

## Recognizing Excellence | Advancing Careers

The vision of the Wisconsin Registry, Wisconsin's Recognition System for the early care and education field, is to professionalize the childhood care and education field by defining and promoting excellence.

The Wisconsin Registry's mission is to develop and implement a comprehensive approach to career development, promote member's professional growth and contribute to workforce data and research.

To promote excellence in the care and education of children by:

- Recognizing and celebrating professional achievements
- Promoting and supporting professional growth
- Designing and aligning career pathways

## Contact Us

For more information about the Wisconsin Registry and Credentials visit our website [www.wiregistry.org](http://www.wiregistry.org) or call 608.222.1123.

2908 Marketplace Drive #103  
Fitchburg, WI 53719

Phone: 608.222.1123, ext. 5

Email: [support@wiregistry.org](mailto:support@wiregistry.org)

Web: [www.wiregistry.org](http://www.wiregistry.org)



**Wisconsin Registry**  
2908 Marketplace Drive #103  
Fitchburg, WI 53719



# Wisconsin Registry Credentials The Commission Process



# Table of Contents

Overview of the Commission Process .....	1
Key Participants .....	1
Pre-Commission: Setting a Date.....	1
Pre-Commission: Registration.....	1
Commission Day .....	1
Post- Commission.....	1
Setting a Date .....	2
How to schedule a Commission? .....	2
Registration.....	3
How do students register?.....	3
Commission Day .....	4
Presentation & Individual Meeting.....	4
Pass or Pending .....	4
Graduation Gala.....	4
Post-Commission.....	5
Commissioner Next Steps .....	5
Student Next Steps .....	5
The Wisconsin Registry Next Steps.....	5

# Post-Commission

Once the Commission is complete, there are next steps for both the Commissioner and student to complete for the Wisconsin Registry to verify and award a student their Credential.

## Commissioner Next Steps

- The Commissioner submits the voucher form to the Wisconsin Registry
- Pending students submit missing documentation to the Commissioner for review
- The Commissioner follows up with the Wisconsin Registry when pending students have officially passed

## Student Next Steps

- Students request an official transcript be sent directly to The Registry in an **unopened, originally sealed envelope** or by secure email from the institution of higher education.
- All Credential courses must have a passing grade of C- or higher

## The Wisconsin Registry Next Steps

- Course work is added, and the Credential is verified on the student's Registry account
- If the student's Registry membership is current or in process, the student receives a complimentary updated Registry certificate
- If the student's Registry membership is expired, the student is encouraged to renew to have the Credential reflected in their level and receive a new Registry certificate
- The student receives in the mail a letter, **Credential certificate** and graduation party invitation from the Wisconsin Registry
- It is the student's responsibility to provide a copy of their Credential to T.E.A.C.H. or other stakeholders

# Commission Day

Commissions are convened throughout the state several times each year. Candidates who have completed all the course work and their portfolio/project may Commission.

---

*Demonstrate mastery of skills and knowledge learned*

---

## Presentation & Individual Meeting

- Students present in front of their classmates, Instructor, and Commissioner during a 5–10-minute presentation.
- Students meet individually with the Commissioner to review their project or portfolio after all students have presented. Instructors are not allowed to attend the individual meetings.
- The Commissioner provides feedback and may ask clarifying questions or request additional information for the portfolio or project if needed.
- The Commissioner determines if all requirements are met for the Credential.

## Pass or Pending

- Congratulatory letters are given to passing students.
- Instructions are given to pending students for completing missing portfolio/project components.

## Graduation Gala

- The Commissioner and Instructor(s) promote the Wisconsin Registry Graduation Gala held annually in the spring.
- Next steps are given to students to verify their Credential with the Wisconsin Registry.

# Overview of the Commission Process

## Key Participants

- The Wisconsin Registry—the agency who approves and awards the Wisconsin Registry Credentials
- Lead Commissioner—the individual who assists in scheduling Commissioners
- Commissioners—early childhood and school age professionals who are trained to objectively evaluate the Credential portfolio/project
- Instructors
- Students

## Pre-Commission: Setting a Date

The instructor submits a *Request for Commission* form to the Wisconsin Registry and a Commissioner is assigned to the Commission.

## Pre-Commission: Registration

Students submit a *Registration for Commission* form to the Wisconsin Registry. Commission materials are mailed to the assigned Commissioner. Students submit portfolios to the Commissioner as directed.

## Commission Day

Students share what they learned from completing the credential in front of their classmates, Instructor and Commissioner.

## Post-Commission

The Commissioner submits a voucher form to the Wisconsin Registry indicating if students passed the Commission or are pending. Students verify their Credential with the Wisconsin Registry to receive a Credential Certificate.

# Setting a Date

## How to schedule a Commission?

The Wisconsin Registry partners with the Instructor and Lead Commissioner to schedule each Commission.

---

*To guarantee the most accurate information is distributed, it is extremely important that forms are retrieved from the Wisconsin Registry website.*

---

### **The instructor submits a *Request for Commission* form to the Wisconsin Registry**

- All information must be complete and submitted 60 days in advance
- Detailed instructions are available on the form
- Minimum group size is 10 students—maximum is 25

### **A Commissioner is assigned to the Commission**

- The Wisconsin Registry contacts the Lead Commissioner who assigns a Registry Commissioner.
- The date of the Commission is chosen from the list of three dates provided by the instructor and based on the availability of a Registry Commissioner.

### **The Wisconsin Registry confirms the scheduled date with the instructor**

- The Wisconsin Registry sends a confirmation email to the instructor
- The email provides directions on how students should submit their portfolios/projects to the Commissioner
- A due date for Student Registration is included
- The Wisconsin Registry publicizes the event on its website

# Registration

## How do students register?

Students completing a Capstone Course will be given instructions for registering by the course Instructor. For those students needing to commission on a different date, a list of scheduled commissions accepting guest students is available on the Wisconsin Registry website.

### **The student submits a *Registration for Commission* form to the Wisconsin Registry**

- All information must be complete and submitted 30 days in advance
- Detailed instructions are available on the form
- Payment for the Commission fee is due at registration

### **The Wisconsin Registry registers students for the Commission**

- Confirmation is sent via **email** including Commission details, payment receipt and directions for submitting the portfolio/project to the Commissioner
- Commission details are taken from the Instructor's *Request for Commission* form so it's imperative that the initial request from the instructor is complete

### **The Wisconsin Registry mails Commission materials to the Commissioner**

- Credential Project Assessment forms and congratulatory letters for each student are mailed to the Commissioner
- A voucher listing the students registered for the Commission is emailed to the Commissioner

### **Students submit their portfolio/project to the Commissioner as directed**

- Complete portfolios must be received by the Commissioner a minimum of 10 days prior to the Commission for review