

MEMBERSHIP APPLICATION PROCESS

As part of NMCAA’s participation in Great Start to Quality, all classroom staff must apply for MiRegistry membership to establish a Career Pathway Level. For additional support, please reference the [MiRegistry Membership Toolkit.](https://www.miregistry.org/wp/wp-content/uploads/Membership-Toolkit.pdf)

**Prior to applying for membership, be sure to connect the appropriate NMCAA site to your employment profile.**

Step 1. Log into your MiRegistry account.

Step 2. On the “My Personal Profile” page, click on the **Employment** tab.

* Click on “Edit Employment.” On the next page click on “Add Position.”
* Click on the “Select” button for “Search for Licensed Programs.”
* You can search for your employer one of three ways: The Child Care License ID, the name of your employer (NMCAA) and the city where the facility is located, or the Organization Registry ID. Contact your supervisor for assistance if you need additional support.
* After you hit “Search” scroll down the page to the populated suggestions. Select the appropriate site. On the next page “confirm” that this is the right selection.

Step 3. After you have connected your employment to your personal profile, you are ready to apply for membership. On your personal profile page, check the box next to “Become a member” and then click on the “Apply/Renew” button. **Continue to follow the steps to complete the membership registration**.

* **Be prepared to request your OFFICIAL college/university transcripts or provide your CDA certificate IMMEDIATELY at the end of the membership process** (if applicable). **Official transcripts must come directly from your school in one of two ways:**
	+ Emailed to support@miregistry.org as an encrypted PDF file; OR
	+ Mailed in an originally sealed envelope to MiRegistry, 2908 Marketplace Drive Suite 103, Fitchburg, WI 53719.
* **CDA certificates** can be mailed or emailed; use the mailing or email addresses noted above.
* MiRegistry **must** **receive** your credentials within 30 days after submitting your application.
* If you have professional development training certificates you would like to add, those can also be sent in after submission of your application. You can scan and email your certificates to support@miregistry.org.
	+ Copy of CPR and First Aid certification card(s).
	+ Any professional development certificates for trainings taken **OUTSIDE** of the MiRegistry statewide training database within the prior two years.
	+ Any other relevant endorsements or certifications.
* Your supervisor will try to answer any questions if possible. Otherwise, please contact the MiRegistry support staff by clicking on the floating, green “Ask Us” button on the screen for help.

NOTE: There may be a fee when requesting official transcripts. Save your receipt and you may be reimbursed later.

**MiRegistry is an annual membership. You are encouraged to keep your membership current. This will allow you to submit outside trainings (CPR/First Aid) to be included on your Learning Record. Additionally, if your credentials change (receive a CDA, AA, BS, etc.), you must reapply for membership in order to submit your new credentials and update your Career Pathway Level.**

* On your personal profile page, check the box next to “Renew your membership” and then click the “Apply/Renew” button. **Continue to follow the steps to complete the membership application.**
* Be prepared to request any new transcripts or send in any updated CDA certificates, as applicable.
* Gather and submit professional development certificates for any trainings taken **outside** the MiRegistry statewide training database since your last application for membership was submitted.