

miregistry Membership Documentation Checklist

This two-page checklist is a tool for individuals gathering the correct documentation for verification of licensing and Great Start to Quality requirements and qualifications in MiRegistry. Please review all SELF-REPORTED items in your application. Please note that you DO NOT need to send any documentation for items that are already listed as VERIFIED on your profile. Place a check in the boxes next to items that are already verified or you have sent for verification and cross out items that are not applicable for your specific application.

PLEASE DO NOT SEND THIS CHECKLIST TO MIREGISTRY. THIS IS FOR PERSONAL USE ONLY.

Documents	Instructions for Sending Documents to MiRegistry for Verification
<p>High School Diploma</p> <p>You do not need to submit a high school diploma if you intend to send official transcripts, a CDA, or a diploma for higher education.</p>	<p>How to Send a Diploma</p> <p>A copy can be sent as a PDF to support@miregistry.org or by clicking the “Ask Us/ Submit Documents” button at the bottom of each page in the MiRegistry system.</p>
<p>Higher Education Diploma</p> <p>You do not need to submit a higher education diploma if you intend to send an official transcript.</p> <p><i>Please note: To have college degree and completed college credit verified, you must send an official transcript</i></p>	
<p>Official Transcript</p> <p>Transcripts submitted to MiRegistry must be official. To be deemed official, a transcript must be sent from your college or university directly to MiRegistry.</p>	<p>How to Send an Official Transcript</p> <p>Transcripts can be sent via encrypted PDF to: support@miregistry.org or by mail to: MiRegistry, 2908 Marketplace Dr., Suite #103, Fitchburg, WI 53719.</p>
<p>Valid CDA or MI-YDA or Infant Family Associate Credential</p>	<p>How To Send A Credential</p> <p>A copy can be sent as a PDF to support@miregistry.org or by clicking the “Ask Us/ Submit Documents” button at the bottom of each page in the MiRegistry system.</p>
<p>Montessori Credential</p> <p>Montessori credentials must be issued by AMI, AMS, or a MACTE accredited organization.</p>	
<p>Educator Certification</p> <p>You do not need to send documentation of educator certification. If you have self-reported your educator certification, it will be automatically reviewed by MiRegistry during application processing.</p>	<p>How to Send Educator Certification</p> <p>You do not need to send documentation. If you forgot to self-report your educator certification in your application, please send an email to support@miregistry.org requesting your educator certification be added to your application. Please include your PIC.</p>

Documents	Instructions for Sending Documents to MiRegistry for Verification
<p>Registered Apprenticeship Completion Certificate</p>	<p>How to Send a Certificate</p> <p>A copy can be sent as a PDF to support@miregistry.org or by clicking the “Ask Us/ Submit Documents” button at the bottom of each page in the MiRegistry system.</p>
<p>Valid CPR/First Aid Certificate</p> <p>Certificates must be issued by a MiLEAP approved organization and specify age groups required by licensing.</p>	
<p>Training Certificates (Not MiRegistry Approved)</p> <p>Certificates for trainings taken outside of MiRegistry will be added as Reviewed training hours if the certificates meet our Acceptable Documentation Policy. Do not send certificates of training taken through a MiRegistry approved trainer or training sponsor. For MiRegistry approved trainings, you must reach out directly to the trainer/training sponsor contact to request attendance verification.</p> <p><i>Please note: Great Start to Quality does NOT accept reviewed training hours since they are not MiRegistry approved.</i></p>	<p>How to Send a Training Certificate</p> <p>A copy can be sent as a PDF to support@miregistry.org or by clicking the “Ask Us/ Submit Documents” button at the bottom of each page in the MiRegistry system.</p>