



How to Verify Continuing Education Training

Members of the child care and education community have an interest in assuring that the documentation relating to their profession is accurate and not fraudulent. Below is a description of the type of documentation that will be accepted by *The Registry* for your continuing education training.

For information and guidelines on approved *Entry Level* training documentation, please see the document, “How to Verify Entry Level Training.”

Credit-Based Training

Courses taken at an institution of higher education must be related to the childhood care and education field in order to be eligible for use as continuing education training. Please refer to the table below to determine what type of documentation is appropriate.

<i>Acceptable</i>	<i>Not Acceptable</i>
<ul style="list-style-type: none">• Official Transcript or photocopy• Grade Report or photocopy• Unofficial Transcript or photocopy	<ul style="list-style-type: none">• Certificate• Completion Sheet• Any document printed from Internet

Credit-based training may be used as continuing education the year that the training is taken and for 2 additional years after the training year. Credit-based training that is accepted toward continuing education will be itemized on the transcript you receive with your certificate for one year.

One credit from a technical college is equivalent to 18 hours of continuing education.

One credit from a 4-year institution is equivalent to 15 hours of continuing education.

Tiered Training

Tiered training is training that is approved by the Registry and given by an approved instructor. The instructor will enter your attendance directly to the Registry within one week of the training. If you are not a current member of the Registry, an account will be started for you by the instructor. Your approved instructor may offer you a certificate but that is for your records only.

Registry Attendance Certificate

If using Registry attendance certificates containing a barcode number to verify attendance send the bottom portion of the certificate and keep the top portion for your files. Training submitted with a Registry attendance certificate will be itemized on the transcript you receive with your Registry certificate.

Continuing Education Form

If submitting training that is *not* on a transcript or Registry attendance certificate, list all training on the Registry continuing education form or the DCF Daycare Staff Continuing Education Record form (CFS-53). This form includes a place to write all training information including the date, name, sponsor, length of time of training, and the trainer’s initials. Each training entry must include this information.

Certificates

If you have a certificate, please copy the training information from the certificate onto a continuing education form and have it initialed by the trainer or your director. Do not send certificates or other documentation of individual events.

If you are not certain if a specific document is acceptable, please contact The Registry via email at registry@the-registry.org or by phone at 608-222-1123 prior to submission.