

## Subsidy and Compliance Training Registration Form and Schedule

Please review carefully

**Class location:** Milwaukee Early Care Administration, 1220 W. Vliet Street

**Class fee:** FREE

**How to register:** (At least **3 days** before class. **Wait for class confirmation to attend.**)

- Mail or drop off completed registration form to Milwaukee Early Care Administration (MECA), Attention: Training Officer, 1220 West Vliet Street, 2<sup>nd</sup> Floor, Milwaukee, WI 53205.
- Call 414-289-5844.
- NOTE: Provision of your Social Security Number (SSN) is voluntary; not providing it could result in an information processing delay.
- Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Continuing education:** Hours of registry credit available. Certificates mailed after class completion.

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Registrant Name (Print name clearly)

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Registrant Daytime Telephone Number

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Registrant Mailing Address (Street, City, Zip Code)

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Registry Number	Date of Birth	Last 5 digits of Social Security Number
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Registrant Email Address

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Child Care Name

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Provider Number

I am a licensed provider

I am a certified provider

I am an employee/staff member

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Class(es) I would like to register for:	Date

**NOTE: For any accommodations needed please call 414-289-5844 or email DCFMECATrainings@wisconsin.gov at least three (3) days before the class.**

## Subsidy and Compliance Training Attendance Reporting and CCPI

DATE	CLASS	DESCRIPTION
<b>Tuesday, October 11</b> 10:00 AM to 1:00 PM	<b>Attendance Reporting</b>	Learn the basics for accurately recording and reporting attendance on the written attendance report form. Held in Room 200B.
<b>Tuesday, November 1</b> 10:00 AM to 1:00 PM	<b>Attendance Reporting</b>	Learn the basics for accurately recording and reporting attendance on the written attendance report form. Held in Room 104.
<b>Tuesday, December 6</b> 10:00 AM to 1:00 PM	<b>Attendance Reporting</b>	Learn the basics for accurately recording and reporting attendance on the written attendance report form. Held in Room 104.
<b>Call for additional dates that may be available</b>	<b>Attendance Reporting</b>	Learn the basics for accurately recording and reporting attendance on the written attendance report form. Held in Room 104.
DATE	CLASS	DESCRIPTION
<b>Tuesday, September 20</b> 10:00 AM to 12:00 PM	<b>CCPI</b>	Learn how to enter attendance on-line through the Child Care Provider Information (CCPI) system. <b>Enter access must be approved through MECA.</b> Held in Room 104.
<b>Tuesday, October 25</b> 10:00 AM to 12:00 PM	<b>CCPI</b>	Learn how to enter attendance on-line through the Child Care Provider Information (CCPI) system. <b>Enter access must be approved through MECA.</b> Held in Room 104.
<b>Tuesday, November 22</b> 10:00 AM to 12:00 PM	<b>CCPI</b>	Learn how to enter attendance on-line through the Child Care Provider Information (CCPI) system. <b>Enter access must be approved through MECA.</b> Held in Room 104.
<b>Call for additional dates that may be available</b>	<b>CCPI</b>	Learn how to enter attendance on-line through the Child Care Provider Information (CCPI) system. <b>Enter access must be approved through MECA.</b> Held in Room 104.

- **REGISTRATION REQUIRED** – To register, call 414-289-5844.
- All class sessions are held at 1220 W. Vliet Street, Milwaukee, WI 53205.
- **Wait for class confirmation to attend. Other class dates may be available.**

If you are interested in other training opportunities available through Milwaukee Early Care Administration, please visit our website at <http://dcf.wisconsin.gov/meca>.