

# Accelerating Your Registry Application Process

## Tips for Applicants

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# Introduction

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This document provides specific tips to help your Registry application move quickly and correctly through the process.



# Tips for Quicker Application Processing

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To receive your certificate as quickly as possible:

- Include a correct mailing and email address on your account.
- Add [registry@the-registry.org](mailto:registry@the-registry.org) to your email address book so that Registry email is delivered to your inbox and not your spam folder.
- Fill in ALL tabs on the online application before clicking the “submit” button. Once submitted, your account becomes read-only.
- Once you click “submit” you are indicating that your application is complete and you would like us to process with the information you provided.
- Mail in ALL verification documents at the same time. Include your Registry ID# on your check and all forms.



# Missing Information

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- We will process your application with the information provided.
- The following items are REQUIRED for the application \*\*\*
  - Payment
  - Date of Birth
  - Current Position if Employed
  - Last 5 digits of Social Security Number

\*\*\* Not including this information will generate a request for information which slows down the application process.

- The following items will affect your Registry level earned, the positions you qualify for according to licensing rules and your program's eligibility for YoungStar points:
  - Training Documents
  - High School Diploma
  - Transcripts for any Degree
  - Copy of DPI License
  - Employment Information
  - Coursework & Continuing Education
  - Copy of DPI Certificate for High School Coursework



# Incomplete Applications

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- Your account status will read “incomplete” if your application is missing:
  - Payment
  - Date of Birth
  - Current Position if Employed
  - Last 5 digits of Social Security Number
- You will receive a letter requesting missing required information. A note will also be posted to your account on the “status” tab.
- All barcoded training must be entered by you on your online application and then mailed in so Registry Staff can verify the training. They will not be entered by Registry Staff if you simply mail them in.



# Clarifications

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- If you apply or renew online without intending to mail in any new documentation you will need to notify us by letter or email. Include your name, Registry ID# and a request to process your application without any additional materials. The only change to the your certificate will be the expiration date.

Different ways to apply or renew:

1. Online –

Create an online account and receive password

Fill in the tabs completely within the account and click “submit”

Send in payment and documentation to The Registry

*\*\*\* The option to apply online is offered at a reduced rate because you are completing the data entry that would otherwise be completed by our staff.*

2. Paper Application–

Request or download a paper application

Mail the completed application with payment to The Registry

Registry staff will enter your information

*\*\*\* Some individuals are under the impression that if they create an online account and simply mail in their verification without entering it into their online account, they are applicable for the reduced online price. This is not the case.*



# Program Profile Specific

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- You must list your employer on the employment tab in order to appear in your organization's employee list. The benefit of this is that your organization can add you to their staff list for YoungStar. Employers can only assign the Director of Record and Lead Teachers to their Program Profile who have been issued a Career Level Certificate after January 2009 and have indicated them as their employer on their individual accounts.



# Anticipated Delivery Date of Certificate

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- We post weekly updates to our Registry Facebook Page including which date we are processing and what our current turn-around time is. This information can be used to anticipate the estimated delivery time for a certificate by logging into the account and looking at the "received date" posted. Compare the individual received date with the date we're processing. You may also log into your account to watch for the status indicating "finalized" which means your certificate should be printing and mailed within a week.

The Registry

Non-Profit Organization [Edit Info](#)

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Write something...

**The Registry**

Today we are processing materials received on February 7th (7 week 1 day turn-around). You can use this information to anticipate the estimated delivery time for your certificate by logging into your account and looking at the "received date" posted. Your online account also contains notes indicating if we are missing documentation or fees required to process your account.

309 Impressions • 0.65% Feedback  
21 hours ago • Like • Comment

**Jessica Pehl** Getting close to my date.  
20 hours ago • Like

**Nancy Storkel** Mine too. I love the little updates to let us know what week they are working on.