Email not displaying correctly? View it in your browser.

Coupon for FREE Registry Membership Now Available!

Good Afternoon!

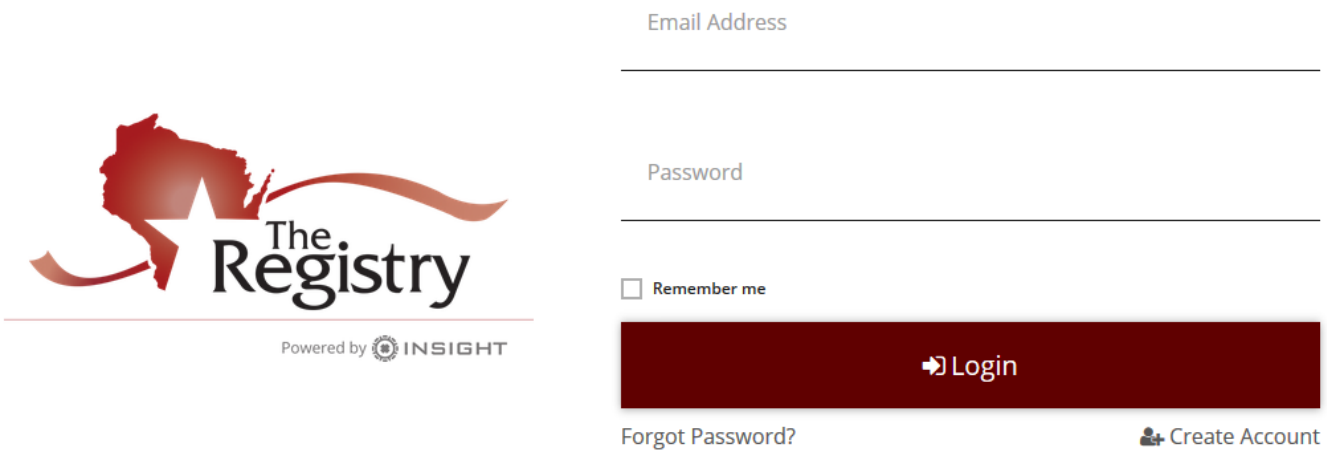
A coupon for **FREE** Registry membership and renewal is now available through funding provided by the Department of Children and Families through the Preschool Development Grant (PDG).

This coupon is for all individuals and is available only as funding allows, but no later than December 31, 2020. We anticipate funding to last for at least several months. To track the amount of funding that is available for this coupon, please go to the coupon page on our website: https://the-registry.org/free-membership

Please take your time submitting your membership application and list your complete education and employment history as it relates to the early care and education profession. Follow the steps below and and use the coupon code **PDG2020**.

USING THE COUPON CODE

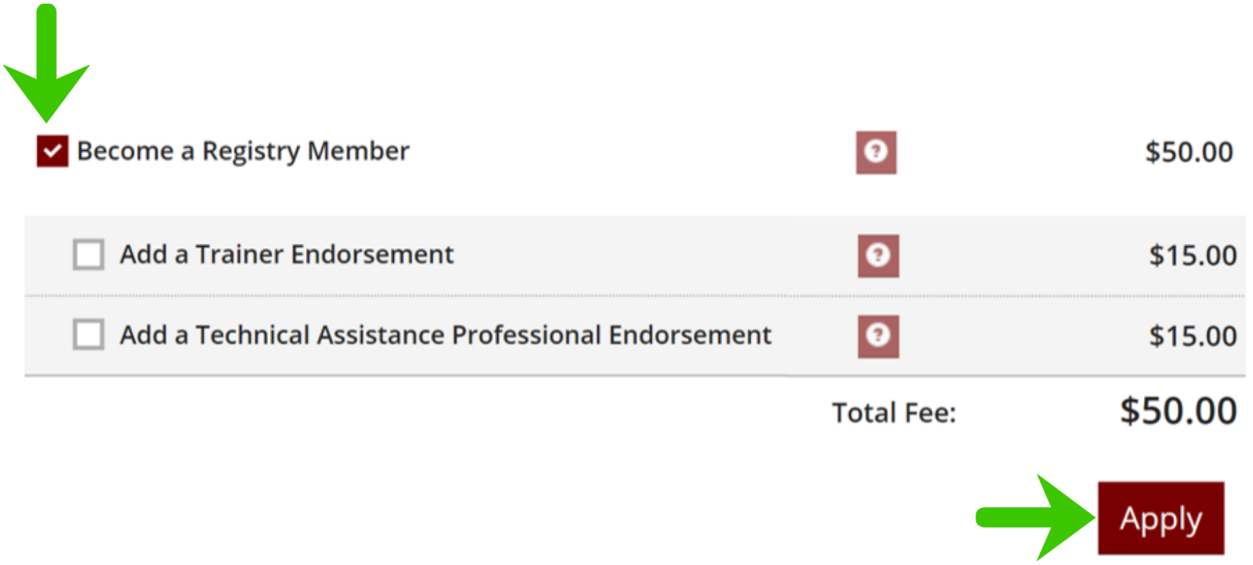
STEP 1: LOGGING IN



- Log in with your email address and password.
- If you are new to The Registry and do not have a Registry account, please download the *Creating an Account* support guide to get started.

HELPFUL TIP: If you are having trouble logging in, download the *Tips for Logging In* support guide.

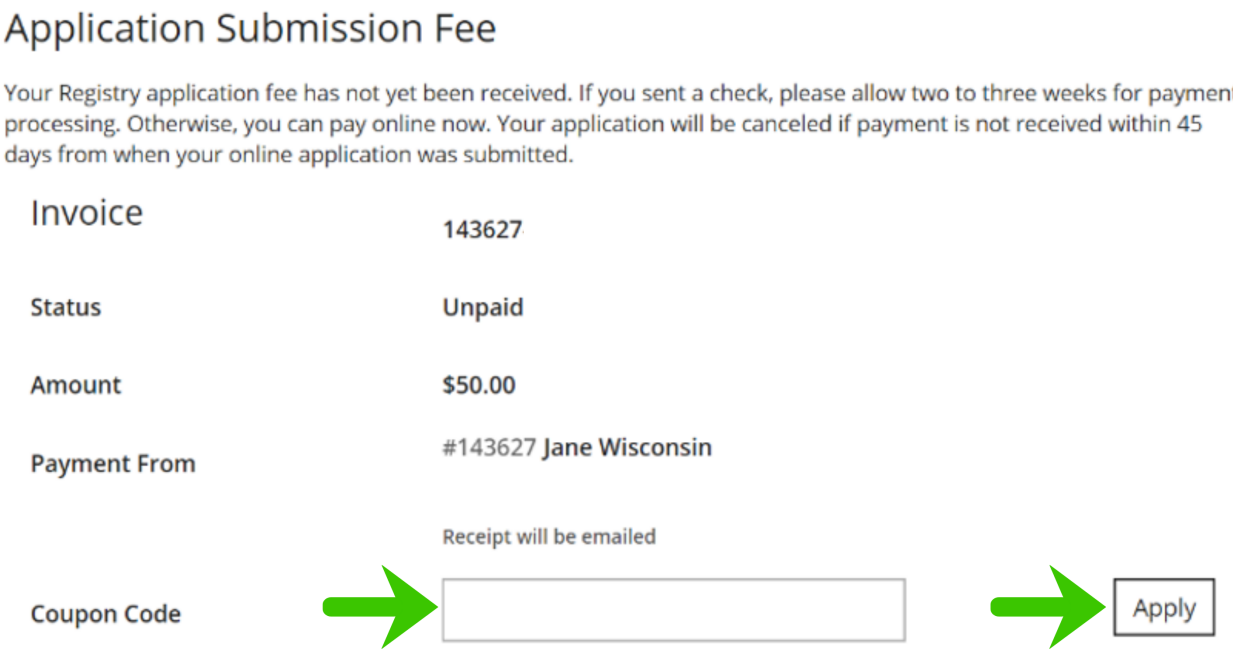
STEP 2: MEMBERSHIP APPLICATION



- Check the box to **Become a Registry Member** / **Renew your Registry Membership**.
- Click the red **Apply** / **Renew** button.
- You will then need to enter information about your education history, employment history, professional memberships, and review your training history.
- Download the *Membership Application* support guide for more information and useful tips on how to complete and submit your application.

PLEASE NOTE: The PDG2020 coupon code does not cover the fee to become a Trainer and/or a Technical Assistance Professional.

STEP 3: APPLYING THE COUPON CODE

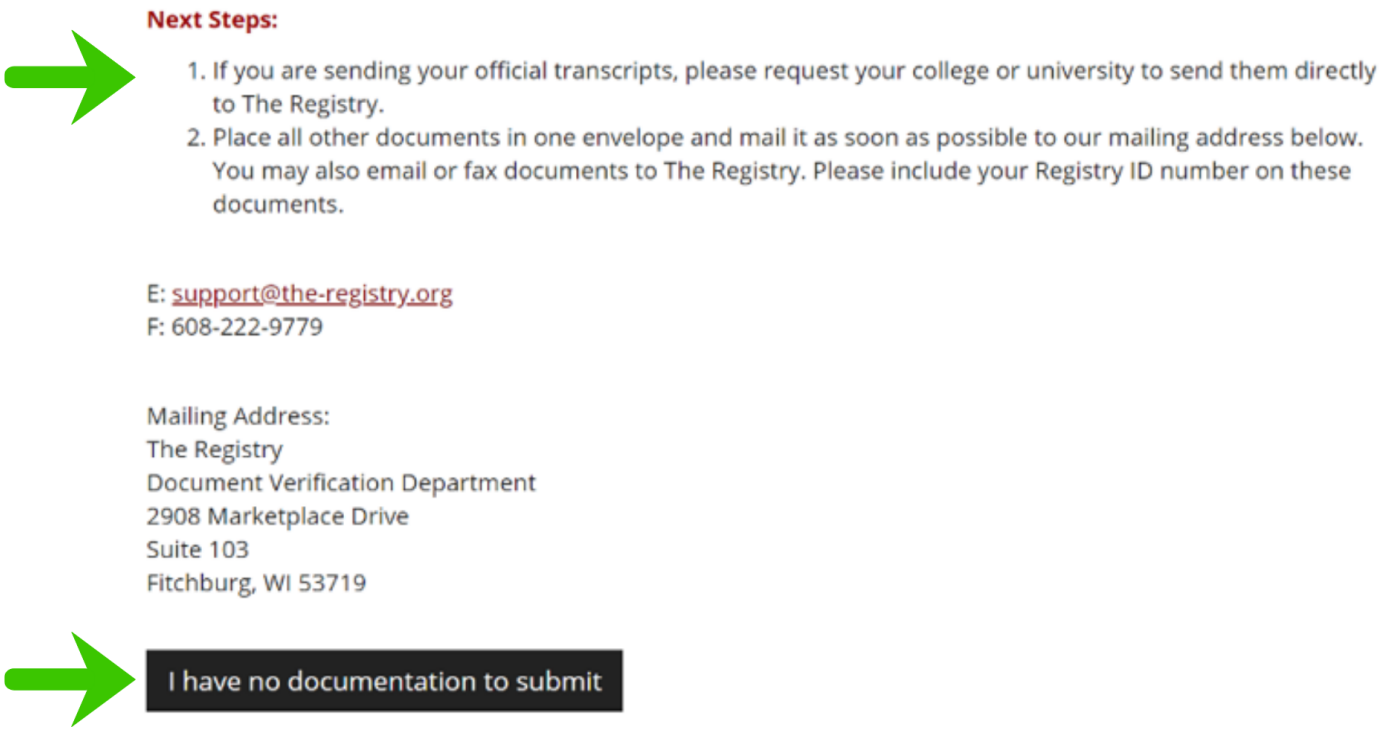


- After you submit your Registry Membership Application, enter the coupon code **PDG2020**.
- Click the Apply button. Once you apply the coupon code, the application fee amount will be $0.00 (unless a Trainer and/or Technical Assistance Professional Endorsement was added).

HELPFUL TIP: When you click the Apply button, your browser may ask you to leave this page. Click **Leave** to apply this coupon code.

STEP 4: SENDING DOCUMENTATION

Sending documentation to The Registry is how items you report on your membership application are verified. After you submit your application, the list of documentation you will need to send for verification will be shown (see below). This list will also be emailed to you and is available on your Profile Summary page when you log in to your Registry account.



- Please review the next steps regarding your documentation and consider the following:
    - Official Transcripts: If applicable, you will need to request your college or university mail your official transcripts directly to The Registry in an unopened, originally sealed envelope. The Registry will also accept an official transcript emailed directly from your college or university to support@the-registry.org.
    - Documentation: If applicable, you will need to make copies of any endorsement, credential, CPR or First Aid Card, training certificate, and/or a diploma that isn't already verified on your Registry profile. You can send all of your documentation together to The Registry by mail, email, or fax.
- If you do not plan on sending documentation to The Registry, click the black **I have no documentation to submit** button. This will allow The Registry to process the application with the documentation that was previously sent to The Registry.
- For more information about sending in documentation, please download the *Membership Application* support guide and go to page 13.

Questions?

Visit our PDG2020 coupon web page for more information.

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