

PD Mini Training Certificate Steps

ATTENDEES: Filling out the Training Certificate

1. Download the fillable training certificate.
2. Fill in the text boxes. There are seven items to fill out: Name of Attendee, Title of PD Mini, Organization/Program, Trainer/Facilitator, Registry ID Number, Hours of Attendance, and Date of Attendance.
3. Once everything is filled in, save your PD Mini Training Certificate.



- Each PD Mini requires it's own certificate. Repeat the above steps for each PD Mini Training Certificate.
- If the training is **not** being entered through the Registry Professional Development Approval System by a Trainer or Training Sponsoring Organization, attendees will need to submit a copy of the certificates to the Wisconsin Registry with their Registry membership application or Registry renewal application.

4. Send a copy of your saved certificate, along with any other continuing education documentation you may have, to the Wisconsin Registry in one of the following ways:
 - **Mail:** Wisconsin Registry
2908 Marketplace Drive
Fitchburg, WI, 53719
 - **Email:** Scan copies of documentation and email to: support@wiregistry.org
 - **Fax:** Fax documentation to (608) 222-9779. Please check with us by phone or email to make sure the Wisconsin Registry has successfully received clear, readable faxed documentation.

FACILITATORS OR PROGRAMS: Entering Training into the Registry PDASystem

Any program offering training to professionals in the field can become a Registry approved Training Sponsor Organization. If you are a Registry approved Trainer, or your organization is currently approved as a Training Sponsor Organization, the PD mini training events can be submitted through our PDASystem and attendees can receive instant credit of completion.

Follow the steps below for submitting training through the Registry PDASystem. Each step lists guides and resources to help you along the way.

1. Submit a course for each PD mini training.
 - [Training Entry Part 1: How to Submit a Course](#)
 - [Tips and Tricks for Courses Entry](#)
2. Schedule event for the PD mini training.
 - [Training Entry Part 2: How to Submit an Event](#)
3. Verify attendance for the PD mini training.
 - [Training Attendance Verification](#)

For additional information on becoming a Registry approved Trainer or Training Sponsor Organization, visit the [Wisconsin Registry Training & TA Professionals Resource page](#). Additional questions can be directed to the Wisconsin Registry Professional Development team at support@wiregistry.org or 608-222-1123 (press option 5).