The Wisconsin Community-Based Care and Treatment Training Registry is located at https://www.uwgb.edu/registry/. This guide provides directions for submitting rosters and instructor applications.

**Roster Submission**

Click on “Instructors” on the left side of your screen and then “Class Rosters Submission” below that.
Click on the “Submit” button for the type of training you wish to submit your training information for.
• If you are signing up for the first time, you will need to enter information into the fields below. If you are signing in, the fields below should pre-fill with your account’s information.

• Fill in the below fields to let us know when your training will be occurring.
• After submitting this form, you will receive a confirmation e-mail that we have received your information that looks like this:

On the day of your class:

Print or open a copy of the roster template from the website. Verify participants’ identities and complete the class roster.

After your class is complete, follow these directions to submit your roster and payment to the registry.
• Within seven business days, you will receive a reply back to your confirmation e-mail containing a link specific to this training information you just entered. After the class is complete, click on this link. Have your username and password and class roster ready.

Hello,

Below is the link for instructor’s Name Fire Safety training on Date of Training from Time of training:


Samantha Anderson  
UNIVERSITY SERVICES PROGRAM ASSOCIATE, WISCONSIN CBRF TRAINING REGISTRY

Division of Continuing Education and Community Engagement, CL 139
UW-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311
Tel: 920-465-2407 1 email: gipkerson@uwgb.edu
www: www.uwgb.edu/register

Serving campuses in Green Bay, Marinette, Menasha, and Sheboygan

From: registry@uwgb.edu  (registry@uwgb.edu)  
Sent: Monday, February 24, 2020 12:54 PM  
To: Anderson, Samantha (sanderso@uwgb.edu)  
Subject: Thank you for registering. Your confirmation number is #504542 for Fire Safety Training Applications.

Greetings,

Thank you for submitting your Fire Safety Training Application. You will be receiving an e-mail within seven (7) business days with a web link for you to use to fill in the participant information from your class roster and pay your fee. Please make sure to hand out the evaluation instructions to all participants of the class. It can be found at this link: Evaluation Instructions

The Wisconsin Training Registry can be found at  
http://www.uwgb.edu/registry

Please contact us if you have any further questions.

The Wisconsin Community-Based Care and Treatment Training Registry  
University of Wisconsin - Green Bay  
2420 Nicolet Drive  
Green Bay, WI 54311  
920-465-2315  
registry@uwgb.edu
After clicking on the link in the e-mail, you will be brought to this page. If you are not signed in, you will be brought to a sign in page. Sign in. Click on Search Accounts.
Enter in your first participant’s name. Leave everything else blank. If this does not pull up the person’s account, try just the e-mail address. If this does not bring up their account, click cancel and enter the participant as a new participant.
Click on “More Details” to view the date of birth of the participants in your search results to ensure you are choosing the correct account for the participant you are trying to enter. Choose “Select” to add that person to your online roster.
After your first participant has been added, click “Next” at the bottom of the screen.
Click on “Add Another Participant” if you have additional participants to add.
If the additional participant may already have an account in our system, click on "Search Accounts" and select "No, do not copy items from an existing participant." Follow the steps above to add additional participants to your roster.

- Only click on "This person has not taken a registry class" if you have already searched for their account and their name does not appear in the search results.

- Upload a copy of your roster document. If you are unable to upload it, please e-mail it to registry@uwgb.edu as soon as you are able.
When you have finished adding your last participant to your roster, the program will then calculate the registry fee and allow you to pay with a credit card.

- Enter your payment information (We accept Mastercard and Visa).
- Participants are added to the registry upon submission. You will receive a carbon copy of the confirmation e-mail your participants receive confirming they have been added to the registry.

More Tips:

- If a participant does not have a middle initial, please enter a period.
- We encourage all employees to have an e-mail address. There are many free e-mail options, if needed. If an employee refuses to give an e-mail address, please enter the participant’s firstnamelastname@noemail.com and know they will not receive a confirmation e-mail when their name has been added to the registry.
- If the program gives you an error that states you need to enter a new e-mail address for a participant, this is because the participant is already in our system. Please follow the directions above to search for their account and add it to your roster.
- Sometimes names on the registry have been misspelled. Please contact the Wisconsin Community-Based Care and Treatment Training Registry if you discover a misspelled name.

If you believe an error has been made on the Registry, please call (920) 465-2315.
Instructor Applications

Instructor applications are processed online at [www.uwgb.edu/registry](http://www.uwgb.edu/registry). Below is the process for applying. The qualifications for becoming each type of instructor are listed on the website.

Click on “Instructors”, then “Application”

- Scroll down to the appropriate course and click on the link to “Apply for...” and follow the directions on the link.

Apply For Fire Safety
• Instructor information will be entered through the link and an opportunity to upload supporting documentation is provided.

• The registry will e-mail the instructor of the approval decision after the application has been reviewed.

Instructor Renewal Process

Instructor approval status is good for a maximum of two years. You may renew your approval up to three months prior to your expiration date. Renewals should be completed prior to your expiration date. Any instructors who have expired for a year or longer must reapply as a new instructor. Once an instructor has expired they may not train additional classes until their renewal is complete and approved.
To renew by following these steps:

- Step 1 – Click on the “Instructors” section and then on “Renewal”.

- Step 2 – Scroll to the type of instructor you would like to renew and read the required information.

- Step 3 – Select the “Apply” button and follow the directions.