



# Verifying Completion of MiRegistry Approved Training Events

A step-by-step guide for ensuring your MiRegistry Approved training events are VERIFIED.

The Training Sponsor Organization (TSO) or Approved Trainer that you completed a training event through is responsible for verifying event completion.

Once the Training Sponsor or Approved Trainer has successfully verified your attendance, the training will appear as VERIFIED on your MiRegistry profile.

## Steps to Verify Attendance/Event Completion:

### **START HERE:** What format was the event that you attended/completed?

#### In-Person or Web Based Scheduled Session

(ex. Face to Face training, Zoom training found through the MiRegistry Training Calendar)

Wait 3 business days for the training to be added to your profile.

If not added to your profile by this time, reach out to event contact directly. Information on how to find event contact [on page 5](#).

#### Web Based, Self-Paced

(ex. Online training found through the MiRegistry Training Calendar, or other asynchronous e-learning)

Some web-based training organizations share attendance data with MiRegistry through a routine data transfer. Check list on [pages 2-4](#) to see if Training Sponsor is listed.

#### Training Sponsor is Not Listed

Wait 3 business days for the training to be added to your profile, then reach out to event contact directly. Information on how to find event contact [on page 5](#).

#### Training Sponsor is Listed

Please follow guidelines on timeline, instructions, and contact information as listed in the table on [pages 2-4](#).

### **Important Note!**

If you complete a MiRegistry approved training event and receive a certificate or other documentation, that is for your record. The Training Sponsor or Approved Trainer will verify your completion in MiRegistry.

These materials do not get reviewed or processed by MiRegistry.



# Verifying Completion of MiRegistry Approved Training Events

## List of Training Sponsor Organizations with data transfers (and contact info):

### Organization & Timeframe

### Instructions

### Contact Information

## Better Kid Care

7 business days

Log in to your Better Kid Care OnDemand profile and enter your MiRegistry ID and your business/work site zip code.

Toll free: 800-452-9108  
Local: 814-863-0339

More information about OnDemand [here](#).

## Michigan Virtual

48 hours

Log in to your Michigan Virtual profile and enter your MiRegistry ID. Ensure that the "I want all of my eligible courses to be sent to MiRegistry" option is selected.

Customer Care Hours  
Mon– Fri: 7:30 a.m. to 5:00 p.m.

[Submit a support ticket](#) for assistance.

## Care Courses

24 hours

Ensure that your MiRegistry ID number is added to your Care Courses account.

Care Courses phone support:  
703-448-1800

Care Courses email support:  
[statereg@carecourses.com](mailto:statereg@carecourses.com)

## ProSolutions

7 business days

Add your MiRegistry ID when creating your ProSolutions Training account.

If you already have an account, add your MiRegistry ID by logging in, hovering over your name in the upper right corner, and clicking on "Profile" to enter your MiRegistry ID.

ProSolutions phone support:  
800-939-9694

ProSolutions email support:  
[courses@prosolutionstraining.com](mailto:courses@prosolutionstraining.com)



# Verifying Completion of MiRegistry Approved Training Events

## List of Training Sponsor Organizations with active data transfers continued:

### Organization & Timeframe

### Instructions

### Contact Information

#### Quorum by Teaching Strategies

3 business days

Please see [this guide](#) for information about adding your MiRegistry ID to your Quorum profile.

Email:  
credit@quorumlearning.com

or find more contact information on the [Technical Support Portal](#).

#### Clinton County Regional Educational Service Agency (CCRESA)

24 hours

Ensure that your MiRegistry ID is correct in your subscriber profile and that the name and email address on your profile matches your MiRegistry profile.

You can update your information by logging into [eotta.ccreesa.org](http://eotta.ccreesa.org), clicking on your name in the upper right corner and submitting any changes.

CCRESA phone support:  
(866) 334-5437

CCRESA Office of Innovative Projects email support:

[eotweb@edzone.net](mailto:eotweb@edzone.net)

#### You for Youth (Y4Y)

3 business days

Ensure that your Y4Y account uses the same first name, last name, and email address as your MiRegistry account and that "Michigan" is selected as your state.

You must [access your certificate](#) at the end of the courses you complete for your completions to transfer.

You for Youth (Y4Y) support:  
[y4y-helpdesk@seiservices.com](mailto:y4y-helpdesk@seiservices.com)



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## List of Training Sponsor Organizations with active data transfers continued:

### Organization & Timeframe

### Instructions

### Contact Information

#### Michigan Association for Infant Mental Health (MI-AIMH)

24 hours

Ensure that you have added your MiRegistry ID to MI-AIMH RELATE. You can also go in and add or edit this at any time by signing in and edit their profile [here](#). Check that you have completed the course and finished all requirements in MI-AIMH RELATE.

Email: Tiffanie Martinez  
tmartinez@mi-aimh.org

#### Michigan Association for the Education of Young Children (MiAEYC)

24 hours

Ensure that the MiRegistry ID in your Knowledge Center account is accurate, and that the name and email address on your profile match your MiRegistry profile.

Email: Miranda Durham  
mdurham@miaeyc.org

Web Form:  
<https://miaeyc.org/connect>

#### Child Care Education Institute (CCEI)

7 business days

Ensure your MiRegistry ID is updated and showing on your CCEI account.

For assistance, please reach out to the CCEI support desk.

Call 800-499-9907

or submit an email to  
studentservices@cceionline.com

#### Strive For Five!

5 business days

Ensure the following in your Strive for 5! account:

- Michigan is listed as your state
- Your MiRegistry ID is correctly listed in your profile
- The name and email address on your Strive for 5! profile matches your MiRegistry profile.

Email: Perri Chinalai  
PChinalai@clintonfoundation.org

When emailing, please include your MiRegistry ID, full name, and the email address associated with your Strive for 5! profile.



# Verifying Completion of MiRegistry Approved Training Events

## How to find the event contact on “Event Details” page:

### If a training event has been completed and attendance has not been VERIFIED...

Once the allotted amount of time has passed, you may reach out to the event contact directly to request attendance verification.

The designated contact person for a particular training can be found under the Contact section of the “Event Details” page.

### To get to the “Event Details” page:

# 1

Log into  
MiRegistry with  
your email address  
and password

mieregistry

INDIVIDUALS ▾ TRAINERS ▾ ORGANIZATIONS ▾ RESOURCES ▾ ABOUT US ▾ NEWS AND EVENTS

Search

LOG IN

mieregistry

GREAT START Quality

Email Address

Password

Remember me

Login

Forgot Password?

Forgot Email Address?

Create Account

Click “Forgot Password” if you need to reset your password.

If experiencing issues, try logging in using all possible email addresses, including any used while with previous employers.

# 2

Click the “Training” tab, located in your personal profile

## My Personal Profile

Summary Personal Education Employment **Training** Professional Reports

# 3

Click on the title of the training event to go to the “Event Details” page, then scroll down to find contact information

## Training

Event ID	Title
155015	<a href="#">License Exempt Provider Preservice Training LEPPT (formerly GSO Orientation) - Face to Face Training</a>

## Contact

**Michelle Michigan** (Email)

**KP Test Org**  
123 Fake Ave  
Brunsville, IA 51008

Phone 1231212312

If the event is not listed here, check your event confirmation email or the [MiRegistry Statewide Training Calendar](#) to find this information.

Once the contact information has been located, please call or email the event contact directly. Please include your name, event title, event ID, event date, and your MiRegistry ID. Including these details will help ensure the rest of the process moves smoothly.