

**DREAM BIGGER**

**RISE**

**HIGHER**



UNIVERSITY of WISCONSIN  
**GREEN BAY**

# REGISTRY UPDATE

6/21/22

# OUR TEAM



Margie  
Reichwald



Laura Nolan



Sam  
Anderson



Debi Leis

# THE WISCONSIN COMMUNITY-BASED CARE AND TREATMENT TRAINING REGISTRY (THE WISCONSIN TRAINING REGISTRY)

- Standard Precautions
- Fire Safety
- First Aid and Choking
- Medication Administration
- Train-the-Trainer Course for Instructors
- Administrator Training Course



# [WWW.UWGB.EDU/REGISTRY](http://WWW.UWGB.EDU/REGISTRY)



[EMAIL](#) [SIS](#) [CANVAS](#) [LIBRARIES](#) [DIRECTORY](#)



[About](#) [Academics](#) [Admissions](#) [Athletics](#) [Faculty & Staff](#) [Students](#)

[Visit](#) [Apply](#)

## Wisconsin Community-Based Care and Treatment Training Registry

Wisconsin Community-Based Care and Treatment Training Registry



- [Employee Registry](#) >
- [Employee Evaluation of Instructors](#)
- [Caregiver Network-Find a Job](#) >
- [Instructor Registry](#) >
- [Instructors](#) >
- [Consultants](#)
- [Training to Become an Instructor](#) >
- [Administrator Training Programs](#) >
- [Frequently Asked Questions](#)
- [News and Updates](#)
- [Contact Us](#)

### Welcome



#### New trainings available online!

#### Assisted Living Survey Process


#### Who Am I: Assessment, ISP and Change of Condition

The Wisconsin Department of Health Services, Department of Quality Assurance, Bureau of Assisted Living, and UW-Green Bay are excited to announce new training opportunities for administrators and assisted living staff. The training is self-paced and available online. Additionally, these courses will be added to the Wisconsin Training Registry for easy verification of completion. [Find out more about the trainings.](#)



UNIVERSITY of WISCONSIN  
GREEN BAY

# FINDING AN EMPLOYEE'S TRAINING RECORD

UNIVERSITY of WISCONSIN  
GREEN BAY

[EMAIL](#) [SIS](#) [CANVAS](#) [LIBRARIES](#) [DIRECTORY](#)

[About](#) [Academics](#) [Admissions](#) [Athletics](#) [Faculty & Staff](#) [Students](#) [Visit](#) [Apply](#)

## Wisconsin Community-Based Care and Treatment Training Registry


Wisconsin Community-Based Care and Treatment Training Registry / Employee Registry / **Registry**

[Home](#) [Email](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

**Employee Registry** ▼

- About
- Registry**

### Employee Registry



Seeking Job...  
Caregiver  
Housekeeper  
Cook

**Looking for a job?**  
Check out the Caregiver Network

Employees who have successfully completed any or all of the four required courses (First Aid and Choking, Fire Safety, Medication Administration and Standard Precautions) on or after April 1, 2010 are listed in the registry below. For training prior to April 1, 2010, please refer to [DHS 83.24 \(1\)](#). Individuals who have completed a train-the-trainer course or the assisted living administrators course are also listed on this registry. For more information about training requirements for employees, please refer to [DHS Administrative Code](#).

### Search the Registry

To search the registry, please enter the first and last name of the employee being checked. Select the correct employee by clicking on the magnifying glass next to the name. The training will show in a separate window. To print, click on the print button and print options will open.

First Name:  Middle Initial:  Last Name:

[Search](#)

Employee Evaluation of Instructors

Caregiver Network-Find a Job ▶

Instructor Registry ▶

Instructors ▶

Consultants

Training to Become an Instructor ▶

Administrator Training Programs ▶

Frequently Asked Questions

News and Updates

Contact Us

# Wisconsin Community-Based Care and Treatment Training Registry

🏠 ✉️ 📞 🌐 📱

Employee Registry ▾

About

**Registry**

Employee Evaluation of Instructors

Caregiver Network-Find a Job >

Instructor Registry >

Instructors >

Consultants

Training to Become an Instructor >

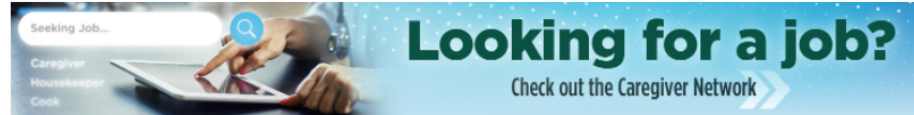
Administrator Training Programs >

Frequently Asked Questions

News and Updates

Contact Us

## Employee Registry



Employees who have successfully completed any or all of the four required courses (First Aid and Choking, Fire Safety, Medication Administration and Standard Precautions) on or after April 1, 2010 are listed in the registry below. For training prior to April 1, 2010, please refer to [DHS 83.24 \(1\)](#). Individuals who have completed a train-the-trainer course or the assisted living administrators course are also listed on this registry. For more information about training requirements for employees, please refer to [DHS Administrative Code](#).

## Search the Registry

To search the registry, please enter the first and last name of the employee being checked. Select the correct employee by clicking on the magnifying glass next to the name. The training will show in a separate window. To print, click on the print button and print options will open.

First Name:  Middle Initial:  Last Name:

**Search**

1 items matching your search terms.

Select	Account Code	↕ Last Name	↕ First Name	↕ Middle Initial	↕
<input type="checkbox"/>	00014166	NOLAN	LAURA	A	

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)



**NOLAN, LAURA A.**  
**00014166**



Class	Class Date	Instructor	Instructor ID
Assessment, Change of Condition, ISP	05/08/2022	THE WISCONSIN TRAINING REGISTRY	
Assisted Living Survey Process	04/30/2022	THE WISCONSIN TRAINING REGISTRY	
Standard Precautions – Student	04/01/2010	DAUB, MICHELLE M.	T0000104

Current as of 05/13/2022 01:54:16 PM

**Print**

Close



🔔 COVID-19: See Phoenix Forward (/phoenix-forward)

x



## Wisconsin Community-Based Care and Treatment Training Registry

### Employee Registry

Verification of training is available at Wisconsin Community-Based Care and Treatment Training Registry (/registry/employee-registry/registry/)

NOLAN, LAURA A.

00014166

Class	Class Date	Instructor	Instructor ID
Assessment, Change of Condition, ISP	05/08/2022	THE WISCONSIN TRAINING REGISTRY	
Assisted Living Survey Process	04/30/2022	THE WISCONSIN TRAINING REGISTRY	
Standard Precautions – Student	04/01/2010	DAUB, MICHELLE M.	T0000104

Current as of 05/13/2022 01:54:49 PM

A sample printout from the Wisconsin Training Registry.

# REMINDERS

- All employees must be added to the registry. A paper training roster does not qualify for proof of training.
- Any certificates after April 1, 2010
  - Certificates from an April program prior to April 1, 2010, qualify for an exemption under DHS 83.24
  - UWGB has a list of the previously approved programs. If there is a question, we can look up a program for previous approval.

Select a course
-----------------

- Fire Safety  
  First Aid and Choking  
  Medication Administration  
 Standard Precautions

INSTRUCTOR & TRAINING INFORMATION				
Instructor Last Name	Instructor's First Name	Instructor Number#		
Instructor's Email Address	Start Date	Start Time	End Date	End Time
Training Site Street Address				
City	State	Zip	Instructor Phone Number	
Co-Instructor Name and Instructor Number#				

PARTICIPANT INFORMATION				
First Name	Last Name	M.I.	Zip Code	
Birth date (MM/DD/YYYY)	Phone#	E-mail Address		
First Name	Last Name	M.I.	Zip Code	
Birth date (MM/DD/YYYY)	Phone#	E-mail Address		
First Name	Last Name	M.I.	Zip Code	
Birth date (MM/DD/YYYY)	Phone#	E-mail Address		
First Name	Last Name	M.I.	Zip Code	
Birth date (MM/DD/YYYY)	Phone#	E-mail Address		
<b>Total Number of Participants:    x \$20.00 = \$            total</b>				

I affirm that all of the students listed on this roster, whose names are not crossed off, have successfully completed this training.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# FINDING AN INSTRUCTOR

- Finding an approved instructor

## Master Instructor Listing

This listing contains all approved instructors and courses they are approved to teach. To find instructors who are willing to train outside of their organization, use the [Available to Train Listing](#).

To search the registry, please enter the first and last name of the instructor being checked. Select the correct instructor by clicking on the magnifying glass next to the name. The instructor information will show in a separate window. To print, click on the print button and print options will open.

First Name:

Last Name:

Instructor ID:

Search

Instructor Registry



About

Master Instructor Listing

Available to Train Listing

Class Lookup by Instructor



# GENERAL TRAINING RULES

- Classes are taught in-person, live, and cannot be recorded.
- Distance Learning – This is a live virtual class.
  - Distance Learning is outlined on our website - <https://www.uwgb.edu/registry/instructors/distance-learning-approval/>
  - Medication Administration requires and in-person follow-up within 60 days.
- Tests can be open book, but participants must get 90% on the test.
- All rules are listed at: <https://www.uwgb.edu/registry/instructors/new-instructor-information/>

# ADMINISTRATOR TRAINING PROGRAM

- DHS 83.15 administrator training requirements
- Two approved programs
- 60 hours of training
- Starting January 1, 2023, the following will be required prior to course completion
  - Fire Safety
  - First Aid and Choking
  - Medication Administration
  - Standard Precautions
  - Assisted Living Survey Process
  - Who Am I: Assessment, ISP, and Change of Condition

## Administrator Training Programs

About

Administrator Training Courses

Participant Registry

Find an Approved Program

Program Application

Renewal

# NEW ADMINISTRATOR TRAINING

- Available now for anyone who would like to take the training. The Assessment, ISP, and Change of Condition training meet the DHS 83.22 (1) and (2) training requirements.
- Training will be listed on the registry.
- <https://www.uwgb.edu/registry/administrator-training-program-registry/administrator-training-courses/>

## New Trainings!

**\*Assisted Living Survey  
Process**

**\*Who am I: Assessment, ISP,  
and Change of Condition**

A training partnership of WI, DHS, Department of Quality Assurance, and UW-Green Bay





## QUESTIONS?

**Margie Reichwald**

Email: [reichwam@uwgb.edu](mailto:reichwam@uwgb.edu)

Phone: 920-465-2321

**Laura Nolan**

Email: [Nolanl@uwgb.edu](mailto:Nolanl@uwgb.edu)

Phone: 920-465-2772

