

There are new MiRegistry requirements for home-based providers in the new Child Care Licensing rules that were adopted on **April 27, 2026**. This guide is designed for new and existing home-based programs to ensure they are in compliance with the new MiRegistry requirements.

MiRegistry Requirements

Effective 4/27/26, all owners/licensee and any additional staff

- 1 Must have a non-expired MiRegistry membership
- 2 Must have a verified MiRegistry employment entry
- 3 Must complete the initial health and safety training topics (once) and the annual refresher training (yearly)

By 4/27/28, all owners/licensee and any additional staff

- 4 Must have qualifications verified in MiRegistry including Adult and Pediatric CPR/Pediatric First Aid certification
- 5 Must have MiRegistry approved training to meet new hire training and professional development requirements

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STEP 01

CREATE A MIREGISTRY ACCOUNT

- Go to www.miregistry.org
- Click Login
- Click Create an Account

If you already have an account, log in and go to step 02

STEP 03

CONNECT AS AN EMPLOYEE

See page 4 for instructions

If you and any additional staff are already connected, go to step 04

STEP 05

SUBMIT FOR MEMBERSHIP/RENEWAL

See page 6 for instructions

If you and any additional staff already have a non-expired membership, go to step 07

STEP 02

SET UP YOUR ORGANIZATION PROFILE

See page 3 for instructions

If you already have an organization profile, go to step 03

STEP 04

VERIFY EMPLOYMENT RECORD(S)

See page 5 for instructions

If you and any additional staff already have verified employment records, go to step 05

STEP 06

SUBMIT DOCUMENTATION

See page 6 for instructions

If you and any additional staff already submitted documentation, go to step 07

STEP 07

COMPLETE HEALTH AND SAFETY TRAININGS/ANNUAL PD TRAINING

See page 7 for instructions

If you already completed health and safety/professional development trainings, go to step 08

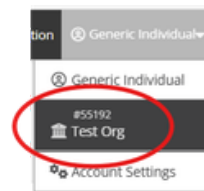
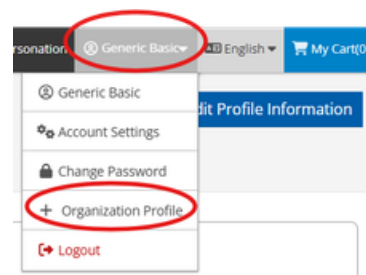
STEP 08

USE MIREGISTRY REPORTS TO CONFIRM REQUIREMENTS HAVE BEEN MET

See page 8 for instructions

Step 2a: Log into your account and select the drop-down menu displaying your name in the upper right-hand corner of your personal account and click **+ Organization Profile**.

If you already have an organization profile, it will be listed here and you can skip to Step 03 – Connect as an Employee on page 4.



Step 2b: Click **Create Profile**.

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

Step 2c: Enter your contact information and select "Yes, this organization provides direct care and/or education to children" and click **Next**.

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

- ☒ Yes, this organization provides direct care and/or education to children
☐ No, this organization does not provide direct care and/or education to children

Next >

Step 2d: Enter your License Number and follow the prompts on each page and click **Next**.

☒ Yes

Enter your child care license ID (required)

DG0011...

☐ No

Step 2e: Click **Submit**.

Submit

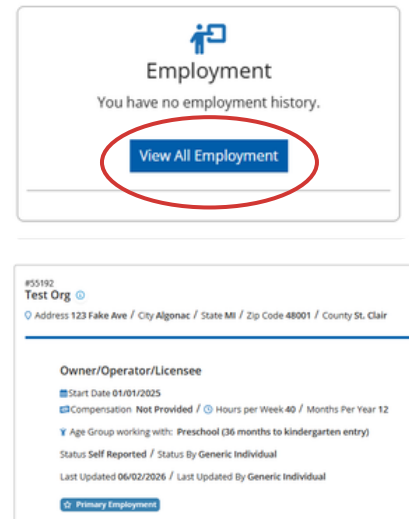
Organization approval takes up to three business days. You will be notified via email when your organization has been approved. Once your profile is approved, you can move on to Step 03 – Connect as an Employee on page 4.

✓ Your application has been submitted for review.

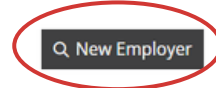
Step 3a: Log into your account and click **View All Employment.**

Owner/licensee **and** any additional staff must complete steps 3a-3d.

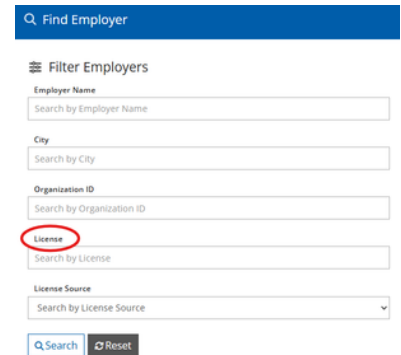
If you already connected as an employee, your employment entry will be listed here. Skip to Step 04 – Verify Employment Record(s) on page 5.



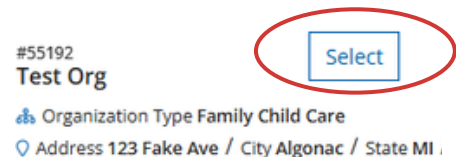
Step 3b: Click **New Employer.**



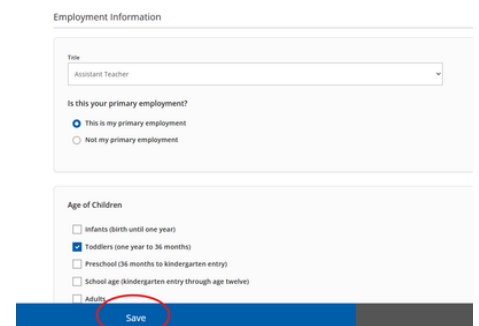
Step 3c: Enter your license number and click **Search.**



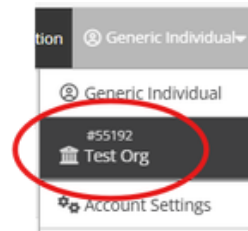
Step 3d: Click **Select** next to your organization.



Step 3e: Enter your employment information and click **Save.**



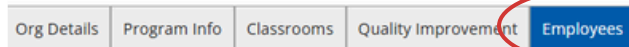
Step 4a: Log into your account and select the drop-down menu displaying your name in the upper right-hand corner of your personal account and click your organization name to go to your organization profile.



Step 4b: Agree to the terms and click **Submit** (if prompted).



Step 4c: Click the **Employees** tab.

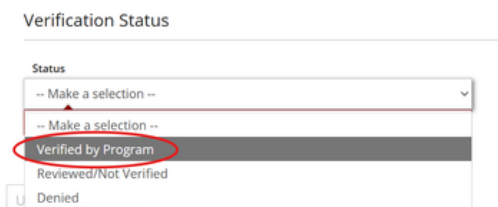


Step 4d: Select the three dot icon to the right of the first employment record and click **Update**.

ID	Name	Title	Current Status	Status
203096	Individual, Generic	Owner/Operator/Licensee	Expired-Expires 5/31/2026	Self Reported

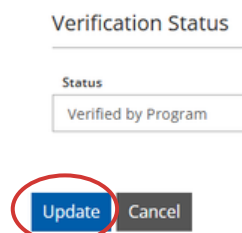
Update
Enable GSRP / Edit GSRP

Step 4e: Confirm the employment information is correct. Scroll down and select the *Status* drop-down menu, and click **Verified by Program**.



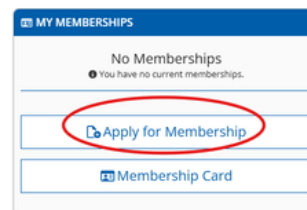
Step 4f: Click **Update**.

Repeat steps 4d-4f for the owner/licensee record and additional staff member records until all records are Verified by Program.



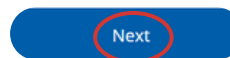
Step 5a: Log into your account and click **Apply for Membership**.

Owner/licensee **and** any additional staff must complete steps 5a–6b.



Step 5b: Select *Become a member* or *Renew your membership* and click **Next**.

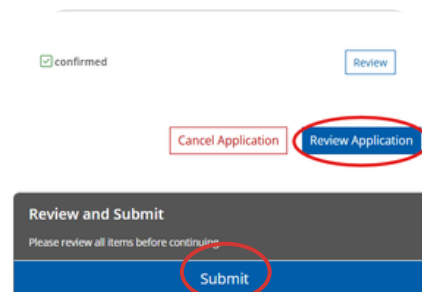
- ☒ **Become a member**
ⓘ All professionals working in the early childhood or school age field are encouraged to become members of MiRegistry.
- ☒ **Renew your membership**
ⓘ All professionals working in the early childhood or school age field are encouraged to become members of MiRegistry.



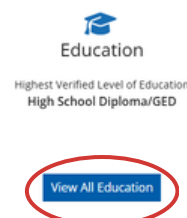
Step 5c: Click **Review** next to each section, and enter any applicable information.

Personal Information	unconfirmed	Review
Education	unconfirmed	Review
Employment	unconfirmed	Review
Training	unconfirmed	Review
Professional Membership/Contributions	unconfirmed	Review

Step 5d: Once each section has been confirmed, click **Review Application** and **Submit**.

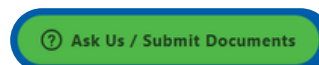


Step 6a: Review all self-reported items in the **View All Education** section of the profile. You will send documentation to MiRegistry for self-reported items.



Step 6b: Email PDF copies of your documents to support@miregistry.org. At minimum, the following must be sent: **Adult and Pediatric CPR/Pediatric First Aid Certification**.

A copy can be sent as a PDF to support@miregistry.org or via the "Ask Us/Submit Documents" button at the bottom of each page in the MiRegistry system.



Step 7a: Complete required health and safety training.

Owner/licensee **and** any additional staff must complete steps 7a-7b.

If you have not completed initial Health and Safety training on the required topics (R 400.1923), you can complete the state-developed initial Health and Safety training series to meet this requirement:

- Health and Safety for Licensed Child Care Providers, Module A
- Health and Safety for Licensed Child Care Providers, Module B
- Health and Safety for Licensed Child Care Providers, Module C
- Transportation Training for Child Care Providers
- Infant Safe Sleep for Michigan Child Care Providers

*You only complete the **initial** health and safety training topics (once) and the **annual** Ongoing Health and Safety Refresher training (yearly).*



Scan the QR code to access:

- **Initial** Health and Safety training registration links on page 1 of the Licensed Provider Roadmap.
- **Annual** Health and Safety Refresher training registration link on page 2 of the Licensed Provider Roadmap.

<https://miregistry.org/wp-content/uploads/Licensed-Provider-Roadmap.pdf>

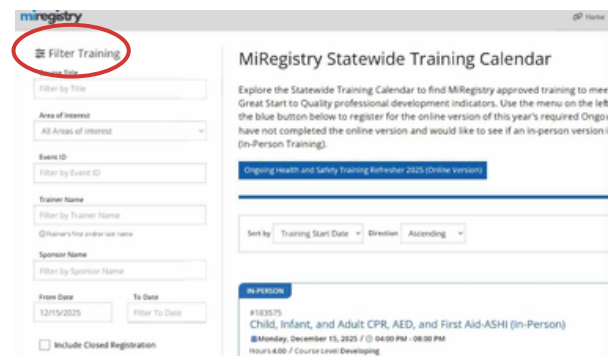
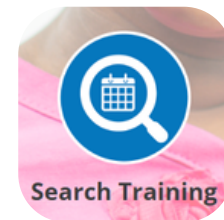
Step 7b: Complete MiRegistry approved professional development (training).

Starting 4/27/28, all training to meet professional development (PD) requirements must be MiRegistry approved.

Any training found on the MiRegistry Statewide Training Calendar is MiRegistry approved and will count toward annual PD hours.

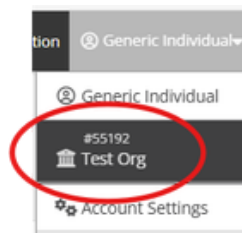
To locate the Statewide Training Calendar:

- Go to miregistry.org.
- Click **Search Training**.
- Use the Filter Training section to narrow down your search results.

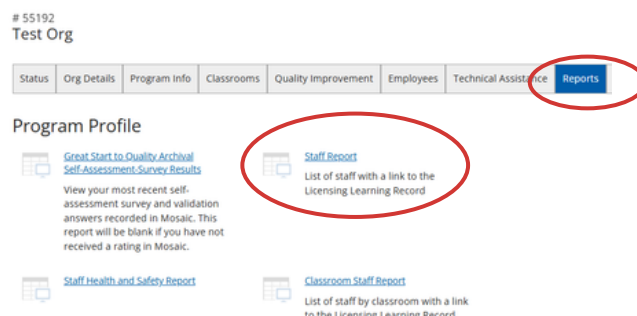


****Owner/licensee must complete 10 hours each calendar year and additional personnel must complete 5 hours each calendar year. Unsupervised volunteers must complete 1 hour each calendar year.**

Step 8a: Log into MiRegistry and access your organization profile.



Step 8b: Click the **Reports** tab and open the **Staff Report**.



Step 8c: Confirm the following:

- Owner/licensee and additional staff are listed.
- **Employment Verification Status** column is showing Verified by Program or Verified by MiRegistry.
- **Membership Status** column is showing any status besides expired or no status.
- **Highest Level of Education** shows at minimum High School Diploma/GED for owner/licensee.

Current Employees									
MiRegistry ID	Name	Position	Start Date	Total Hours of Experience	Employment Verification Status	Wage or Salary Reported	Membership Status	Career Pathway Level	Highest Level of Education
203096	Individual Generic	Owner/Operator/Licensee	1/1/2025	3000	Verified by Program	No	Applied	Foundational Level One	High School Diploma

Step 8d: Click each individual's name to view their *Licensing Learning Record* and confirm the following:

- Total annual PD training hours.

Total 2026 Hours Verified | 5.00

Step 8e: Go back to the organization profile, open the *Staff Health and Safety Report* and confirm the following:

- Initial Health and Safety series and any subsequent year refresher trainings are completed.
- CPR (Adult/Pediatric) and First Aid (Pediatric) is valid/non-expired.

CPR (Adult/Pediatric) and First Aid (Pediatric)	Health and Safety for Licensed Child Care Providers, Module A	Health and Safety for Licensed Child Care Providers, Module B	Health and Safety for Licensed Child Care Providers, Module C	Health and Safety for Licensed Child Care Providers, Transportation Training	Infant Safe Sleep for Michigan Child Care Providers	Health and Safety Training Refresher 2025	Health and Safety Training Refresher 2026
01/01/2027	01/01/2025	01/01/2025	01/01/2025	01/01/2025	01/01/2025		01/01/2026