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To: Interested Department of Children and Families Licensing Specialists / Instructors and Students of the DPI approved child care courses / Faculty at Wisconsin Technical Colleges / Child Care Providers

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Subject: Verification of Completion of a DPI approved course for child care workers while in high school

Beginning in 1999, the Department of Public Instruction (DPI) approved high school family and consumer science instructors to offer early childhood education courses that will allow a person to work as an assistant child care teacher (ACCT) or a child care teacher (CCT) in a licensed child care center. Students must complete the required courses with a grade of "C" or higher and no less than an 85% attendance rate. Once the high school instructor notifies the DPI that a student has successfully completed the DPI approved course, the instructor issues a DPI certificate of completion and the name of the student is recorded in a completer's database.

Because DCF 251, Licensing Rules for Group Child Care Centers permits a person under age 18 to work as an assistant child care worker if they have the certificate issued by the Department of Public Instruction it is important that students retain the certificate of completion for the ACCT or CCT course to document successful completion. Additionally, Wisconsin Technical Colleges will accept the DPI completion certificate for the ACCT course and will award 3 credits of advanced standing in the early childhood education program.

Previously, a student who believed that s/he successfully completed a DPI approved course but no longer had the certificate of completion contacted the Department of Public Instruction to request a verification letter that the person had successfully completed the course. A DPI employee would search the completer's database, confirm that the person successfully completed the course and issue the verification letter.

Students who have successfully completed the DPI approved course for an assistant child care teacher or a child care teacher are encouraged to submit a Registry application to access full Registry services and receive a Registry certificate that indicates successful completion of the DPI approved high school course(s) as well as verification of child care positions for which the qualifications have been met.

1st time application - \$50.00 online/\$60.00 paper
Renewal application - \$25.00 online/\$35.00 paper
Expired renewal application - \$35.00 online/\$45.00 paper

If a student needs a replacement certificate for successful completion of the ACCT or CCT course within the current school year, the student must contact their high school instructor to obtain a replacement certificate. DPI data containing the list of students who have successfully completed the ACCT or CCT course is shared with The Registry after the school year is complete. The Registry is unable to verify a student's record without a DPI certificate of completion if the student submits a Registry application prior to the data transfer for the recently completed school year.

*Please note – any DPI approved courses completed prior to 1992 cannot be accommodated.

Questions about the new verification process should be directed to The Registry at (608) 222-1123.