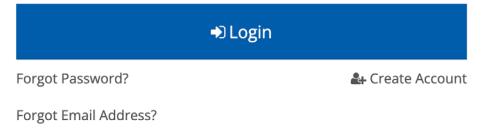


Follow These Steps to Get Started with MiRegistry!

1 CREATE YOUR MIREGISTRY ACCOUNT:

A. Go to miregistry.org and click **Login**.

- If you already have an account, log in to view your profile.
- If you don't have an existing account, click **Create Account**. Then, follow the prompts to create a new account.



2 CONNECT TO YOUR LICENSED ORGANIZATION AS AN EMPLOYEE:

A. Connect to your Employer.

- If your employer has sent you an invite, confirm your employment with your new employer.
- If your employer has not sent you an invite, click **View All Employment** then, click **New Employer**. Search for your organization by License or Organization ID and enter your employment information.

*Please note: Your employer must verify your employment entry for the entry to be valid per Child Care Licensing.



[View All Employment](#)

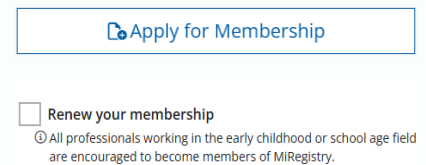
3 BECOME A MEMBER OR RENEW YOUR MEMBERSHIP:

A. Once you have entered your employment, return to your profile.

B. Click **Apply for Membership**, then **Become a Member/Renew Your Membership**.

C. Review and add your applicable information and submit the application.

D. Review the [Membership Documentation Checklist](#) and send any applicable documentation for self reported items.

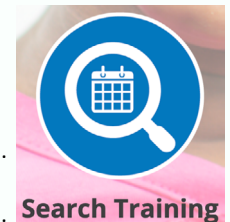


4 COMPLETE THE HEALTH AND SAFETY TRAININGS:

A. If you have not completed the initial health and safety series previously known as Health & Safety for Licensed Child Care Providers Course 1 and Course 2, follow the links to register and complete the following courses:

- [Health & Safety for Licensed Child Care Providers, Module A](#) (Michigan Virtual, 2 hrs)
*Must be completed within 30 calendar days after being present at the center and caring for children.
- [Health & Safety for Licensed Child Care Providers, Module B](#) (Michigan Virtual, 3 hrs)
*Must be completed within 90 calendar days after being present at the center and caring for children unsupervised.
- [Health & Safety for Licensed Child Care Providers, Module C](#) (Michigan Virtual, 2 hrs)
*Must be completed within 90 calendar days after being present at the center and caring for children unsupervised.
- [Infant Safe Sleep for Michigan Child Care Providers \(course developed by MDHHS and MiLEAP\)](#)
*Must be completed within 30 calendar days after being present at the center and caring for children if the center serves infants and toddlers.
- [Transportation Training for Child Care Providers](#) (Michigan Virtual, 1 hr)
*Must be completed within 90 calendar days after being present at the center and caring for children unsupervised if your center has a transportation component.

*Please Note: You must have a Michigan Virtual account and a MiRegistry account to complete these trainings. After completion, confirm these trainings are reflected as VERIFIED in your MiRegistry account. Please see our [Health and Safety Verification Tip Sheet](#) for more information.



NEED ADDITIONAL SUPPORT? OUR GUIDES CAN HELP!

Creating an account? See our [Create an Account](#) guide.

Logging into your account? See our [Account Recovery](#) guide.

Submitting an application? See our [Membership Toolkit](#).

Connecting as an employee? See our [Connect as an Employee](#) guide.

Registering for Health & Safety Trainings? See our [Health & Safety Training for Licensed Providers](#) Resource Page.

Find the Training That's Right for You.

Use the charts below to find MiRegistry Approved training to count toward requirements for specific positions, as well as general requirements.

Position	Child Care Licensing Requirement	MiRegistry Approved Training
Program Administrator	2 semester hours or 3.0 CEUs in child care administration within 6 months of hire.	Michigan's Child Care Center Administration Business Series: Register for Michigan's Child Care Center Administration Business Series *This training applies to all program administrators.
Program Administrator of: - Small capacity child care center - School age program	6 semester hours, 9 CEUs, or a combination to equal 90 clock hours of coursework in child care administration, early childhood education, child development, or a child-related field. Up to 30 hours of MiRegistry Approved training may be used to meet these requirements.	
Infant and Toddler Lead Teacher	3 semester hours, 4.5 CEUs, or 45 hours of MiRegistry Approved track of infant and toddler development and care practices. Required within 6 months of hire.	Infant and Toddler Development and Care Practices: Register for Infant and Toddler Development and Care Practices Training

Staff Professional Development	Annual Child Care Licensing Requirement	MiRegistry Approved Training
Annual Professional Development Hours for Program Staff (Child Care Center)	Program staff must have 16 clock hours of professional development in a calendar year. Substitute teachers over 20 hours per week must have 10 annual hours. Substitute teachers under 20 hours per week must have 5 annual hours.	Finding MiRegistry Approved training: - Go to miregistry.org - Click Search Training - Use the Filter Training Section to - Narrow down your search. *Any training event listed on the MiRegistry Statewide Training Calendar is MiRegistry Approved and counts toward annual professional development.
Annual Health and Safety Refresher Training	When the department publishes a notice that a new health and safety update document or a new health and safety update training activity is published on MiRegistry, the licensee shall ensure that all identified staff or volunteers in the notice read and acknowledge the document or complete the activity within the timeframe indicated in the notice.	Finding the Annual Health and Safety Refresher training: Register for the Annual Health and Safety Refresher Training or Go to miregistry.org - Click Search Training - Click the blue button at the top of the screen and click Register Today

How to become a Training Sponsor Organization (TSO)

If your organization provides in-house training, please see our [TSO toolkit](#) so your organization can create and submit training to MiRegistry for approval and manage attendance records in MiRegistry.

*The information on this resource is subject to change per changes to the Child Care Licensing requirements.

Please see www.michigan.gov/mileap/early-childhood-education/cclb for the most up to date information.

*Additional information for family and group home care coming soon!