

# Child Care Foundational Training Organizational Approval Guide

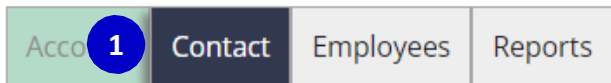


This guide is for currently approved Training Sponsor Organizations (TSOs) looking to offer Child Care Foundational Trainings (CCFTs). Each TSO must sign the CCFT agreement and have a Tier 3 trainer approved to offer CCFTs. Organizations must also sign their Training Sponsor Organization (TSO) agreement at the same time as their CCFT agreement. Be sure to see the [Child Care Foundational Training \(CCFT\) Instructor Approval Process](#) for more information about becoming a CCFT approved TSO.



**PLEASE NOTE:** Organizations new to being a TSO must first contact the Wisconsin Registry Professional Development Department for assistance setting their program as an approved Training Sponsor Organization.

## STEP 1: Login into your organization account



Training Sponsor Organization

Indicates this organization is a training sponsor, and can enter sponsored training events into the system.

**2**  Approved for Child Care Foundational Training

This sponsor organization is approved for Child Care Foundational Training.

**Note:** Changes to training sponsor status require administrative approval. Please use the [Contact Us](#) form to request changes to your training sponsor status.

1. Click the **CONTACT** tab of the organization profile.
2. Scroll down and click the **APPROVED FOR CHILD CARE FOUNDATIONAL TRAINING** check box.

## STEP 2: Renew Training Sponsor Agreement



Training Sponsor Details **2**

Sponsor Agreement History Renew

Agreement Date	11/3/2023
Expiration Date	11/3/2025

1. Click on the **ACCOUNT** tab of the organization profile.
2. Under the TRAINING SPONSOR DETAILS section, click the RENEW button.

## STEP 3: TSO and CCFT Agreements

### The Wisconsin Registry Training Sponsor Organization Agreement

**1** This Wisconsin Registry Training Sponsor Organization Agreement ("Agreement") is entered into between the organization ("TSO" or "Training Sponsor Organization") and The Wisconsin Registry, Inc., (doing business as "Wisconsin Registry") effective as of the dates signed below by the Training Sponsor Organization representative. This Agreement sets forth the primary requirements for the TSO to obtain and maintain approved TSO status with the Wisconsin Registry.

#### **1. Wisconsin Registry Training Sponsor Organization (TSO) Code of Conduct**

Approved Training Sponsor Organizations are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. A TSO must adhere rigorously to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

We understand that as a Wisconsin Registry approved TSO, we have the following ethical obligations and professional responsibilities to uphold.

#### A. Ethical Obligations, including but not limited to:

As a TSO we agree that we, and any trainer we sponsor, will:

1. Exhibit the educational, professional and training experience appropriate for the subject matter.
2. Support the work of the Wisconsin Registry and help others understand the role of the Wisconsin Registry in improving the quality of professional development opportunities, which will in turn improve the quality of early care and school-age education in Wisconsin.
3. Present content that is congruent with regional and national standards and that reflects best practices in the field of early care and school-age education.

**2** Guide our own behavior by the NAEYC Code of Ethical Conduct for Early Childhood Adult Educators.

I agree to the sponsor agreement

1. Read through the Wisconsin Registry Training Sponsor Organization Agreement. You can also find a copy of the [Agreement](#) on the PDAS Resources page of the Wisconsin Registry website.
2. Select the **I AGREE TO THE SPONSOR AGREEMENT** check box.

### 3 Child Care Foundational Training

#### Training Sponsor Organization Agreement

This Child Care Foundational Training (CCFT) Training Sponsor Organization Agreement ("Agreement") is entered into between the Wisconsin Department of Children and Families ("DCF"), the Wisconsin Registry ("Registry"), and the Training Sponsoring Organization ("TSO" or "organization") effective as of the dates signed below by the Training Sponsor Organization representative. This Agreement sets forth the primary requirements for the TSO to obtain and maintain approved CCFT TSO status with the Wisconsin Registry.

#### Registry Training Sponsor Organization (TSO) Code of Conduct

Approved CCFT TSOs are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. A TSO must adhere to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

CCFT TSOs agree to adhere to the Wisconsin Registry Training Sponsoring Organization Agreement.

We understand that as a DCF and Registry approved TSO, we have the following ethical obligations and professional responsibilities to uphold:

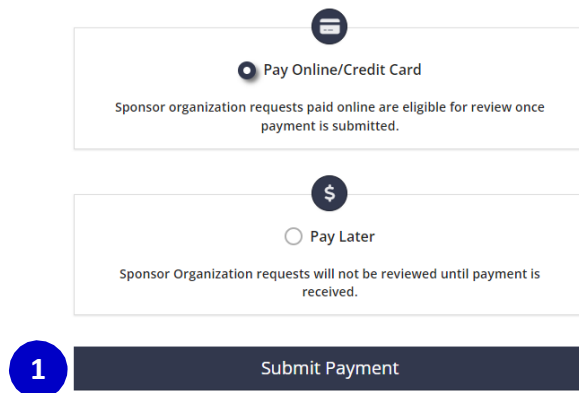
#### A. Ethical Obligations, including but not limited to:

1. Exhibit the educational, professional, and training experience appropriate for the subject matter.
2. Present the Child Care Foundational Training curricula and information in the Curriculum Guides and Instructor Manual as set forth by DCF.

**4**  I agree to the Childcare Foundational Trainer Statement

3. Read through the [Child Care Foundational Training Sponsor Agreement](#).
4. Select the **I AGREE TO THE SPONSOR AGREEMENT** check box.

## STEP 4 : Payment




Pay Online/Credit Card  
Sponsor organization requests paid online are eligible for review once payment is submitted.

Pay Later  
Sponsor Organization requests will not be reviewed until payment is received.


**1** Submit Payment

1. Select the payment option Pay Online/Credit Card or Pay Later to mail in a check. Once both boxes are checked the SUBMIT PAYMENT button will light up in navy. If your TSO needs to be renewed and the \$25 fee needs to be paid you can click PAY ONLINE/CREDIT CARD and the SUBMIT PAYMENT button.

 The option to “Pay Later” is provided, however the TSO agreement will not be reviewed until payment has been received.

## Registry Review

Once payment is received, the TSO review process takes 1-5 business days. The TSO contact and owner will receive an email from [noreply@wiregistry.org](mailto:noreply@wiregistry.org) with a subject line of Sponsor Agreement Update when the TSO agreement has been reviewed. This email will inform the outcome of the TSO review process.

 Online Registration for training events is a feature available for TSOs. More information can be found in our [Online Registration Toolkit](#).