

Submitting a MiRegistry Trainer Renewal Application

This guide will walk you through submitting a trainer renewal application. Trainer memberships in MiRegistry are approved for three years. Trainer renewal applications should be submitted 6-8 weeks before the trainer status expires.

Submitting the Trainer Renewal

1. Log in to your MiRegistry Account, click the **MANAGE MEMBERSHIPS** box and click the **APPLY/RENEW** button at the bottom of the pop-up.
2. Check the box next to 'Renew your trainer membership' and click the **NEXT** button at the bottom of the pop-up.
3. Any previous information that was entered into your profile will still be in your profile. You will click the **REVIEW** button next to each section of the application, update any information in each section and click the **CONFIRM** button at the bottom of each section until each section is confirmed and the **REVIEW APPLICATION** button is clickable.
4. If you need detailed instructions on how to fill information in on any of the sections, please see the [Become a Trainer Guide](#).
5. Click the **REVIEW APPLICATION** button at the bottom of the page.
6. On the Review Application page, review any highlighted materials and when ready click the **SUBMIT** button to submit your application.
7. Send in trainer renewal documentation if necessary. See below for more information.

Sending in Trainer Renewal Documentation

1. Once your application is submitted, you may need to send in trainer renewal documentation.
2. The following criteria must be met for trainer renewal.
 - a. At a minimum, trainers need to take 15 hours of professional development over the last three years.
 - b. Trainers must hold a minimum of three trainings over the last three years.
3. Before you send documentation in to MiRegistry, please take a look at the following items in your account:
 - a. Click on the **VIEW ALL MY TRAINING** button in the Training box. 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 the **VIEW REPORTS** button in the Reporting section. 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.
4. If you do need to send in documentation you can send:
 - a. Training certificates of trainings taken in the last three years to meet the requirements of 15 training hours taken.
 - b. A list of at least three trainings provided to adults in the last three years. The list must include: date, length, topic, and target audience for each event.
 - c. Documents can be sent to support@miregistry.org. Documents must be sent within 30 days of renewal date.
5. Trainer renewal applications are processed 4-6 weeks from the date complete materials are received, or from the renewal date if no materials are received. You will receive an email with your trainer renewal application results.