Trainer Toolkit

Welcome to the MiRegistry Approval Trainer Toolkit! By becoming a MiRegistry Approved Trainer, you can provide training to early childhood and out-of-school time professionals in Michigan through the MiRegistry system. Training events can be public on the Statewide Training Calendar, where MiRegistry users locate and register for training events or private trainings provided in-house or to a specific group. MiRegistry approved training is accepted for professional development hours by Child Care Licensing, Great Start to Quality, and the Council for Professional Recognition. By using MiRegistry, your attendees can find completion of your training VERIFIED on their MiRegistry profiles within minutes!

This toolkit walks you through the steps on how to become a first-time MiRegistry Approved Trainer or how to renew your trainer application as a previously approved trainer. Additionally, you will find useful tips and links to resources for the trainer approval process as well as entering courses and events in the system and managing the roster of your events.

MiRegistry is an all-in-one resource for tracking professional development, facilitating training, and growing professionally. We are here to support you and stand together to professionalize the field.

The information MiRegistry collects supports and helps lawmakers and advocacy groups better understand and appreciate our essential workforce.

MiRegistry Approved Trainer Requirements

1. During the Trainer Approval Process, you will be scored in three areas: formal education, training experience to adults in the last 5 years, and field experience. You must achieve a score of at least 10 points to be approved. Please take a look at our Trainer Approval Rubric for more information on scoring.

2. When submitting a trainer application, you will be asked to review and agree to our Trainer Agreement Form. This is a list of standards and expectations for MiRegistry Approved Trainers. For an advanced look at our standards and expectations, please view our Trainer Agreement Form. Please note that this is built into our system and should not be signed and returned in this format.

Becoming a Trainer

SUBMITTING A TRAINER APPLICATION

If you have never submitted a trainer application in MiRegistry, please complete the following steps to submit your application and any follow-up documentation needed for approval.

1. Log in to your MiRegistry account. If you do not have one, you will need to create an account.
   Resource: [Creating a MiRegistry Account](#)

2. Submit a Trainer application.
   Resource: [Submitting a Trainer Application](#)

3. After the application is successfully submitted, you will be asked to send supporting documentation for your application to MiRegistry.
   Resources: Please take a look at the [Trainer Approval Rubric](#) for more information on how your application will be scored. You can follow our [Trainer Acceptable Documentation Policy](#) to guide you on what documents are needed and accepted. For a list of what is required check out our [Trainer Documentation Checklist](#).

TRAINER APPLICATION PROCESSING TIMELINE

Once the trainer application is submitted, applicants have 30 days to submit their complete documentation to MiRegistry. Applications are processed within 4-6 weeks from the date complete materials are received for the application, or from the application date if no materials are received.

Tip: MiRegistry recommends submitting your materials as early as possible within your 30-day window.

Next Steps: Approved trainers will receive an email with their approval letter, trainer expiration date, and the level of course they are verified to train on. Applicants who do not initially mmet approval requirements will receive next steps for their specific application via email.

VERIFIED COURSE LEVEL APPROVAL

MiRegistry Approved Trainers are verified to provide training on course levels that reflect the qualifications submitted with their application. Course levels are specified during course creation based on the content of the course. Courses are divided into three levels, which derive from the original five levels of Bloom's Taxonomy (Knowledge, Comprehension, Application, Analysis and Synthesis) and are defined as:

- The **Developing** Level: Incorporates Knowledge and Comprehension
- The **Achieving** Level: Incorporates Application and some Analysis
- The **Extending** Level: Incorporates Analysis and Synthesis.

MiRegistry Approved Trainers can enter courses at the levels for which they are approved. The rubric scoring breakdown is as follows:

- **Developing**: 10 or more points in any categories.
- **Achieving**: 10 or more points total, with at least 2 points in Education, 1 point in Field Experience, and 1 point in Training Experience.
- **Extending**: 4 or more points in each category (Education, Field Experience, and Training Experience)

Resources: For more information on course levels, please take a look at our [Trainer Level Alignment Guide](#).

What's Next: Trainers that are approved will receive a trainer approval letter and an email with steps for creating a Training Sponsor Organization (TSO) and entering courses and events. For more information on creating a TSO and the benefits of entering training under a TSO please take a look at our [Training Sponsor Organization (TSO) Toolkit](#).

MiRegistry Approved Trainer Policies and Procedures

MIREGISTRY APPROVED TRAINER POLICIES

When submitting a trainer application, applicants will review and agree to the terms outlined in the Trainer Agreement Form. The policies outlined in the form include trainer conduct, business rules regarding managing attendance, and policies for trainer renewal requirements.

SUBMITTING TRAINING AND MANAGING ATTENDANCE

MiRegistry Approved Trainers can create and submit training to MiRegistry for approval. To learn more about submitting training in MiRegistry, please review the following resources:

- Submitting a Course Step-by-Step Support Guide: This resource will walk you through each step to submit a course to MiRegistry for approval.

- Course and Event Approval Guide: This step-be-step guide will assist you in entering courses and events in the system. Additionally, it will provide tips and information to help meet the requirements when submitting courses and events for approval.

- Managing Attendance: Maintaining an accurate record of attendance for your training event is critical. Use our resources available to learn more about managing attendance records for your training events.

MiRegistry Approved Trainer Policies and Procedures

RENEWAL REQUIREMENTS

MiRegistry Approved Trainers are current for 3 years from approval. We recommend renewing 6-8 weeks before expiration. The following criteria must be met for trainer renewal:

- At a minimum, trainers need to take 15 hours of professional development over the last three years.

- Trainers must hold a minimum of three trainings over the last three years.

SUBMITTING A RENEWAL APPLICATION

Submitting a renewal application is similar to submitting a first-time trainer application except for documentation needed for renewal requirements. To submit a trainer renewal application please complete the following documentation:

1. Log in to your MiRegistry Account, check the 'Renew your trainer membership' box and click the APPLY/RENEW button.

2. Any previous information that was entered into your profile will still be in your profile. You can edit or add any new information to the tabs and click SAVE AND CONTINUE button at the bottom of each page.

3. If you need detailed instructions on edit or add new information to the tabs, please see the Become a Trainer Guide.

4. Submit your application on the last page.

5. Send in trainer renewal documentation if necessary. Before sending in documentation to MiRegistry, please complete the following steps in your account:

   a. Click on your Training tab. If you have 15 hours of VERIFIED training on your Training tab for the last three years, you do not need to send in any documentation of trainings taken.

   b. Click on your Reports tab. Open the Conducted Training Events report and set the start date to your trainer approval date and the end date to today's date. Select "Accepted" and "Completed" event status and view the report. If you have at least three events with one or more attendees, you do not need to send in training documentation.

For more detailed information on trainer renewal, please see the [Submitting a Michigan Registry Trainer Renewal Application](#) guide for documentation information.

TRAINER RENEWAL APPLICATION PROCESSING TIMELINE

Once the trainer application is submitted, applicants have 30 days to submit their complete documentation to MiRegistry (if necessary). Renewal applications are processed within 4-6 weeks from the date complete materials are received with the application, or from the application date if no materials are needed.

> ⓘ If renewal applications are submitted 6-8 weeks before trainer expiration, MiRegistry Approved Trainers will not experience any gap in being able to enter courses and events in the system.