miregistry

Updated Staff Report

Did you know you can use your MiRegistry Organization Profile to quickly and effectively manage your program? One of the most important resources you can access is the **Staff Report**. The Staff Report provides a snapshot of your employees' hours of work experience, training hours, and their Career Pathway level. New information such as employees' **MiRegistry Membership Status**, **School Age Credits**, **Cultural Competency and Inclusive Practice Hours**, and **Family Engagement Hours** are now included to help you readily see everything you need to know to effectively manage your staff.

We are excited to share this updated report with the additional employee information you requested. Be sure to check out the sample Staff Report below and read more about some of the highlights:

Sample Staff Report

					Current Employees									
MiRegistry ID	Name	Position	Start Date	Total Hours of Experience	Employment Verification Status	Career Pathway Level	Membership Status	Highest Level of Education	ECE /CD Credits	School Age Credits	Business Admin. Credits	Cultural Comp. & Inclusive Prac. Hours	Family Engagement Hours	Total Training Hours
36243	Bartontest, Lori	Assistant Teacher/Family	11/26/2018	3040	Verified	Professional Level One	Current	CDA - 1/1/2022	0.00	0.00	0.00	5.00	4.00	8
9183	Benfieldtest, Jacquelynn	Administrator/Program	4/12/2002	37760	Verified by Program	Professional Level Three - A	Applied	Bachelor's Degree - Early Childhood	30.00	12.00	3.00	5.00	4.00	
46537	Coultertest, Tina	Non-Teaching	5/6/2019	176	Verified by Program	Level Not Awarded			0.00	0.00	0.00	0.00	0.00	
21991	Haggertest, Stacy	Lead Caregiver/Teacher/S	3/6/2018	4560	Verified by Program	Professional Level One	Expired	CDA - 2/2/2023	0.00	0.00	0.00	5.00	4.00	33
18830	Halsteadtest, Sudha	Lead Caregiver/Teacher/S	4/1/2006	29480	Verified by Program	Foundational Level One	Awaiting Print		0.00	0.00	0.00	5.00	4.00	33
51203	Kingtest, Terri	Volunteer	10/18/2018	3280	Verified by Program	Level Not Awarded			0.00	0.00	0.00	0.00	0.00	8
57347	Ludgate, April	Administrator/Program	5/1/2010	20960	Verified by Program	Professional Level Three - A	In Process	Bachelor's Degree - Early Childhood	32.00	12.00	6.00	5.00	4.00	25
21646	Marschnertest, Jessica	Lead	6/24/2006	29000	Verified by Program	Level Not Awarded			0.00	0.00	0.00	5.00	4.00	41
17183	Phelpstest, Amanda	Assistant Director	5/22/2019	2040	Verified by Program	Professional Level Two - A	Current	Associate's Degree Early Childhood	21.00	3.00	3.00	5.00	4.00	38
23304	Shaffertest, Colleen	Owner/Operator	11/12/2016	7320	Verified by Program	Level Not Awarded			0.00	0.00	0.00	0.00	0.00	8
53668	Smithtest, Timothy	Intern	9/3/2019	1440	Verified by Program	Level Not Awarded	Applied		0.00	0.00	0.00	0.00	0.00	
29326	Swifttest, Marsha	Assistant Teacher/Family	8/14/2019	1560	Verified by Program	Foundational Level One	Current		0.00	0.00	0.00	5.00	4.00	34
23832	Youngtest, Ebony	Lead Caregiver/Teacher/S	3/10/2008	25400	Verified by Program	Professional Level One	Awaiting Print	CDA - 2/20/2025	0.00	0.00	0.00	5.00	4.00	38

Current Staff Count: 13

					Previous Employees									
MiRegistry ID	Name	Position	Start-End Date	Total Hours of Experience	Employment Verification Status	Level	Membership Status	Highest Level of Education	ECE /CD Credits	School Age Credits	Business Admin. Credits	Cultural Comp. & Inclusive Prac. Hours	Family Engagement Hours	Total Training Hours
52071	Baxtest, Nicole	Assistant	8/19/2019 - 8/23/2019	0	Verified by Program	Level Not Awarded			0.00	0.00	0.00	0.00	0.00	8
44712	Cousineautest, Leanne	Assistant Teacher/Family	4/1/2019 - 6/3/2019	60	Verified by Program	Foundational Level One	Current		0.00	0.00	0.00	0.00	0.00	8

Click to enlarge image.

1: Current / Past Employees

You can view summaries of your current and your previous employees.

2: Name of Employee

By clicking on the name of an employee, you can open that employee's Learning Record and see a detailed list of the completed courses that have been verified by MiRegistry.

Please Note: Due to our privacy practice, you do not have access to previous employees' Learning Records.

3: Total Hours of Experience

You can see the total number of hours of work experience each employee has in the early childhood and school age field. The total is calculated based on what the employee has listed on their employment history in their MiRegistry Profile.

4: Employment Verification Status

You can see the employment verification status for each employee.

Please Note: For an employee's verified educational accomplishments to be counted in your program's rating, you must verify the employee's employment with your organization.

5: MiRegistry Membership Status ***NEW!**** / Career Pathway Level / Highest Level of Education

You are able to view each employee's MiRegistry membership status and Career Pathway Level. Use the Staff Report to review your employees' highest level of education (based on the documentation sent to MiRegistry), ensuring it matches your expectation.

Helpful Tip: If an employee is a **current** member but the **Highest Level of Education** isn't listed on this report, there might have been an issue with the documentation that your employee sent to MiRegistry. The employee can follow these steps to check and/or update their MiRegistry profiles:

1. The employee should log in to their MiRegistry account.
2. The employee can review any notes from MiRegistry regarding the documentation that was sent. If the documentation was not acceptable, MiRegistry staff notes will provide explanation.
3. If the employee would like their highest level of education updated, they should first resubmit their membership application online and then send in acceptable documentation. For more information on acceptable documentation, please review our Acceptable Documentation Policy.

6: School Age Credits ***NEW!**** / Cultural Competency & Inclusive Practice Hours ***NEW!**** / Family Engagement Hours ***NEW!****

These new additions were added to this report based on feedback we've heard from across the state. Now you can easily find the number of college credits each employee has related to School Age, the training hours that count for Cultural Competency and Inclusive Practices, and the training hours related to Family Engagement.

7: Total Training Hours

You can see the total number of training hours for each employee within the time period you enter for this report.

Helpful Tip: If you want specific information about the training hours that are verified for a current employee, you may click on their name to access their Learning Record

Unsubscribe | Update Preferences

P: 833-386-9238 | F: 888-825-9995
E: support@miregistry.org

MiRegistry
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

www.miregistry.org