

Online access is available for your Maine Roads to Quality Registry record. Here are some tips to successfully navigate MRTQ Registry online access.

Section One: General Questions about the online Maine Roads to Quality Registry

How do I get online access?

- The easiest way is to go to: <https://mrtq.musk.usm.maine.edu>
- You may also go to our Maine Roads website: <http://muskie.usm.maine.edu/maineroads> and click on the “Registry Login” link. (Helpful hint: Please bookmark the online site for easy access.)

What do I need to do next?

- Whether you are already a Registry member or you wish to complete your Registry application online, you will need to set up an online account. You need to set up a username which is your email address and set up a password. Once you have completed this step, you will get an email from MRTQ confirming your username and password. Please save that email for your records. MRTQ does not store passwords.

What is a Returning User?

- Once you have set up your online account, you are a Returning User and you will always use the **Returning Users: I have already established my online account** link any time you wish to access your record, or if you are completing the Registry application in more than one session.

What do I do if I have questions about the online process?

- Please feel free to contact us here with any questions. You may reach Eric Norgaard at eric.norgaard@maine.edu or Pam Prevost at pamela.prevost@maine.edu.

Section Two: New Registry Applicants

How do I complete the online Registry application?

- New Registry members can complete the Registry application online by clicking on the link **I need to join the Registry**. This will bring you to the pages where you enter your contact information and set up your user name and password (see above). After you have completed this step, you will go to the Registry application.

Do I have to complete the online application in one session?

- No. You are able to take all the time you need to finish the application. Now that you have set up your account, you will be able to access and complete the application at your convenience. Please note if you choose to complete the application in more than one session, you will use the **Returning Users: I have already established my online account** link.

What information do I need to complete the online Registry application?

- The online Registry application has nine sections to complete. You may complete Sections One through Eight in any order.
- In Section 3, you will need to know the state license number of the program where you work. If your place of employment is not required to be licensed, you will choose that option.
- In Section 5c, you will need to know the expiration date for any Early Childhood credential that you hold, including First Aid and CPR and for the Child Development Associate (CDA) credential.

Can I enter training hours that I have completed?

- Yes, the Registry looks at any training that you have completed in the past five years. You enter training by the date attended, the name of the training, the location where you took the training, and the number of hours you earned.

I have participated in Maine Roads to Quality Core Knowledge Training. Should I add that training to my Registry record?

- No. All Maine Roads to Quality Core Knowledge Training is automatically entered and you do not enter that training.

I have completed the online Registry application. What do I do next?

- Once you have read through Section 9, you click on the **submit application** button. You should read the checklist to see what documents MRTQ will need to verify your education level, any ECE certifications you hold, and training hours. You **MUST** print out a copy of the application and send it to Maine Roads with all required supporting documentation. You can scan and email to mrtq.registry@maine.edu or mail it to the address on the application.

How do I know you have received my online application?

- You will be notified by another email that your online application reached Maine Roads to Quality. Once we receive your printed application and supporting documentation via mail, we will continue to process your application and send you a packet with your Maine Roads to Quality certificate. After you have your Maine Roads to Quality certificate, you are a member of the Registry and may access your Registry record and update it any time you wish.

What happens if I do not send in a copy of the Registry application with the required documentation?

- We will not be able to complete your Registry application without supporting documentation. We will notify you by email if we do not receive the application and documentation via mail, but your record will eventually be deleted and you will have to go through the process again.

Do I have to complete the Registry application online?

- No you can go to our website: <http://muskie.usm.maine.edu/maineroads/registry.htm> and print out a paper copy of the application to complete. However, we hope that you will find the online application to be an efficient way to join the Maine Roads Registry.

Section Three: Current Registry Members

I am already a Registry member? How do I get online access to my Registry Record?

- Please refer above to “Section One: General Questions...” for the web links. You will choose the section that says **Already a Registry Member? I belong to the Registry and want an Online account** link. You will set up a user name and password. You will receive an email from MRTQ confirming your account. You will be able to access your Registry record at that point. Once you have set up your user name and password, you can access the Registry at a later date and are considered a **Returning User**.

Now that I have online access, what changes can I make?

- You are able to change your contact information, your place of employment and work history, your education level and college course work, professional certifications and training hours completed in the past year. You will also be able to print out an unofficial Professional Development Profile (PDP). The unofficial PDP will not include any updates that have not been verified by MRTQ.

Do I still have to send copies of workshop certificates, college transcript and other certification to Maine Roads to Quality?

- Yes, Maine Roads to Quality needs to verify all college course work and certifications. You also will need to send copies of training workshops.

What happens if I do not send in documentation of training and education?

- MRTQ is required to verify all training, certification or college course work/degrees.. Until we are able to verify that information, it will not show up on your MRTQ Professional Development Profile and will not be counted toward your Registry level.