**MiRegistry Health and Safety Training for Licensed Child Care Providers Course 1 and Course 2 Trainings**

**Read instructions carefully**

You will complete Health and Safety Training for Licensed Child Care Providers Course 1 (3 Modules) and Course 2 (6 Modules). Each course takes roughly 4 hours so plan your time accordingly.

1. Go to <https://www.miregistry.org/individuals/>
2. Scroll all the way down near the bottom and stop at **FAQ Individuals section.**
3. On the right of the screen, click on **How can I register for the online Health and Safety Training for Licensed Providers?**
	1. From here you select Course 1 or Course 2.
4. Select Course 1 and follow the prompts to Register Online.
	1. Complete all 3 modules on **Course 1.**
5. Then go back to <https://www.miregistry.org/individuals/> and repeat steps 2-3 and select **Course 2.**
	1. Follow the prompts to register for Course 2 and complete all 6 modules.
6. Lastly, once you have completed both courses (**all 9 modules**), please go back and login to your MiRegistry Personal Profile to print your Training Report**.**
* To print your Training Report, click on the **Reports** tab
* Click on **Licensing Learning Records**
* Ensure all 9 Modules are listed. 3 for Course 1 and 6 for Course 2.
* **Print this page. If you are unable to print you can save it to your computer and email it as a PDF file to your supervisor or take a clear picture with your cell phone and email it to your supervisor.**
* Also, please sign and date the **Sign In Sheet attached** near the end of this packet, titled Health and Safety Training for Licensed Child Care Providers Course 1 (3 Modules) and Course 2 (6 Modules).
* Keep a log of how many hours it took to complete both courses.

**SUCCESS! You have completed the MiRegistry Health and Safety Trainings!**

6/20