

## Step-by-Step Training Guide

### Michigan Child Care Background Check & Fingerprinting

- Page 1: "Name of Individual to be Background Checked:"
- Page 2: "Signature of Individual to be Fingerprinted:" ; "Date"
- Page 3: "Signature of Individual to be Fingerprinted:" ; "Date" ; (Both Fields)
- Page 4: "Signature of Individual to be Fingerprinted:" ; "Date"
- Page 5: Applicant Role (Select all that apply): ; "Volunteer/Individual with Unsupervised access to children" ; Applicant Section (All Fields from "Name" to "County" ; "Has the applicant continuously resided in Michigan during the last five years?")

- Upon completion of Background Documentation, attach a Copy of your Drivers License / ID.

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### TRAINING MODULE NAVIGATION - <http://miregistry.org>

1. **Create Account ; or Login (if a returning user)**
  2. Search Course Catalog
  3. In the Course Title field, Enter COURSE ID # (Number ONLY)
  4. Select **VIEW EVENTS**
  5. Select **REGISTER** (A new page will open)
  6. Select **REGISTER** on the new page
    - It will then ADD the Course to your "**CART**"
  7. Select **PROCEED TO CHECKOUT ; CONFIRM**
  8. **Create Account for MI Virtual ; or Login (if a returning user)**
  9. Go to Dashboard
  10. Select **ACTIVE COURSES**
  11. Select **GET STARTED** to begin Modules
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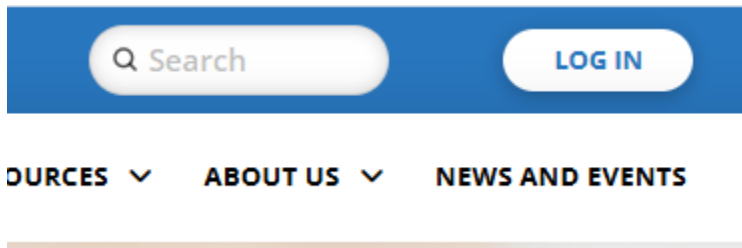
### TRAINING MODULES

- A. Health & Safety for Licensed Child Care Providers, Module A  
- Course ID: **146305**
  - B. Health & Safety for Licensed Child Care Providers, Module B  
- Course ID: **146306**
  - C. Health & Safety for Licensed Child Care Providers, Module C  
- Course ID: **146308**
  - D. Transportation Training for Licensed Child Care Providers  
- Course ID: **146310**
  - E. Infant Safe Sleep for Michigan Child Care Providers (course developed by MDHHS and MiLEAP)  
- Course ID: **125620**
  - F. Bloodborne Pathogens Training - ASL  
- Course ID: **154689**
  - G. Michigan Ongoing Health & Safety Training Refresher 2025 (Online Version) (**For Returning Users**)  
- Course ID: **157844**
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## To Retrieve your Training Reports

### MI Registry

1. Log into <https://miregistry.org>



2. Scroll to the bottom and click on "View Reports"

 **Reporting**  
See your data in a printable format.



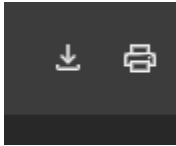
3. Select "Training Certificate View Report" in the bottom right of the list under "Individual Professional Profile"



#### [Training Certificate View Report](#)

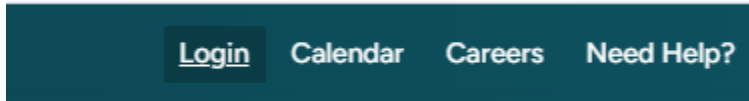
This report pulls verified, MiRegistry approved training from your Learning Record and displays the training in a certificate view. This report is for your personal use only and does not need to be sent to MiRegistry.

4. Either Print or download the document in the top right to share

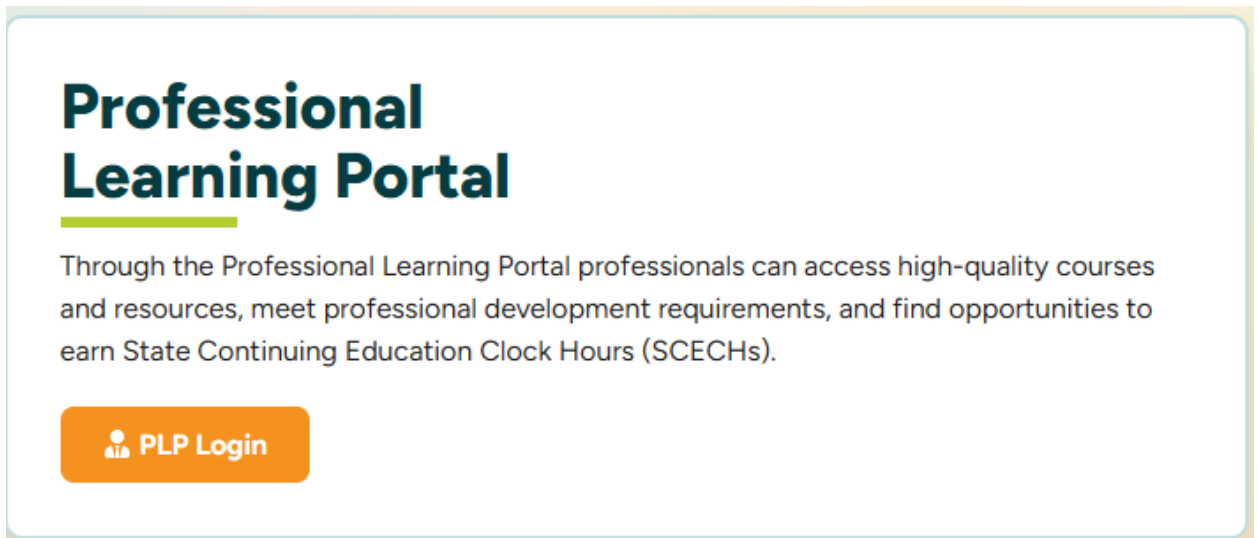


## MI Virtual

1. Log in to <https://michiganvirtual.org/>



2. Access through the professional learning portal



3. Go to completed courses on the right, click on them, and then click "Download Certificate"



- Upon completion of course, Download Course Reports / Certificates, & RETURN to CRIM SPORTS to be placed within your Coaches Folder.

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**Concussion Training (Link)** (Upon completion, Download your Certificate for Printing to be placed within your Coach Folder)

<https://www.train.org/cdctrain/course/1089818/details>

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**CPR / First-Aid** *(To be scheduled)*