



## TRAINING ATTENDANCE TRACKING FEATURE

### Tips for Entering Attendance and Frequently Asked Questions

The Nevada Registry's Training attendance tracking feature allows completed Registry-approved training to be added to the membership accounts of active Registry members within five calendar days of attending an **in-person or virtual** training session (does not apply to online training courses). This is what is commonly referred to as "live" data tracking.

"Live" data tracking is a significant benefit to professionals working in Early Childhood programs who will now have a more accurate and up to date record of their completed professional development. Trainers are encouraged to take a moment at the beginning of each Registry-approved training session to inform attendees about the new attendance feature, let them know why it is important and how they will benefit from knowing and providing their Registry ID number at each Registry-approved training session attended.

One, in a series of resources available to trainers, this document outlines tips for the successful entry of attendance and the most frequently asked questions related to the new attendance feature.

#### Tips for Entering Attendance

##### **Attendee does not know their Registry ID number.**

No problem. Encourage attendees to log into their Online Portal to obtain their Registry ID number. The Online Portal can be accessed at [www.nevadaregistry.org](http://www.nevadaregistry.org) from any device with access to the internet. It is recommended that you check to ensure that everyone has provided a Registry ID number (if applicable) and email address on the sign-in sheet before they leave. Entering Registry IDs is the quickest way to enter attendance.

##### **Attendee is not a member of The Nevada Registry.**

No problem. Encourage the individual to provide an email address. You will be able to add their name to the attendance list, and if at some point in the future they become a member of the Registry, the training session will be added to their account (so long as they use the same email address to apply to The Nevada Registry). If they do not have an email address, you will still be able to add their name to the attendance list but the training session will not be added to any membership account.



**Attendee did not provide a Registry ID number OR an email address.**

No problem. You will still be able to add their name to the attendance list. The Nevada Registry will attempt to make a match as part of our verification process, but if no matches are found, the training session will not be added to any membership account.

**The Registry ID Number provided does not match the name on the sign-in sheet.**

No problem. Click on 'Incorrect – Not a Match'. From there you will treat this the same way you would as if the Registry ID number was not provided. Enter the individual's first/last name and email address to add him/her to the attendance list. Upon submission, The Nevada Registry will attempt to make a match as part of our verification process. If we can find a match in our database, we will enter the correct Registry ID number and the training session will be added to the membership account. If no match is found, the attendance will be recorded but it will not be added to any membership account.

**I cannot read the name and/or email address on the sign-in sheet.**

No problem. Enter the information as best as you can. Each attendance list will be verified by Registry staff upon your submission to our office. If we can verify the information, misspellings, etc. it will be corrected as part of the verification process.

**I forgot to add someone to the attendance list.**

Your list is considered final upon submission. Because additional attendees cannot be added to the attendance list once it has been submitted to our office, it is imperative that you confirm that your information is complete and correct prior to submitting it to The Nevada Registry for review.

**I am unable to add my name to the attendance list.**

Per The Nevada Registry policy, trainers may not earn child care training hours for the training they deliver. As such, you will not be able to enter your own name to the attendance list as an attendee.

**I submitted the wrong attendance.**

Before you begin, please ensure that you are entering attendance into the correct training record. Your list is considered final upon submission. Because events are added to the membership accounts of active Registry members (and emails get sent to members) upon completion of our verification process, it is imperative that you confirm that your information is complete and correct before submitting it to The Nevada Registry for review and that attendance is entered into the correct record.



**There is another trainer’s name/program in the ‘Attendance Status’ column.**

It is likely that you were a Co-Trainer for this training session. While the training session appears in your account and counts as one of your delivered training sessions, attendance must be entered in the lead trainer’s account. It will be easy to determine this because the name of the account it must be submitted under will be listed in the ‘Attendance Status’ column.

**There is a program name in the ‘Attendance Status’ column.**

It is likely that you delivered training for or on behalf of this program. While the training session appears in your account and counts as one of your delivered training sessions, attendance must be entered in the sponsoring agency’s account. It will be easy to determine this because the name of the account it must be submitted under will be listed in the ‘Attendance Status’ column.

NOTE: Each training session will be assigned one of eight statuses. Only when the status is listed as ‘Enter Attendance’ or ‘Partially Entered’ can the attendance be entered. Click on the ‘Key of Attendance Statuses’ on the ‘Approved Training Sessions’ tab in your Online Portal for more information about the various attendance statuses.

**Frequently Asked Questions**

**Where do I enter attendance?**

The attendance tracking feature is available from within the ‘My Trainer Account’ section of your Online Portal.

**Am I required to submit training attendance electronically through my Online Portal?**

As of April 1, 2020, all approved Registry trainers are required to utilize the attendance tracking feature.

**Do I have to go back and enter the training attendance for past Registry-approved training sessions?**

No. Training that occurred any time prior to April 1, 2020 does not have to be entered electronically. You are welcome to go back and enter any previous training attendance where the newest attendance/sign-in sheet was used, but the requirement only applies to training sessions delivered April 1, 2020 and beyond.



**How quickly does attendance need to be entered/submitted?**

Attendance for each Registry-approved training session should be submitted within five calendar days following the date of training. Reminder emails will be automatically sent when required attendance is missing. You will not be eligible to submit additional training for approval until all required attendance has been submitted to The Nevada Registry.

**Do I still need to issue training certificates of completion?**

Yes. While many of your attendees will likely be active members of The Nevada Registry, there may be some who are not. For this reason, you will need to continue to issue certificates at the end of each Registry-approved session for now as this will be the only way for non-members to verify their attendance at the training.

**Do I still need to email the attendance/sign-in sheet to The Nevada Registry?**

No. The attendance you enter and submit via your Online Portal becomes the official record of attendance. Trainers emailing original paper sign-in sheets in lieu of submitting attendance electronically will be asked to resubmit via their Online Portal.

**How long do I need to keep the original attendance/sign-in sheets on file?**

As per the Trainer Agreement, original attendance/sign-in sheets should be kept on file for a period of twelve (12) months in the event that Child Care Licensing needs to verify attendance. The Nevada Registry reserves the right to request past sign-in sheets as well for quality assurance purposes.

**Can I use my own attendance/sign-in sheet?**

It is recommended that you use the pre-filled attendance/sign-in sheet provided by The Nevada Registry. However, we recognize that some programs are required to collect more information than what is required by The Nevada Registry to meet specific program and grant reporting requirements. If you opt to use your own custom-designed attendance sheet, please be sure to require the Registry ID and email address in addition to the data you are collecting. This will make entering attendance the quickest and easiest for you.

**How will I know that the attendance has been submitted?**

You will receive an email confirming that the attendance has been submitted to The Nevada Registry for review. We will review and complete our verification process within two business days of receipt.



'Submitted – Pending Review' – will be displayed in the 'Attendance Status' column under the 'Approved Training Sessions' tab of your Online Portal until our review is complete.

### **How will I know that the attendance has been verified?**

Upon completion of The Nevada Registry's verification process, you will receive an email confirming that the attendance has been finalized and added to the accounts of active Registry members. The total number of attendees will then be displayed in the 'Attendance Status' column under the 'Approved Training Sessions' tab of your Online Portal.

### **How will attendees know that their attendance has been added to their account?**

Active Registry members with an email address on file will receive an email notifying them that their attendance has been submitted by a trainer and has been added to their membership account. Attendees who are not members but provided an email address when signing-in will also receive a confirmation email notifying them that their attendance has been recorded and will be added to their account should they become an active member of the Registry in the future.

### **What if the individual provides a different email than what is on file in their Registry account?**

Individuals should be encouraged to sign-in at each Registry-approved training session using the email address on file with The Nevada Registry. Email addresses will be compared as part of The Nevada Registry's verification process. If there is a discrepancy, the member will receive an email noting the email discrepancy and will be encouraged to update his/her Registry membership account to reflect the most used email address (if applicable).



This document is reviewed frequently and revised on an as needed basis. Always refer to the 'For Trainers' page of The Nevada Registry website for the most current version.