



MiRegistry
2908 Marketplace Drive #103,
Fitchburg, WI 53719
support@miregistry.org
www.miregistry.org

TRAINER DOCUMENTATION CHECKLIST

This checklist will assist individuals in gathering the correct documentation for verification of trainer materials. Place a check in the boxes next to items that are complete. Cross out items that are not applicable for your specific application.

EDUCATION DOCUMENTS:

- ☐ **OFFICIAL TRANSCRIPTS**
Transcripts submitted to MiRegistry must be official. To be deemed official, transcripts must be sent from your college or university, directly to MiRegistry.

- ☐ **CDA OR MISAYD**
MiRegistry will accept a copy of a valid (non-expired) CDA credential issued by the Council for Professional Recognition.

INSTRUCTIONS:

- ☐ **HOW TO SEND**
Transcripts can be sent via encrypted PDF to: **support@miregistry.org** or by snail mail to: **MiRegistry, 2908 Marketplace Dr., Suite #103, Fitchburg, WI 53719**

- ☐ **HOW TO SEND**
Copies of a CDA credential can be sent as a PDF to **support@miregistry.org** or by clicking the **ASK US/SUBMIT DOCUMENTATION** button at the bottom of each page on the website.

TRAINING EXPERIENCE DOCUMENTS:

- ☐ **LIST OF TRAININGS PRESENTED**
We accept a typed-up PDF of trainings you have provided to adults in the last 5 years. This should include the title, date, and hours of the training. Please list any experience you might have coaching/mentoring adults as well as Higher Education Teaching experience. List can be included in a resume as well.

INSTRUCTIONS:

- ☐ **HOW TO SEND**
MiRegistry will accept a typed list of trainings you have provided to adults in the last 5 years (PDF file recommended) sent to **support@miregistry.org** or by clicking the **ASK US/SUBMIT DOCUMENTATION** button at the bottom of each page on the website.



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FIELD EXPERIENCE DOCUMENTS:

INSTRUCTIONS:



EMPLOYMENT INFORMATION

If you have entered relevant field experience in your employment tab, you do not need to send any further documentation. Otherwise, you can send a resume with up to 8 years of field experience listed.



HOW TO SEND

Resumes can be sent as a PDF to **support@miregistry.org** or by clicking the **ASK US/SUBMIT DOCUMENTATION** button at the bottom of each page on the website.