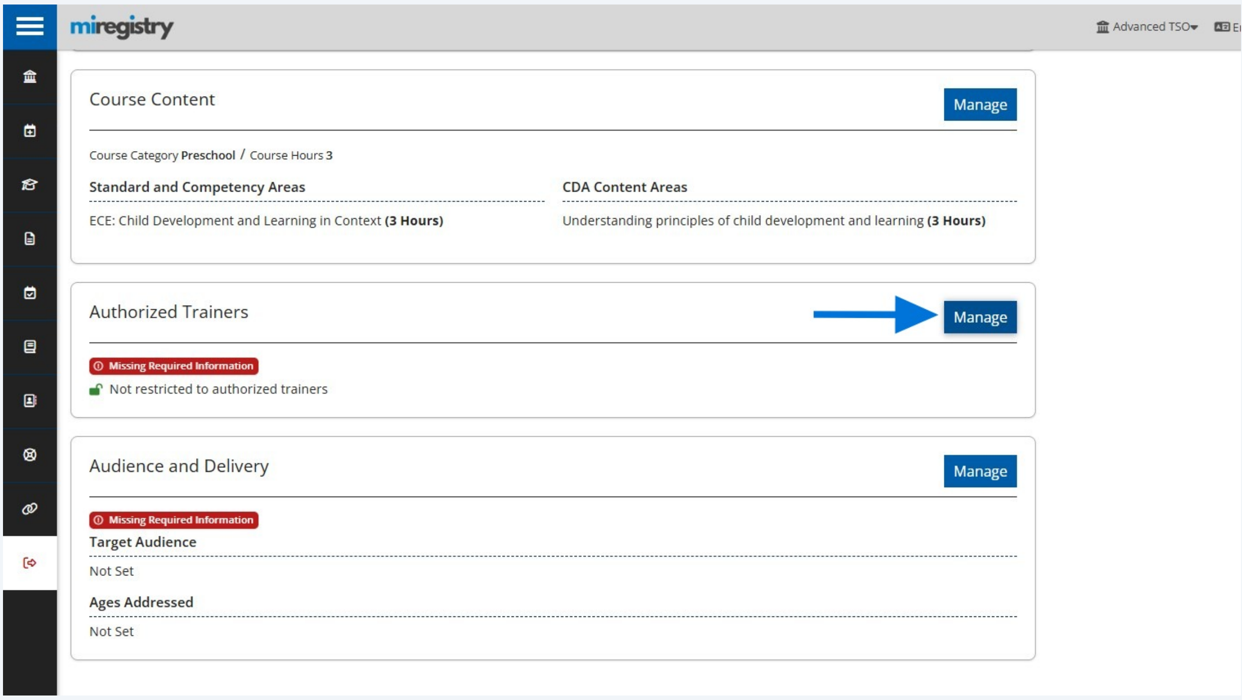


21 Add the hours associated with the Standard and Competency Areas. If Early Childhood Education Standard and Competency Areas are entered, CDA Content Areas will be automatically selected.

Click "Save" to continue.

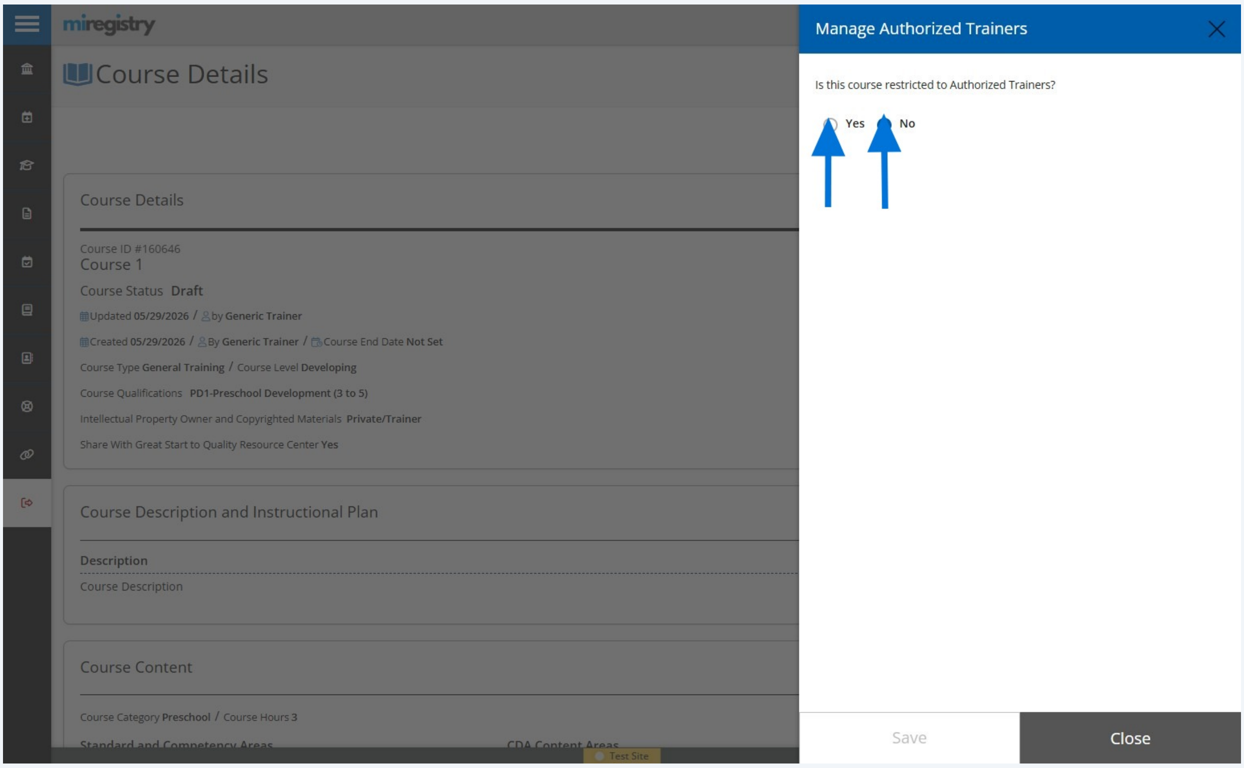


22 Next to Authorized Trainers, click "Manage".

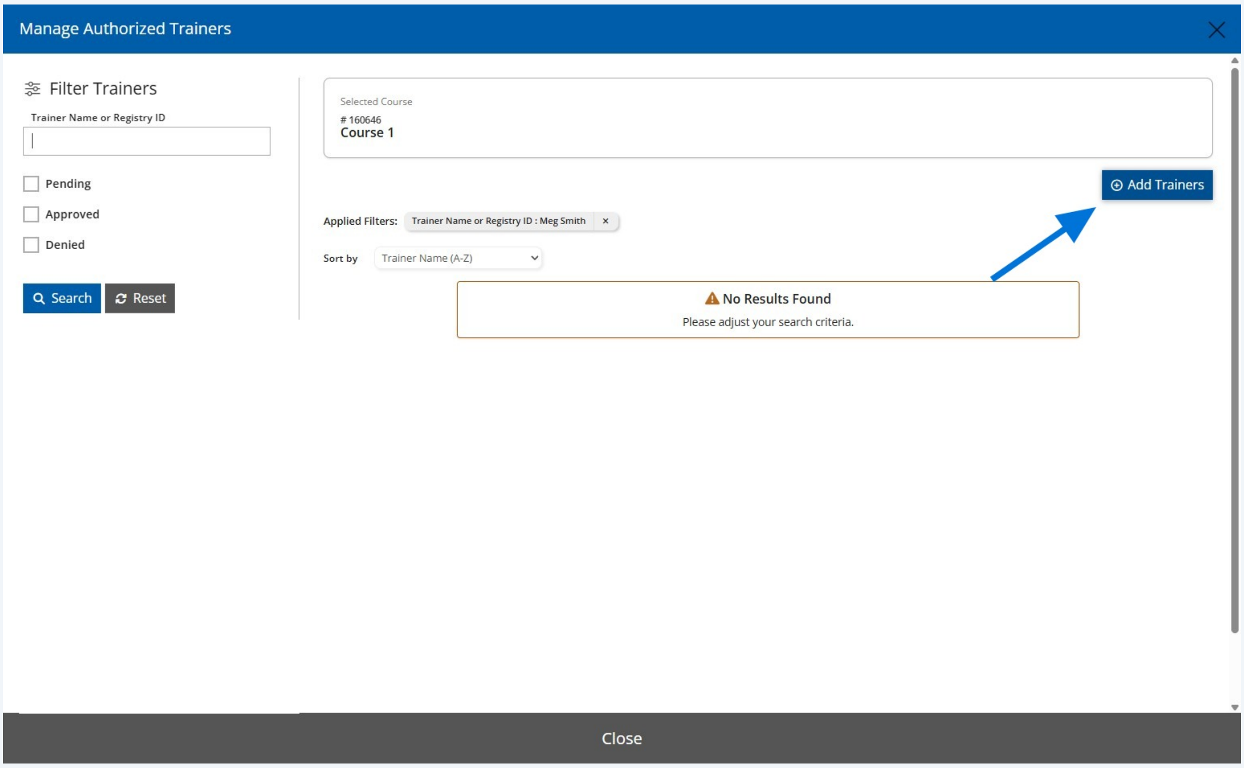


23 Select "Yes" to restrict your course to Authorized Trainers. Otherwise, select "No".

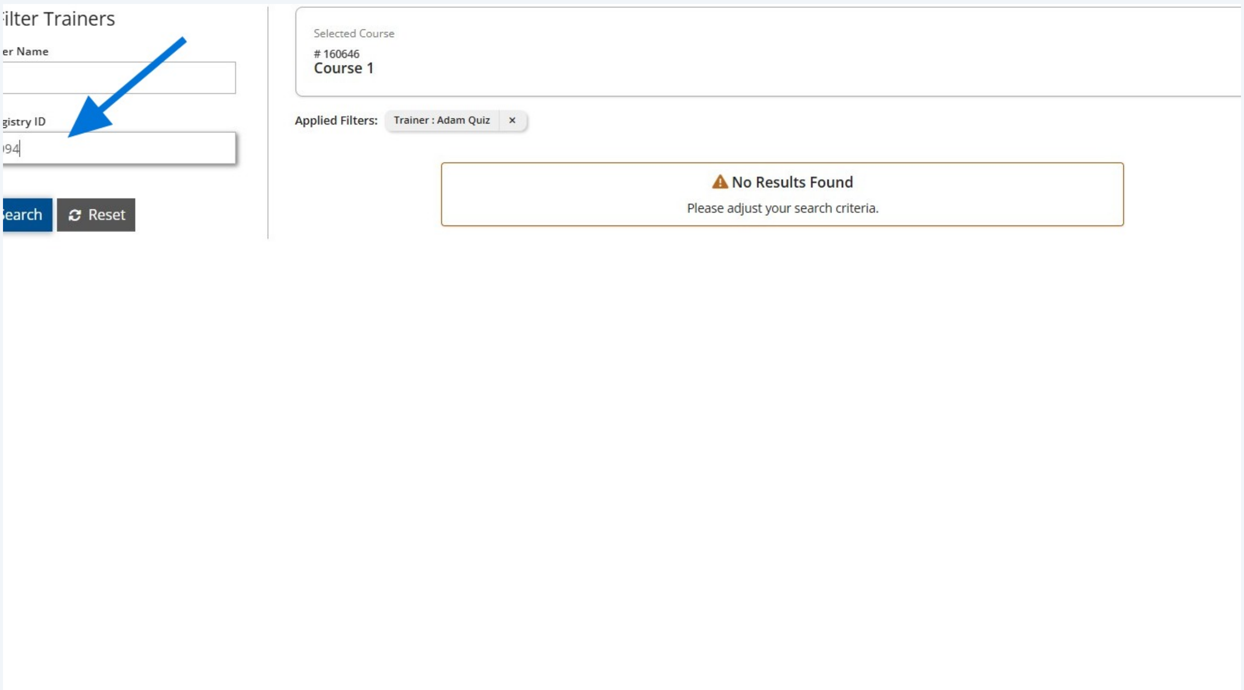
Selecting "Yes" will allow you to move on to adding an Authorized Trainer.



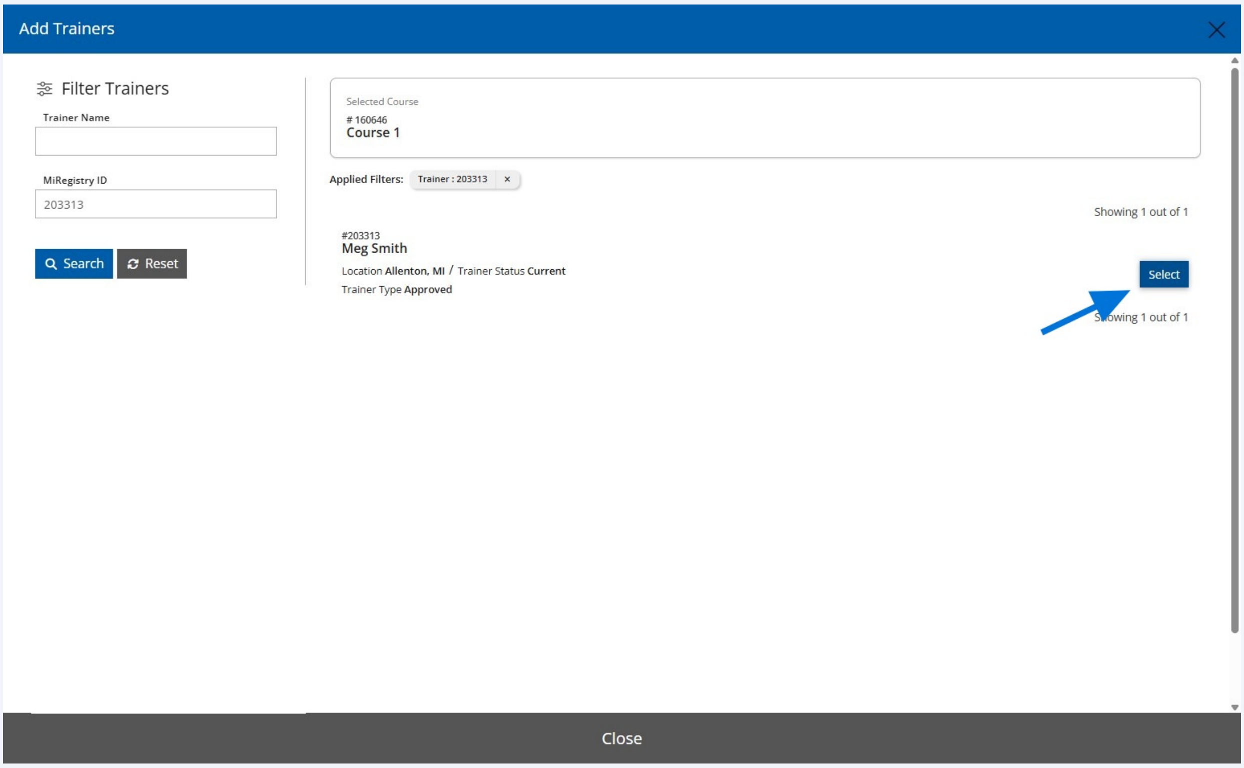
24 Click "Add Trainers".



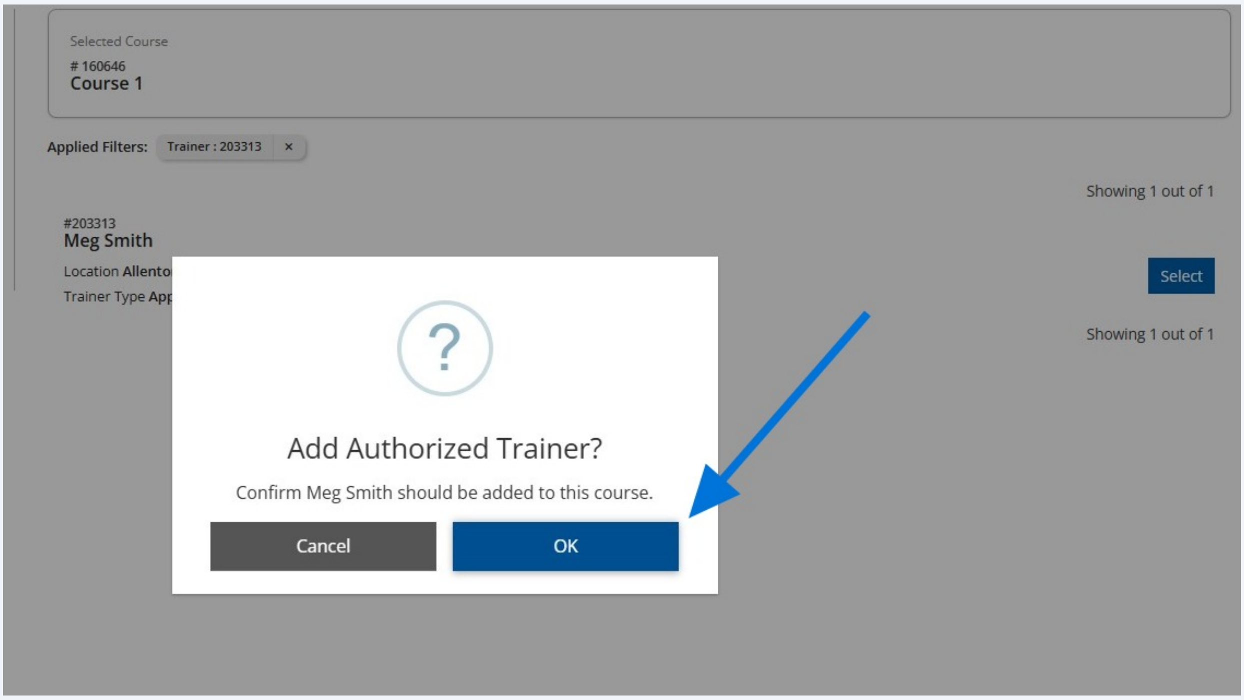
25 Search for the desired trainer using their name or their MiRegistry ID.



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



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



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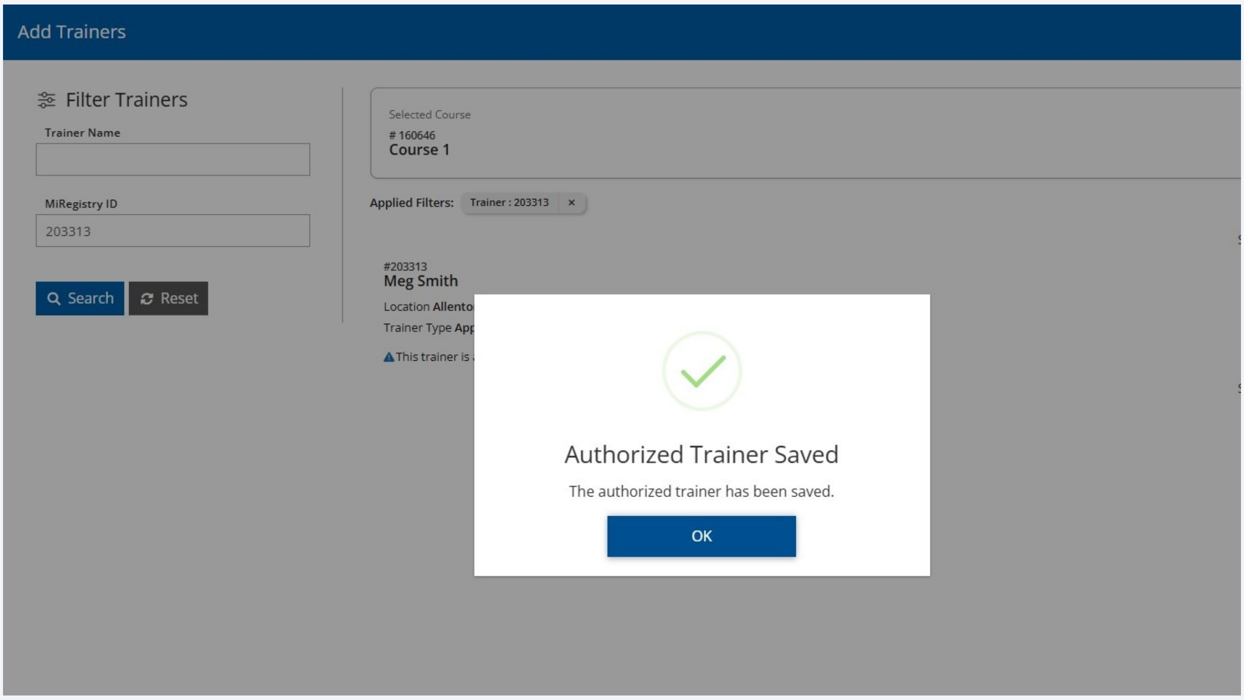
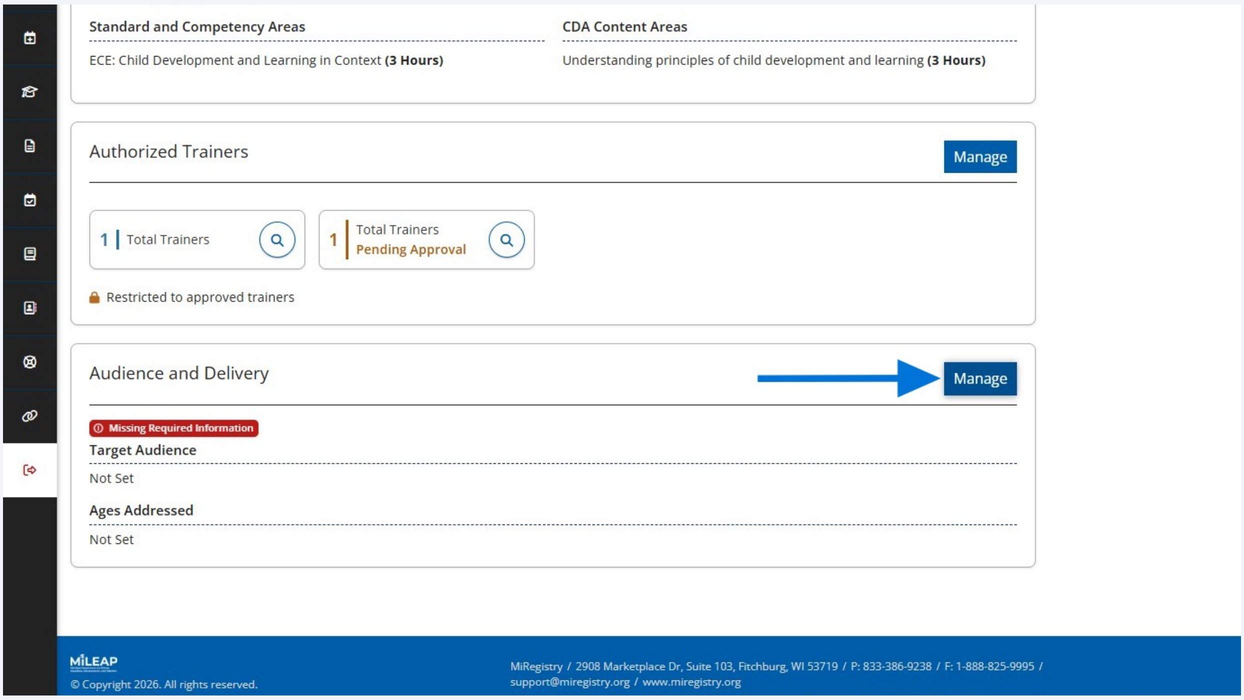
Click "OK" to continue.

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

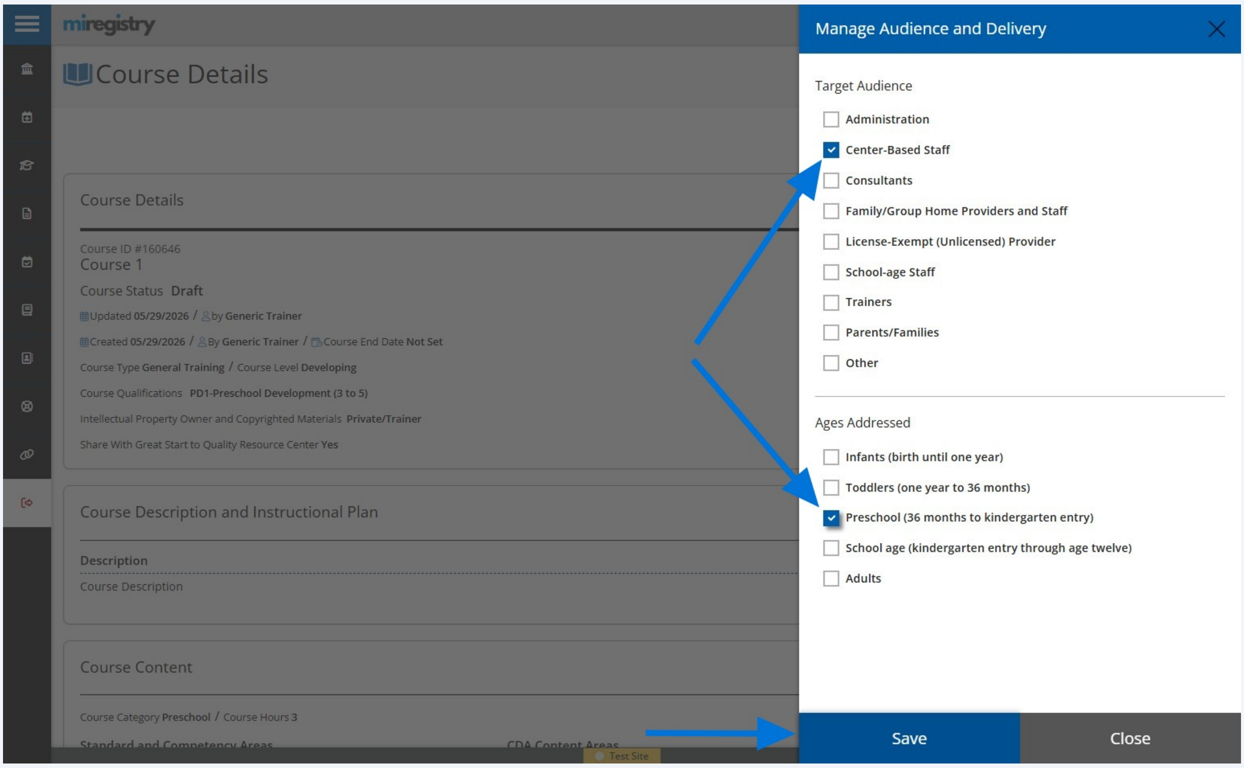


29 Next to Audience and Delivery, click "Manage".

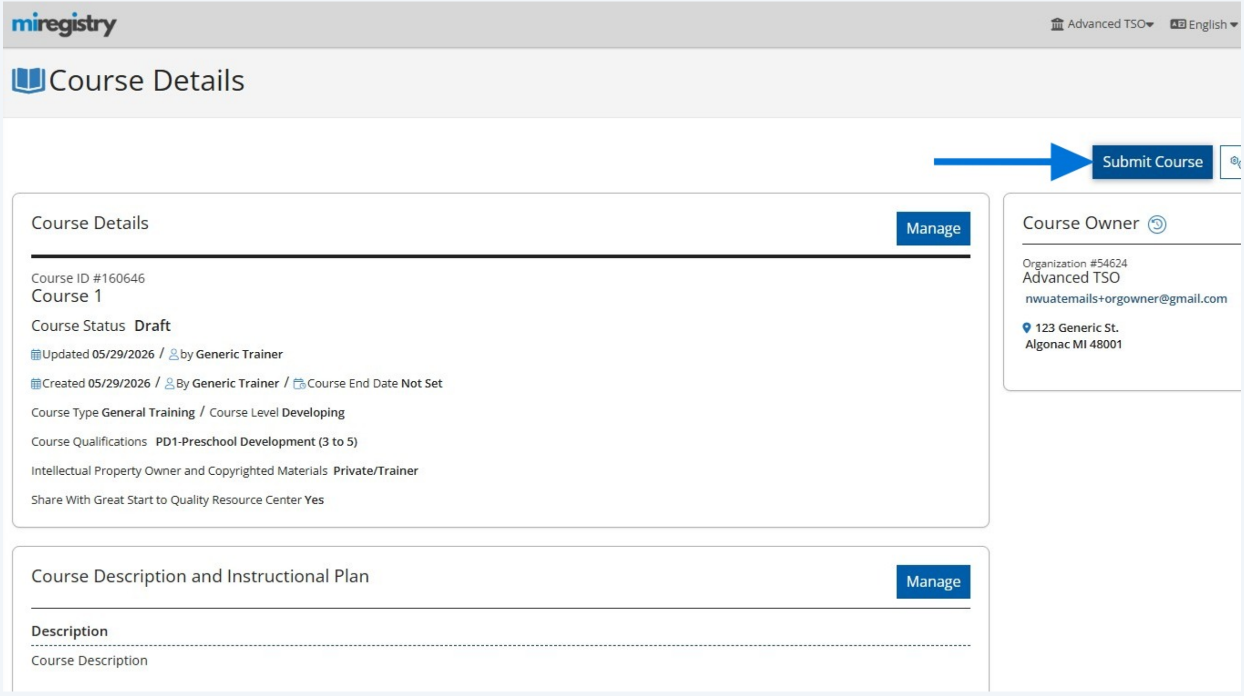


30 Select your target audience and ages addressed. Please note that you can select multiple options.

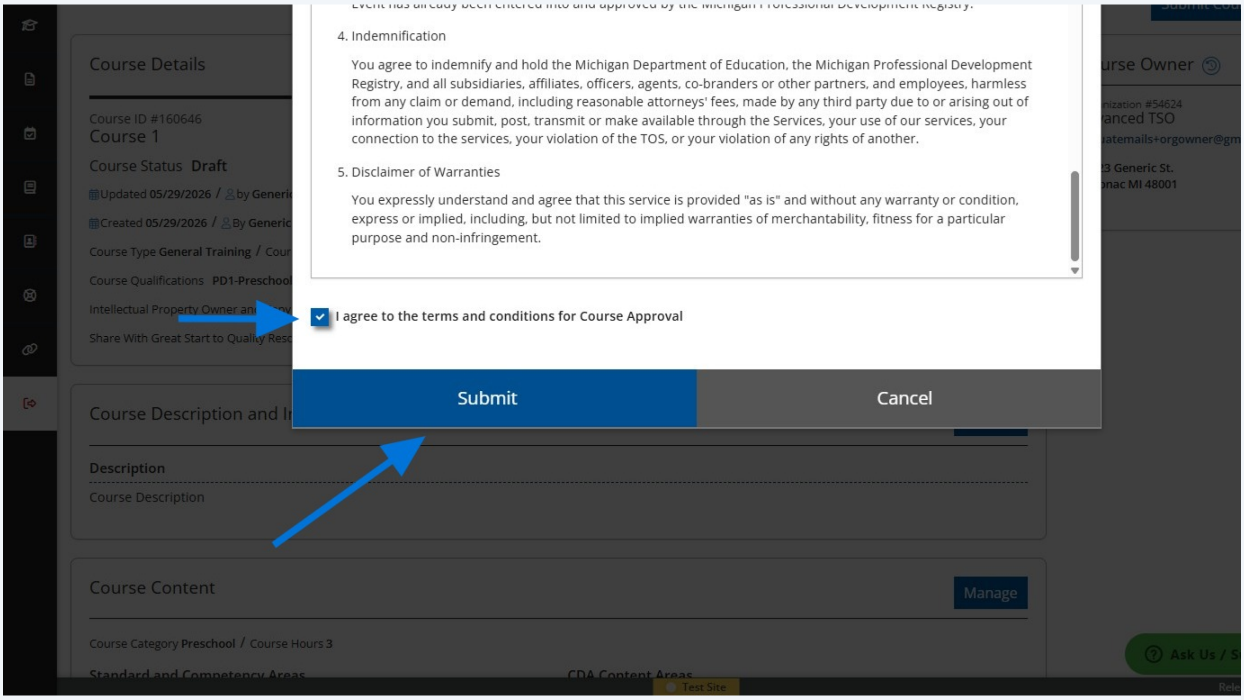
After making your selections, click "Save" to continue.



31 Click "Submit Course".



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.