

Child Care Licensing Position Qualification Training

The Child Care Licensing positions listed below have a 15-hour position qualification training option that can be used in combination with other requirements to qualify for that role. Follow the steps in this guide to find position qualification training and verify completed hours.

Positions

- Program Administrator
- Site Administrator
- Lead Teacher
- Substitute Program Administrator

Position Qualification Training Requirement

3 hours of MiRegistry approved training in each of the following:

- A. Program Management
- B. Observation, Documentation, and Assessment
- C. Teaching and Learning

AND

6 hours of MiRegistry approved training in any of the following areas:

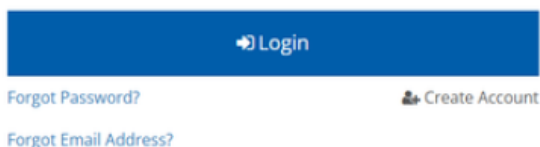
- A. Interactions and Guidance
- B. Challenging Behaviors
- C. Trauma Informed Practices

See the [Child Care Licensing TA Manual](#) for more information about specific position requirements.

How to Find Position Qualification Training

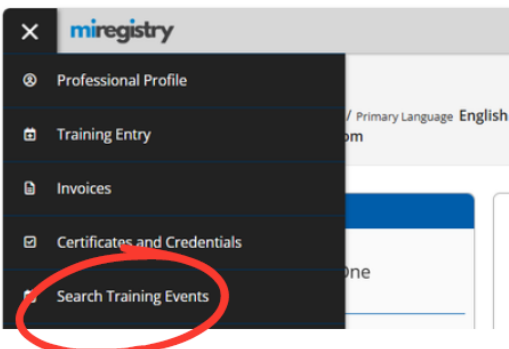
1

Go to www.miregistry.org and Login.



2

Use the left hand navigation menu to click **Search Training Events**.



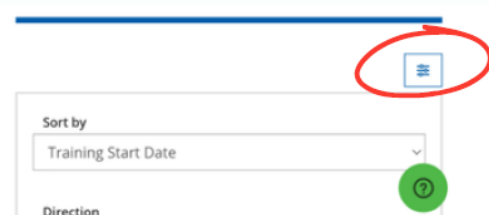
3

Locate the Filter Training Section. On a mobile device, select the circled icon first.

Desktop:

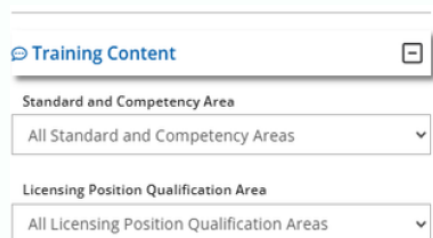


Mobile:



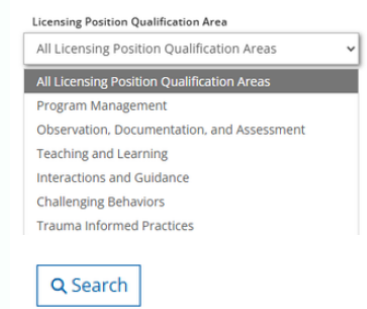
How to Find Position Qualification Training, Continued

4 Scroll down and click **Training Content**.



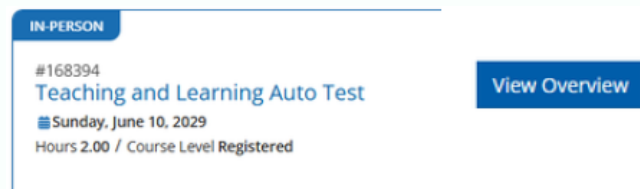
The screenshot shows a filter menu titled "Training Content". It has two dropdown menus. The first is labeled "Standard and Competency Area" and is set to "All Standard and Competency Areas". The second is labeled "Licensing Position Qualification Area" and is set to "All Licensing Position Qualification Areas".

5 Select a Position Qualification Area. Then, scroll down and click **Search**.



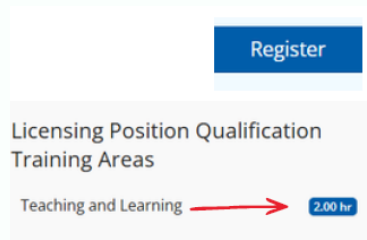
The screenshot shows the "Licensing Position Qualification Area" dropdown menu expanded. It lists several options: "All Licensing Position Qualification Areas", "Program Management", "Observation, Documentation, and Assessment", "Teaching and Learning", "Interactions and Guidance", "Challenging Behaviors", and "Trauma Informed Practices". Below the list is a "Search" button.

6 Select a training event and click **View Overview**.



The screenshot shows a training event card for an "IN PERSON" event. The event is titled "#168394 Teaching and Learning Auto Test" and is scheduled for "Sunday, June 10, 2029" with "Hours 2.00 / Course Level Registered". A "View Overview" button is visible on the right.

7 See how many position qualification hours are offered with this training event. **Then, click Register.**



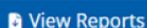
The screenshot shows a "Register" button and a section titled "Licensing Position Qualification Training Areas". It lists "Teaching and Learning" with a red arrow pointing to a "2.00 hr" badge.

To meet the requirement, you must complete:

- 3 hours - Teaching and Learning
- 3 hours - Observation, Documentation, and Assessment
- 3 hours - Program Management
- 6 hours total - Any of the following:
 - Interactions and Guidance
 - Challenging Behaviors
 - Trauma Informed Practices

How to Verify Completed Training Hours

1 Log in, scroll down and click **View Reports**.

 View Reports

2 Open the **Licensing Learning Record**.



[Licensing Learning Record](#)

Licensing view of your education, certificates, employment history and training.

3 Scroll down to the *Career Summary of Verified Training Hours by Standard and Competency Area*. If accessing from an organization profile, you may need to go to page 2 to view the summary. Use the 'Total' column to see how many hours you have in each area.

Career Summary of Verified Training Hours by Standard and Competency Area

Licensing Learning Record

Core Name	Developing	Achieving	Extending	CEU Hours*	For Credit	Total
ECE: Child Development and Learning in Context	10.50	0.00	0.00	0.00	0.00	10.50
ECE: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices (INTERACTIONS AND GUIDANCE)	0.00	6.00	0.00	0.00	0.00	6.00
ECE: Promoting Children's Health and Wellness	12.00	1.00	0.00	0.00	0.00	13.00
ECE: Family-Teacher Partnerships and Community Connections	3.50	0.00	0.00	0.00	0.00	3.50
ECE: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum (TEACHING AND LEARNING)	3.00	0.00	0.00	0.00	0.00	3.00
ECE: Child Observation, Documentation, and Assessment (OBSERVATION, DOCUMENTATION, AND ASSESSMENT)	2.00	0.00	0.00	0.00	0.00	2.00
ECE: Professionalism as an Early Childhood Educator	0.00	0.00	0.00	0.00	0.00	0.00
ECE: Promoting the Well-Being of Early Childhood Professionals	0.00	0.00	0.00	0.00	0.00	0.00
ECE: Leading High Quality Early Childhood Programs (PROGRAM MANAGEMENT)	0.00	3.00	0.00	0.00	0.00	3.00
School Age - Child/Youth Growth and Development	2.00	0.00	0.00	0.00	0.00	2.00
School Age - Learning Environments and Curriculum (TEACHING AND LEARNING)	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Relationships and Interactions with Children and Youth (INTERACTIONS AND GUIDANCE)	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Family, School, and Community Relationships	2.00	0.00	0.00	0.00	0.00	2.00
School Age - Child/Youth Observation and Assessment (OBSERVATION, DOCUMENTATION AND ASSESSMENT)	1.00	0.00	0.00	0.00	0.00	1.00
School Age - Youth Engagement, Voice, and Choice	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Equity and Inclusion	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Safety and Wellness	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Program Planning and Development (PROGRAM MANAGEMENT)	0.00	0.00	0.00	0.00	0.00	0.00
School Age - Professional Development and Leadership	0.00	0.00	0.00	0.00	0.00	0.00
Career Verified Grand Total	54.50	7.00	0.00	0.00	0.00	

*CEU conversion: 10 CEU hours = 1.0 CEU

Please note: This individual does meet the 15-hour position qualification training requirement.*

*School Age (orange) and ECE (yellow) can be combined to meet the requirement for each area as shown in this example for Observation, Documentation, and Assessment.