



# Commission Registration Toolkit

## Dear Credential Candidate,

Now that you are finishing up your credential coursework, it's time to register for a commission. Don't be nervous; this toolkit was created to guide you through the registration process.

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*"Being nervous isn't bad,  
it just means something important is happening."*

*—Unknown*

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Registering for a commission can feel confusing. Carefully review this guide, along with all commission information shared by your Capstone Instructor, to avoid missing important commission registration deadlines.

For more information about the commission process and the awarding of your credential, be sure to visit the [Credential Commissions](#) page of the Wisconsin Registry website.

Commission registration is time sensitive, so don't wait to the last minute to complete this important task. Your successful completion of the Commission process to be awarded a Registry Credential is our shared goal.

Keep striving for excellence!

*Danielle Earley*  
Director of Operations

### Wisconsin Registry

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## Commission Registration Steps

Finishing your credential coursework is overwhelming enough without having to think about commission registration. Learn how to register for a commission in five simple steps.

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## What Happens Next?

Find out what happens after your Registration for Commission form is received by the Wisconsin Registry and how you can prepare for commission.

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## Registration Mishaps

No registration system is fool proof. Here are the top two registration mishaps you'll want to avoid.

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## Frequently Asked Questions

Check out the two most common FAQ's and where you can find more information online.

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## Did You Know?

# 450

There have been over 450 commissions held across Wisconsin to credential early childhood professionals since 1998.

# Commission Registration in 5 Simple Steps

Registering for a commission may feel complicated, but it all starts with a registration form.

## Step #1 Download a Registration for Commission Form

Each credential has a unique Registration for Commission form. Be sure to download the Registration for Commission form specific to the credential you are commissioning for from [Credential Resource](#) page on the Wisconsin Registry website. The form is titled *Student Registration for Commission* and is a two-page document, including the form and a page of instructions.

## Step #2 Plan Ahead

Your Registration for Commission form must be received by the Wisconsin Registry **at least 30 calendar days** prior to your selected commission date. Included with your Registration for Commission form must be your \$150 commission fee. Commission forms can be mailed, faxed, or scanned and emailed to the Wisconsin Registry. Late registrations will not be accepted.

## Step #3 Pay Your Commission Fee

There is a non-refundable, non-transferable commission fee of \$150 due at commission registration. The commission fee covers the cost of the commission system and processing of the credential. You will receive a commission fee payment receipt from the Wisconsin Registry with your registration confirmation email.

There are four payment options:

- Check/Money Order
- Credit Card—An electronic invoice can be sent to you by email. The invoice must be paid in full before you can be registered for a commission.
- T.E.A.C.H. Scholarship Recipient—Your T.E.A.C.H. counselor will provide you with a unique scholarship code to include on your registration form.
- Grant Funded—Your Capstone Instructor will provide the grant code to include on your registration form if applicable.

In the event you do not attend the commission as scheduled, you are responsible for paying the commission fee again to commission on a later date.

## Step #4 Have a Registry Membership

If you are not a Registry member, you will have to apply for Registry membership. Visit the Wisconsin Registry website at [www.wiregistry.org](http://www.wiregistry.org) to apply online. The standard application processing time is 5-7 weeks. Your initial membership application only needs to be submitted to register for a commission.

If you have a Registry ID#, but have never received a Registry certificate, you will need to contact the Wisconsin Registry for assistance. You may have started the application process online without fully submitting or have an unregistered account.

## Step #5 Check Your Email

The Wisconsin Registry will confirm receipt of your Registration for Commission form by email. If you do not receive an email from us or have questions about registration, contact the Wisconsin Registry **before** the registration deadline.

# What Happens Next?

You've sent the Wisconsin Registry your Registration for Commission form with your commission fee. How will you know you are indeed registered for a commission? When will you find out where to send your portfolio? Is your portfolio sent to the Wisconsin Registry or someone else? What will happen on commission day?

These are all great questions! Let's look at what happens next in the registration process.

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Once commission registration is closed, students are registered as a group for the commission date.

You will receive a **confirmation email** from a Registry staff member containing important commission details, instructions on portfolio delivery, a commission fee payment receipt, and the Commission Student Toolkit.

Be sure to read your **Commission Student Toolkit** which includes:

- Portfolio delivery tips
- Tutorial on posting videos to YouTube for Commissioner review
- Commission day expectations
- Post Commission information including the Graduation Gala and submitting official transcripts for credential verification

**Ten days prior** to your commission date, your portfolio or project must be received by your assigned Commissioner. It is your responsibility to mail or email your complete portfolio or project containing all required components to your assigned Commissioner. ***Do not mail your portfolio/project to the Wisconsin Registry.***

Be sure to carefully review the **portfolio/project guide** unique to your credential type as you prepare your portfolio/project. All portfolio/project guides are located on the [Credential Resource](#) page of the Wisconsin Registry website and can be downloaded for your reference.

Within the portfolio/project guide you will also find information about what happens on commission day and next steps for credential course verification post commission.

# Top 2 Registration Mishaps

## #1 Registration Form Delivery

Did you know the Wisconsin Registry moved to a new location in 2017? If you didn't download your Registration for Commission form from the Wisconsin Registry website, you may have a form with our old address on it. To avoid missing the commission registration deadline, be sure to:

- Use the Wisconsin Registry's current mailing address in Fitchburg, WI
- Check with the Wisconsin Registry to be sure your registration form was in fact received in the mail

## #2 Email Delivery

Did you know email providers determine for you which emails you receive are important and what emails are not? To avoid missing important commission communication from the Wisconsin Registry, be sure to:

- Use an email you check regularly
- Frequently check all folders including clutter, promotions, junk, spam, etc.
- Pay attention to timelines and check with the Wisconsin Registry if you haven't heard from us and you should have

## Most Common Frequently Asked Questions

**Q:** I can't attend the scheduled commission for my Capstone course. How can I find a scheduled commission to attend?

**A:** You are welcome to join any commission open to guest students. A list of upcoming scheduled commissions is located on the [Credential Commissions](#) page of the Wisconsin Registry website. If a commission date open to guest students is not posted, revisit the website another time for commission dates are posted frequently. If a bilingual commission is needed, look for a commission date open to guest students that lists Spanish-speaking commissioner and make a note on your registration form.

**Q:** What do I do if I am registered for a commission, but I am unable to attend?

**A:** You are responsible for contacting the Wisconsin Registry by phone or email to notify the Credential Department you will not be attending the commission. If your portfolio has already been sent to the Registry Commissioner, it will be returned to you after the commission. To complete the credential process, you will have to register for a new commission as a guest student and pay the commission fee again. In the event of hardship, an unforeseen event such as a death or medical emergency, you can make a formal request to the Wisconsin Registry to use your paid commission fee for a later commission date. This approval is on a case by case basis.

For more FAQ's, check out the [Credential Resource Center](#) on the Wisconsin Registry website.

