

Join the Maine Roads to Quality Professional Development Network (MRTQ PDN) Registry



- 1) [Register with MRTQ PDN](#)
- 2) [Send copies of diplomas or transcripts and training certificates to \[mrtq.registry@maine.edu\]\(mailto:mrtq.registry@maine.edu\)](#)
- 3) [Download your MRTQ PDN certificate](#)

1) Register with MRTQ PDN

Step 1: Go to the MRTQ PDN Registry website: www.mrtq-registry.org

Step 2: Scroll down to the *Join Registry* box and click [Join >>](#)

Step 3: Enter your personal information, create a password and click [Create](#)

Step 4: Scroll down to the *Become a Member* section and click [Complete Application >](#)

Step 5: The 11 *Application Sections* are listed on the left. Click each *Application Section* to enter the information requested. At the bottom of each page, click [Save](#)
If you do not click Save, information entered will be lost.

Tips for Completing Selected Sections:

- **Work Setting:** If you are not currently working in any of the listed settings, pick the category that best describes your future interest or prior work experience.
- **Current Employment:** This section is requesting information about your work in a child care or public school licensed by the Maine Department of Health and Human Services (DHHS). Leave this blank if you are not working in a DHHS licensed organization.
- **Work Experience:** List any experience you have working with children. There is no benefit to listing non-childcare work.
- **Education Level:** Enter your highest level of education. You must also send a copy of your diploma to mrtq.registry@maine.edu
- **Post-Secondary Education:** If you have a degree after high school, e.g., associates, bachelors, masters, click [Add a new degree](#)

Application Sections
Contact Information
Work Setting
Current Employment
Work Experience
Education Level
Post-Secondary Education
Professional Certification
Training
Professional Contributions
Demographic Information
Signature and Application Submission

You must also send a copy of your diploma to mrtq.registry@maine.edu

- *Professional Certifications:* Add certifications such as CPR, mandated reporter and state education certifications, e.g. special education teaching certificate. You must also send a copy of your certificates to mrtq.registry@maine.edu
- *Training:* Enter any training related to early care and education. A copy of training certificates must also be sent to mrtq.registry@maine.edu
- *Professional Contributions:* Select organizations of which you are a member.
- *Demographic Information:* This section is optional.

Step 6: At the bottom of the list of *Application Sections*, click Signature and Application Submission. Type your name and sign the application electronically using a touchpad or trackpad on a computer.

2) Send copies of diplomas or transcripts and training certificates to mrtq.registry@maine.edu

Step 1: Within 2 weeks of completing your MRTQ PDN Registry application, email copies of all necessary documentation to mrtq.registry@maine.edu.

Checklist of documents to send:

- Diploma of highest level of education achieved. Diplomas from other countries are accepted in native language.
- If a diploma was not earned or you are in the process of earning a diploma, send a transcript of courses.
- Professional certifications, such as CPR, mandated reporter and state education certifications
- Training certificates that relate to child care.

Step 2: For more information, MRTQ Registry Staff mrtq.registry@maine.edu.

Note: Your online MRTQ PDN Registry application will not be complete until supporting documentation has been received by MRTQ and verified.

3) Download Your MRTQ Registry Certificate

Step 1: Log into your MRTQ account: [MRTQ Registry](#)

Step 2: In the top menu bar, click

My Info

Step 3: Click and the download will automatically start.

Step 4: Print and save your certificate for your license application and other DHHS and MRTQ PDN purposes.

Step 5: The Level listed on your MRTQ PDN certificate will change after the documentation you submit has been verified. You may want to download a copy immediately after completing the Registry process and then again 2 months later.

Sample Certificate

