



Event Attendance Policy

MiRegistry approved trainers are required to verify attendance within three business days of the conclusion of their events. Trainers must ensure that sufficient information is collected at registration/sign-in to allow all attendees with a MiRegistry account to receive credit within three business days of their completion of the event. Attendees at events conducted by MiRegistry approved trainers should not be instructed to send certificates from the training to MiRegistry for verification, as the trainer is responsible for verifying their attendance through MiRegistry.

Trainers are not permitted to receive credit for attending an event that they conducted themselves. While a trainer may be listed as a trainer for an event they attended for administrative purposes, they should only be added to the roster of that event if an additional approved or non-approved trainer is listed as a trainer on the event and conducted the training. The same training event will not be counted toward both a trainer's training events conducted and professional development attended for trainer renewal purposes.

