

Registry Credential Toolkit



Your Career Development & Professional Growth Partner

Welcome Students!

This toolkit is designed to provide students who are interested in pursuing a Wisconsin Registry Credential an introduction to the Wisconsin Registry and an overview of the credentialing process.

The Wisconsin Registry is a workforce registry for Wisconsin's early childhood care and after-school education workforce. It is a membership organization that keeps a record of individual's professional development, education, and employment history. Using this data, the Wisconsin Registry provides valuable information on the ECE workforce that can inform public policy and advocacy efforts.

A Wisconsin Registry membership is required to be awarded a Wisconsin Registry Credential. For more information on how to become a member check out our [Wisconsin Registry membership guide](#).

Wisconsin Registry Credentials are 12-18 credits per credential and are taught through an accredited Wisconsin institution of higher education. Credentials are a sequence of 4-6 specific courses, which build upon on another, requiring students to apply what they've learned in previous courses.

There are currently 11 different Wisconsin Registry Credentials. Each Wisconsin Registry Credential focuses on:

- Job specific skills
- Practical knowledge that can be applied to a current position
- Can be used as a pathway to a degree in early care and education
- Advancing early care and education professionals

TABLE OF CONTENTS

Use the clickable buttons below to help you navigate this document.

3

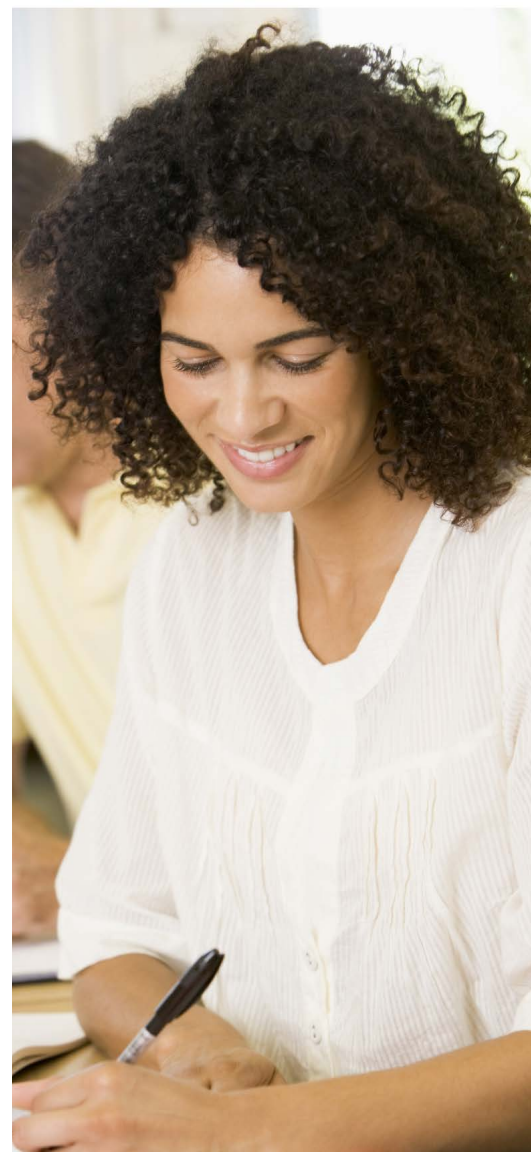
Credential Types

3Benefits to
Credentialing**4-8**The Credentialing
Process**9**

FAQS

10

Glossary

11Additional
Resources

CREDENTIAL TYPES

Foundational Credentials

[Foundational Credentials](#) provide practical knowledge and job specific skills foundational to the early care and education field. Foundational Credentials include:



After School and Youth Development



Family Child Care



Infant Toddler



Preschool

Administrative Credentials

[Administrative Credentials](#) provide practical knowledge and job specific skills to support administrators, directors, and leaders in the early care and education field. Administrative Credentials include:



Administrator



Leadership



Program Development

Specialty Credentials

[Specialty Credentials](#) provide practical knowledge and job specific skills to work with diverse learners and in unique environments. Specialty Credentials include:



Diversity



Inclusion



Nature-Based Early Childhood Education



Supporting Dual Language Learners

Credential Resources

- [Credential Overview Page](#)
- [Credential Course List](#)
- [Scholarship Information \(WECA\)](#)

Credential Benefits

- Earn a higher Wisconsin Registry Career Level
- Validate professional skills and expertise in the ECE field
- Build confidence and respect as a professional
- Create opportunities for increased pay and/or an increased REWARD stipend through WECA
- Create a stepping stone to a degree and career advancement

THE CREDENTIALING PROCESS

The graphic below shows an overview of the steps to be awarded a Wisconsin Registry Credential. Click on each step image or title for a deeper dive into each step in the credentialing process.

Complete College Courses



Student completes credential coursework through an accredited Wisconsin institution of higher education with grade of C- or higher.

Registering for a Commission



Student submits a Registration for Commission form with payment to the Wisconsin Registry.

Registration deadline is **1 month prior** to the commission date.

Create a Portfolio or Project



Student finalizes portfolio or project started in the credential courses.

Wisconsin Registry sends registration confirmation email to student with information on sending the portfolio or project to the assigned Commissioner.

Portfolio/project is due to the commissioner **10 days prior** to commission.

Commission Day



Student presents learning story to the commission group.

Student meets with the commissioner one-on-one.

Commissioner informs the student if they have successfully completed the Credential Commission process.

Post Commission



Student sends into the Wisconsin Registry official college transcripts, Video Deletion Form (if photos used in portfolio) and completed Credential Survey.

Standard Registry processing time after receipt of all required documentation in **2-4 weeks**.

Wisconsin Registry Credential Certificate is mailed to the student 1 week after credential is processed.

Complete College Courses

All required Wisconsin Registry Credential courses must be completed through an accredited Wisconsin institution of higher education. Students can find which colleges offer which credentials on the Wisconsin Registry website.



The Wisconsin Registry relies on the expertise of the Wisconsin higher education institution offering the Registry Credential to determine if any courses taken previously at another institution could be transferred in as a Wisconsin Registry Credential course. The transfer course must appear on the official transcript as the exact credential course for which it is a substitution for the transfer course to be accepted for credential verification.

Registering for Commission

Credential Commissions are held throughout the state in a variety of locations and times each year. Students who have completed the credential coursework with a C- or higher, have a Wisconsin Registry membership, and have created a portfolio or project are ready to commission. Students will need to submit a [Registration for Commission Form](#) to the Wisconsin Registry to register for a commission date.



Completed Registration Forms require the following information:

- Student’s personal information (current address, phone number, email, and Registry ID)
- Requested commission date and location
- If the student is part of the Capstone class that is hosting the commission or a guest student
- If the student is requesting a bilingual Commissioner.
- Credential type commissioning for
- Payment of the Commission Fee (Check, Money Order, Credit Card, TEACH Code, Grant Funded)

Commission Registration deadlines are one month prior to the commission date. If the deadline is missed, students will have to register to commission as a guest student at a later commission date.

For a current list of scheduled commissions with locations, deadlines, and if a Spanish speaking Commissioner is available, students can visit the [Wisconsin Registry Credential Commissions](#) page on the Wisconsin Registry website. For more information on commission registration please review the [Commission Registration Toolkit](#).

Date	Host College & Commission Location	Time	Registration Deadline
January 07, 2023	University of Wisconsin Whitewater - Virtual	10:00 AM OPEN to Guest Students	Registration Closed
January 21, 2023	Milwaukee Area Technical College - In Person	9:00AM CLOSED to Guest Students <i>Spanish Speaking Commissioner</i>	Register By: December 19, 2022

Be Prepared

Commissions are scheduled as either virtual or in-person. When registering, students need to be aware of which type of commission is being scheduled:

- Virtual commissions require submission of an electronic portfolio or project.
- For in-person commissions, students can submit either a physical binder or an electronic portfolio or project.

Creating a Portfolio or Project

Portfolios

A collection of work that reflects the student's learning experiences and displays their application of knowledge through completing the credential course work. A portfolio is typically packaged in an e-Portfolio program to complete the requirements for commission.

Projects

A unique piece of planned work that is completed over time and is intended to demonstrate how the student applies the acquired skills learned through completing the credential course work in practice.

Portfolios and projects are reviewed by a Registry Commissioner prior to the date of commission. A student's portfolio or project must be received by the assigned Registry Commissioner at least 10 days prior to the commission date. Students receive a confirmation email from the Wisconsin Registry with details on where to send their portfolio or projects, deadlines, and commission day information. Review the [Commission Student Toolkit](#) for information on portfolio delivery tips, and posting Videos on YouTube.



The Registry Commissioner determines during the review process if a student has met all the portfolio or project requirements before the commission date.

Be sure to use the portfolio and project guides on the [Credential Resource](#) page of the Wisconsin Registry website for more information on what to include in your portfolio or project and creating an e-Portfolio or Project.



Credential Resources are also available in [Spanish- Recursos en Español](#).



Commission Day

At the Credential Commission, students demonstrate how the knowledge learned through completing the credential course work applies to their current work in the early care and education field. In addition to creating a portfolio or project, students give a brief presentation and meet one-on-one with the assigned Registry Commissioner on commission day.



Presentation Consists of:

- A 5-10 minute presentation of the student's learning story using question prompts included in the portfolio or project guide.
- Sharing the student's experience with completing a Wisconsin Registry Credential orally with the Registry Commissioner and other students present.

The One-on-One Consists of:

- Meeting with the Registry Commissioner for 5-10 minutes to discuss the student's portfolio or project.
- An opportunity for the Registry Commissioner to ask the student any questions and provide feedback.
- The Registry Commissioner informing the student if they have successfully completed the Credential Commission.

Should the Registry Commissioner identify missing components from the student's portfolio or project or need additional information, the student's commission is considered pending. The student is responsible for following up with the Registry Commissioner post-commission to finish completing the commission process.

See page 4 of the [Commission Student Tool Kit](#) for more information on Commission Day Expectations.

Be Aware

Although Registry Commissioners represent the Wisconsin Registry, their specialty is Credential Commissions. Students should limit questions to the ones concerning the commission process and direct all other Wisconsin Registry questions to the Wisconsin Registry at support@wiregistry.org or call 608-222-1123 ext. 5.



Post Commission

A Wisconsin Registry Credential cannot be awarded until the Wisconsin Registry receives a student's official transcript. All required Wisconsin Registry Credential courses, including those achieved through Credit for Prior Learning, must be verified on the credential candidate's transcript with a passing grade of C- or higher for a Registry Credential to be awarded.



The Wisconsin Registry will only receive official transcripts in one of the following ways:

1. The school of attendance mails sealed official transcript to:
Wisconsin Registry
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719
2. The school of attendance emails an encrypted PDF file of official transcripts to support@wregistry.org.

To maintain confidentiality, all video clips and photos used in a student's portfolio/project must be deleted after the commission. The Video Deletion form is e-mailed to students with the commission registration confirmation email sent out by the Wisconsin Registry. Any student who used photos or videos in their portfolio/project must submit a signed Video Deletion form to the Wisconsin Registry before the completion of a Wisconsin Registry Credential can be verified.

Wisconsin Registry Credential processing takes 2-4 weeks, from the date all required documentation is received. A student's Registry Credential certificate will be mailed to them a week after the credential verification is complete.

Please refer to the [Credential Resource](#) page on our website or the [Commission Student Tool Kit](#) for more information.



Credential Resources are also available in [Spanish- Recursos en Espanol](#).



FREQUENTLY ASKED QUESTIONS

Q: *What happens if I failed a credential course?*

A: If a student's final grade in a credential course is below a C-, then the student will have to retake the course with a passing grade to be awarded a Wisconsin Registry Credential.

Q: *What happens if I don't turn in my portfolio to the commissioner by the deadline?*

A: Portfolio deadlines are shared with the instructors and students with the commission confirmation. If a student's portfolio is not received by the deadline, the student will need to commission at a later commission as a guest student. The \$150 commission fee will remain as credit, that can be applied to that later commission. The student will NOT need to pay the commission fee again.

Q: *What happens if I fail the commission?*

A: Commissions are not pass/fail. If something is missing from a portfolio, the student has an opportunity to make corrections and submit more materials to the Registry Commissioner to pass on a later date.

Q: *What do I do if the link for the commission is not working?*

A: Instructors should be providing students with a contact person to help with technical support the day of the commission. Students also receive an email from the Wisconsin Registry that includes the Registry Commissioner's contact information if needed.

Q: *When will my credential show on my Registry Certificate of Achievement?*

A: If a student's Wisconsin Registry Membership is current, their Wisconsin Registry Certificate is updated to reflect the completed credential and available for download from the student's personal profile reports. If the student's membership is expired, the student will need to renew their membership to reflect the completed credential on their Wisconsin Registry Certificate.



GLOSSARY OF TERMS

Commissioner:	A Commissioner is an early care and education professional who has been trained to objectively evaluate credential portfolio/projects using the assessment tool designed for each specific Wisconsin Registry Credential. Each commissioner has completed at least one of the Wisconsin Registry Credentials or has special knowledge of the credential topics.
Commission:	The convening of the commissioner, commission host, and students seeking to credential either in-person or virtually. Students do a brief presentation of their learning story and meet individually with the Commissioner. The Commissioner will verify that students have completed the commission or ask them for additional information.
Credential:	A credential course series consists of 4-6 courses for a total of 12-18 credits, is taught by a professional educator through an institution of higher education and focuses on job specific skills that can be readily applied to the early care and education field. A Wisconsin Registry Credential is awarded upon successful completion of all credential courses in the series, completing the commission process, and submitting official transcripts for credential verification.
E-Portfolio/Project:	A virtual representation of your portfolio or project using one of the accepted platforms. For more information on accepted platforms go to our student portfolio guide section of our website.
In-person Commission:	A commission held at a physical location such as a college or public establishment.
Official Transcript:	Formal documentation sent directly from an accredited institution of higher education where the student completed the credential coursework used to verify successful completion of the credential course series. The use of official transcripts prevents academic fraud and maintains the integrity of the Wisconsin Registry and its members. Official transcripts must be sent directly to the Wisconsin Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.
Physical Portfolio/Project:	A collection of typed documents presented in a three-ring binder format. Physical portfolios are only accepted at in-person commissions.
Portfolio:	A collection of work that reflects the student's learning experiences and displays their application of knowledge through completing the credential course work. A portfolio is typically packaged in an e-Portfolio program to complete the requirements for commission.
Project:	A unique piece of planned work that is completed over time and is intended to demonstrate how the student applies the acquired skills learned through completing the credential course work in practice.
Registry Career Level:	The Wisconsin Registry Career Levels is a model for the Wisconsin's Early Childhood Care and After-School Education workforce to advance their education and training. Wisconsin Registry members are awarded a Career Level based on the education and training that is verified in their Wisconsin Registry Profile.
Virtual Commission:	A commission done via a virtual platform such as Zoom or Microsoft teams.

ADDITIONAL RESOURCES

- T.E.A.C.H. Scholarship:** Find information on the tuition scholarship that best meets your educational needs through the Wisconsin Early Childhood Association [T.E.A.C.H. Scholarship Program](#).
- WECA Career Development Counseling:** A free one-on-one service for English and Spanish speakers dedicated to helping you determine your career path in the world of early care and education through Wisconsin Early Childhood Association [Career Development Counseling](#).
- DCF Licensing:** Department of Children and Families ensures that Wisconsin [licensing requirements](#) are met, including preservicetraining requirements for Early Childhood and School Age positions. Specific Registry Credentials meet the preservice training requirements for positions such as Assistant Teacher, Teacher, Director, Administrator, School Age Group Leader/Teacher, School-Age Program Leader, School Age Director, and School Age Administrator positions.
- Child Care Counts: Stabilization Payment Program - Payment Program A can be used to cover the cost of the commission fee.
- YoungStar:** Wisconsin's child care quality rating and improvement system. A higher Wisconsin Registry Career Level earned by completing a Registry Credential can positively impact a programs [YoungStar Rating](#).

WISCONSIN REGISTRY RESOURCES

[The Wisconsin Registry](#) is the agency who approves and awards Wisconsin Registry Credentials. The Wisconsin Registry recognizes the achievements of Early Childhood Care and Afterschool Education professionals and promotes professional growth.

- Wisconsin Registry Membership Resources
 - o [Wisconsin Registry Membership Guide](#)
 - o [Wisconsin Registry Membership Resource Center](#)
- Wisconsin Registry Credential Resources
 - o [Wisconsin Registry Credential Commission Information](#)
 - o [Student Registration for Commission Form](#)
 - o [Wisconsin Registry Credential Resource Center](#)
 - » Student Portfolio Guides
 - » Student Commissions
 - » Resources for Student Videos
 - » Credential Instructor Resources
 - » Commission Resources
 - » Credential Outreach Materials
- Spanish Resources
 - o [Recursos en Espanol](#)

Contact Us



Monday - Thursday: 8:00 am - 5:00 pm
Friday: 8:00 am - 1:00 pm



support@wiregistry.org



608-222-1123 Ext: 5 (PD Team)



608-222-9779



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