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Description automatically generatedMiRegistry Pre-Employment Trainings**

Prior to beginning employment, there are trainings that must be completed in order to complete the hiring process. These trainings are offered through the [MiRegistry Statewide Training Calendar](https://go.miregistry.org/v7/trainings/search).

Before you can register for and complete these trainings, you must create an account in MiRegistry: [Creating-a-MiRegistry-Account.pdf](https://www.miregistry.org/wp/wp-content/uploads/2019/02/Creating-a-MiRegistry-Account.pdf)

After you have created an account in MiRegistry, the following trainings must be completed:

1. *Health and Safety Training for Licensed Child Care Providers:**Course 1 & Course 2*
   * **ALL** prospective employees must complete.
   * Each course takes approximately four hours.
2. *Infant Safe Sleep for Child Care Providers*
   * **ONLY** those working with infants and toddlers must complete.
   * This course takes one hour to complete.

**Health and Safety Training for Licensed Child Care Providers: Course 1 and Course 2**

1. To register for these courses, go to <https://www.miregistry.org/individuals/>.
   1. There is a $5 fee for each course. Save your payment confirmation for reimbursement.
2. Scroll all the way down near the bottom and stop at the **Individuals FAQ section.**
3. On the right of the screen, click on **How can I register for the online Health and Safety Training for Licensed Providers?**
   1. From here you may select Course 1 or Course 2.
   2. Select Course 1 and follow the prompts to register online.
   3. Complete **Course 1. Be sure to complete all modules.**
   4. Then go back to <https://www.miregistry.org/individuals/> and repeat steps 2 and 3 and select **Course 2.**
   5. Follow the prompts to register for and complete Course 2. **Be sure to complete all modules.**
4. Complete the attached professional development participation logentitled *Health and Safety Training for Licensed Child Care Providers: Course 1 and Course 2.*

**Infant Safe Sleep for Child Care Providers**

1. Go to <www.miregistry.org> and log into your account.
2. From the black tabs along the left-hand side, click on “**Search Training Events**.”
3. In the “**Course Title**” box type ***Infant Safe Sleep for Child Care Providers***. MiRegistry is the sponsor and primary trainer of this course.
4. Click on “**Register”** and follow the prompts to sign up for the course.
5. Complete the course. **Be sure to complete the course to the very end**.
6. Complete the attached professional development participation log entitled *Infant Safe Sleep for Child Care Providers.*

**Final Steps**

1. After you have completed *Health and Safety Training for Licensed Child Care Providers:**Courses 1 & 2* **and/or** *Infant Safe Sleep for Child Care Providers*, return to your profile page in MiRegistry to access and print your learning record.
   1. From your profile page, click on the **Reports** tab.
   2. Click on **Licensing Learning Record.**
   3. Ensure that the required courses are reflected on the learning record.
2. **Print this page. If you are unable to print, you can save your learning record to your computer and email it as a PDF file to your supervisor.**
3. Submit the following to your supervisor:
   1. A log of how many hours it took to complete all courses.
   2. Confirmation of payment for course registration.
   3. The attached professional development participation log(s); please be sure to fill in the date(s) and your personal information.
      1. This is a fillable form and may be completed electronically.
   4. A copy of your MiRegistry learning record.

**SUCCESS! You have completed the MiRegistry pre-employment trainings!**

**Reference:** HSPPS 1302.47(4)(5), HSPPS 1302.92(b)(2); Licensing R 400.8131(2)(3)(4)(5)

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# A close-up of a logo Description automatically generated with low confidencePROFESSIONAL DEVELOPMENT PARTICIPATION LOG

|  |  |  |
| --- | --- | --- |
| **Training Name:** Health and Safety Training for Licensed Child Care Providers: Course 1 & Course 2 | | |
| **Date:**  **(course 1)** | **Date:**  **(course 2)** | **Training Hours:** 8 hours |
| **Service Area Addressed:** Administration | | **Format:** Self-paced (video, PPT, recording) |
| **Training Level:** State | | **Credit Type:** Professional |
| **Location Type:** Off-site (Virtual) | | **Location Note:** MiRegistry |
| **Training Notes:** *\*\*\* 8 hrs. of total training hours: 4 hours for Course 1 and 4 hours for Course 2* | | |

**Training Level Descriptors:**

**Cluster:** Similar roles from different geographic areas (COPs) **Local:** Community-based (GSQ Resource Center)

**Formal:** College classes, technical school, etc. (CDA classes) **National:** Nationwide (NAEYC, NHSA)

**Interagency:** Different roles w/in the same organization **Regional:** Region-based (HS Region V)

(PD offered to all staff regardless of dept.) **State:** State-level (MiAEYC, MiRegistry)

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| **Staff Name(s)** | **Center** | **Position** | **Email** |
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**Distribution:** Original to Kristin Ruckle (kruckle@nmcaa.net); Copy to Supervisor 8/22

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# PROFESSIONAL DEVELOPMENT PARTICIPATION LOG

|  |  |
| --- | --- |
| **Training Name:** Infant Safe Sleep for Child Care Providers | |
| **Date:** | **Training Hours:** 1 hour |
| **Service Area Addressed:** Health | **Format:** Self-paced (video, PPT, recording) |
| **Training Level:** State | **Credit Type:** Professional |
| **Location Type:** Off-site (Virtual) | **Location Note:** |
| **Training Notes:** | |

**Training Level Descriptors:**

**Cluster:** Similar roles from different geographic areas (COPs) **Local:** Community-based (GSQ Resource Center)

**Formal:** College classes, technical school, etc. (CDA classes) **National:** Nationwide (NAEYC, NHSA)

**Interagency:** Different roles w/in the same organization **Regional:** Region-based (HS Region V)

(PD offered to all staff regardless of dept.) **State:** State-level (MiAEYC, MiRegistry)

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| **Staff Name(s)** | **Center** | **Position** | **Email** |
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