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Welcome to the latest issue of *Training Solutions!*

It is bittersweet to announce the retirement of Luanne Platt. Luanne has been with The Registry for 20 years and has been instrumental in helping professionalize the Childhood Care and Education Workforce. Her contributions over the years are greatly appreciated and she will be dearly missed. At the same time, we congratulate her and wish her all the best in her retirement!

Christine Moldenhauer will now be heading the Professional Development department. While this is a new role for Christine, she has been with The Registry since 2015 as the Director of Credentials.

Christine has worked in the Childhood Care and Education field for over 15 years, both in group child care and at The Registry. Passionate about coaching, guiding, and mentoring, Christine is strongly committed to working collaboratively with Childhood Care and Education professionals through the Wisconsin Professional Development Approval System and Registry Credentials.

*Take a look at some important updates and reminders below!*

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# Policy Update: Attendance Roster Finalized after 60 Days

Beginning **November 1st, 2018**, the attendance rosters for all training events will be finalized after 60 days. Once an event is finalized, the attendance roster can no longer be edited.

This policy aligns with best practices in the field and will help ensure the accuracy and integrity of attendance.

## Event Attendance

### Test Course

📅 Tuesday, May 8, 2018

🕒 2:30pm to 7:30pm

(5.00 Hours)

Location

Madison, WI

### Active Roster

⚠️ No event attendees recorded

## Tiered Training Attendance

1. After a [tiered training event](#) is facilitated, the trainer or training sponsor must enter the attendance roster.
2. A trainer or training sponsor can finalize an event by marking the event complete.

### *What happens after 60 days?*

- If one or more attendees are entered on the roster, the event will automatically be finalized unless already marked complete by the trainer or training sponsor.
- If no attendee was previously added to the attendance roster, the event will be canceled.
- If revisions are necessary, the trainer or training sponsor will need to contact The Registry.

## Registered Training Attendance

For registered training events, entering an attendance roster is not required. However, entering an attendance roster for registered training is highly encouraged.

## Please Note

Attendance rosters will be finalized for all training events facilitated before **November 1st**. Check the attendance rosters of your recent training events to make sure your

rosters are complete and accurate by **November 1st**.

More information and reminders regarding this update will be sent in the coming weeks.

## **Reminder: Attendees' Names Required on Certificates**

Please keep in mind that if a trainer or training sponsor chooses to distribute attendance certificates (for registered training only) instead of entering the attendance rosters online, the attendee's name must be on the certificate. Certificates must also include the trainer's signature.

**Please Note:** The Registry cannot verify attendance certificates missing this information.

The Registry  
**Registered Training Attendance**  
[Sponsor]  
[ID#] [Training]  
[Date]  
[Hours]

★ Personal Copy

The Registry  
Name:  
[Bar Code]

Signed:  
Trainer

★ Send this section to The Registry with application or renewal.

A great way to reduce paper and go green is to enter attendance rosters online. This option can eliminate the need and cost of printing attendance certificates. Entering attendance online is also a great service to attendees as they will have their attendance verified on their learning records as the attendance is entered.

Another great option is using The Registry app. With the app, a trainer or training sponsor can scan attendees' Registry e-ID cards or simply type their Registry ID number to take attendance. The app is free and available in [Google Play](#) and in the [App Store](#).

**See how the app works!**

## Update: See What's New with The Registry App

A recent update was made to The Registry app. All Registry members can now use the app to access their Registry e-ID card for attendance. Trainers will be able to either scan the QR code or type the attendee's Registry ID number using the app.

All Registry members will be notified of this update later this month. Please consider using The Registry app at your next training event.

[Learn More about the app!](#)



## Save the Date: 2019 PDAS Summit

*Mark your calendars!* The annual PDAS Summit is set for **Thursday, April 25th, 2019**. If you've never attended the Summit before, it's a great chance to learn more about the best practices for facilitating training and technical assistance.

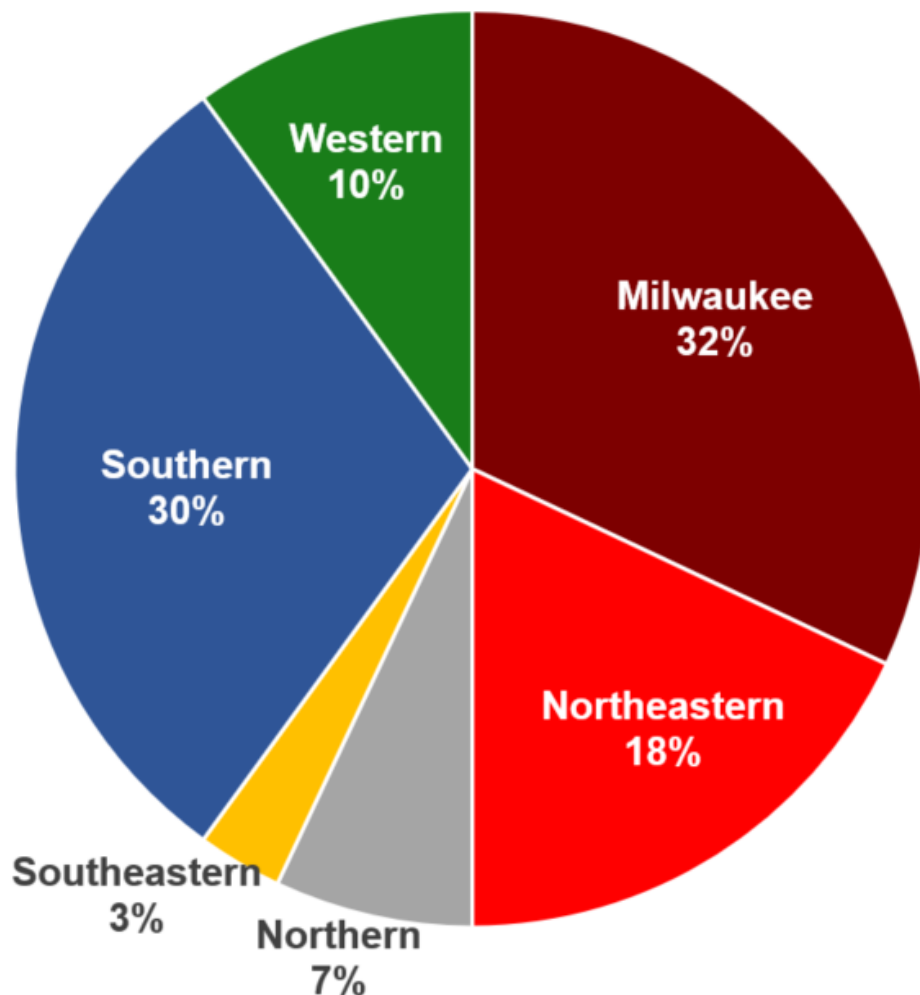
More than 50 Trainers and Technical Assistance Professionals attended last April's PDAS Summit. Attendees enjoyed the keynote and breakout sessions alike as well as ample time for networking. Take a look at some photos of this special event on our [Facebook page](#).



## PDAS - By the Numbers

Registry data collected from 2017 shows a geographical breakdown of the 8,174 training events. 65% of all training events were scheduled in the Southern, Southeastern, and Milwaukee Regions. While the majority of the state's populations live in these areas, individuals in the Northern, Notheastern, and Western Regions also seek quality training opportunities. Keep this in mind when considering the location of future trainings.

### 2017 Trainings by Region



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