

Creating an individual account and indicating employment.

Staff can create a Registry account by applying online or with the paper application.

We encourage you to use the online application. Applications sent through the mail will be processed at a higher cost than the on-line application.

If staff members already have an online account, skip to *Step 4* of the *Online Application*.

Online Application

Step 1:

Three ways to register online as an individual:

1. Go directly to the registration page using this url:
<https://the-registry.org/myregistry/User/RegisterApp.aspx?Type=P>
2. Or, go to <http://www.the-registry.org/> and Click on Register as Practitioner in the My Registry box.



The screenshot shows the 'My Registry' login interface. It includes a 'Log In' section with radio buttons for 'Individual' and 'Organization' (the latter is selected). Below are input fields for 'User ID' and 'Password', followed by a 'Sign In' button and a link for 'Forgot user id or password?'. At the bottom, there is a 'Don't have an account?' section with a list of roles: Practitioner, Trainer, Consultant, and Organization.

3. Or you may see this box click on 'Individual, Trainer, Consultant'



The screenshot shows a registration prompt box with a dark red header that says 'Don't have an account?'. Below the header, it says 'Register as a...' followed by a list of options: 'Individual, Trainer, Consultant', 'Direct-Care or Training', and 'Sponsor Organization'.

The form that opens will confirm that the person does not already have an account.

Locate Online Application

You may have an account already set up. Please enter the following information so that we can locate your online application.

First Name*:

Last Name*:

Birth Date*: ,

Last 5 Digits of SSN*:

Step 2 Complete the personal information section. An email including the Registry ID and password will be sent to the address supplied.

Step 3 Return to <http://www.the-registry.org> and sign into the account using the Registry ID and password sent on the email confirmation

Step 4 To indicate employment:

1. Click on the My Online Application
2. Click on the Employment Tab
3. Click on Edit Employment/ Add Employment
4. Search for the Program by name, License number or provider number.
Follow the instructions on the next screens

Employment

Wisconsin Regulated Program Lookup

Search for all Wisconsin Regulated Child Care Programs including:

- Licensed Center – licensed after 2001
- Licensed Family Child Care – Licensed after 2001
- Certified Family Child Care

Search by Program Name or License Number:

Search Programs

Find by First Letter of Program Name:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Can't find your Wisconsin Regulated Program?

Please contact the The Registry at (608) 222-1123 or registry@the-registry.org for assistance.

All other employment Lookup

Search for all other employers. This includes but is not limited to:

- Licensed Programs prior to 2001
- Government Agency
- Resource and Referral Agency
- Training Sponsors
- University, College or Vocational School
- Out of state regulated care and education program
- Any other non regulated program

Note: Create an employment record for each staff position you hold.

To be selected as Director of Record or Licensee you must hold at least one of these positions at the program.

- Director (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider

To be selected as a Lead Teacher you must hold at least one of these positions at the program

- Teacher (Including School-Age)
- Assistant Teacher (Including School-Age)
- Family Childcare provider
- Certified Child Care Provider.



Unable to apply online?

- You may download an application from www.the-registry.org or request one from the Registry office.
- Mail in application and forms: <https://www.the-registry.org/Home/Resources-Applications-Forms/>

For additional information

- Registry Home page: <http://www.the-registry.org>
- FAQ: <https://www.the-registry.org/Home/FAQ/>
- YoungStar and The Registry: <http://www.the-registry.org/ProgramProfile/YoungStar.aspx/>
- Next Steps for:
 - a. Group Center Staff: <http://www.the-registry.org/ResourceCenter/Membership.aspx>
 - b. Group Center Directors: <http://www.the-registry.org/ResourceCenter/Membership.aspx>
 - c. Family Child Care Providers: <http://www.the-registry.org/ResourceCenter/Membership.aspx>
 - d. Group and Family Programs: <http://www.the-registry.org/ResourceCenter/Membership.aspx>
- YoungStar home page: <http://dcf.wisconsin.gov/youngstar/>
- Supporting Families Together Association: <https://supportingfamilies.together.org/YoungStar.html>
- Wisconsin Early Childhood Association:
http://wisconsinearlychildhood.org/advocacy/index.php?category_id=3267