



CREDENTIAL INSTRUCTOR TOOLKIT

Credential Welcome and Overview

Get a quick introduction to the Registry Credentials along with great credential resources and outreach materials. [Page 1](#)

The Wisconsin Registry Credentialing Process

Gain a better understanding of the credentialing process and access commission documents and resources. [Page 2](#)

Credential Course Resources

Access the Registry Credential Course URLs and useful links to credential course resources. [Page 3](#)

Credential Community

Learn how to be a part of the credential community. [Page 4](#)

WELCOME TO CREDENTIALS!

Did you know Wisconsin has a unique credentialing system like no other in the nation? The Registry Credentials began in the late 1990's and continue to provide credit based education to childhood care and education practitioners in a specific field of interest.

Although the credentials are administered by the Wisconsin Registry, community stakeholders such as the Department of Children and Families, WI Early Childhood Association, WI Technical College System, along with various other local organizations and WI higher education institutions, partner with The Registry to guide credential development and updates.

As a credential instructor, it is important to have a basic understanding of the Registry Credentials. View the video [Registry Credential Overview](#) for a quick introduction to the Registry Credentials.

Credential Outreach Materials

Ever wish you had a document you could share with other instructors or students that gives a quick overview of the Registry Credentials? the Wisconsin Registry has just what you need.

- [Registry Overview](#) (flyer explaining the benefits of the Wisconsin Registry)
- [Credential Flyer](#) (overview flyer explaining the Registry Credentials)
- [Credential Information for Instructors](#) booklet
- [Credential Information for Students](#) booklet

THE WISCONSIN REGISTRY CREDENTIALING PROCESS

The credentialing process is a cooperative effort between the Wisconsin Registry and accredited technical colleges and universities throughout Wisconsin.

The role of the colleges and universities is to:

- offer the credential course series
- teach the individual credential courses
- prepare and support students in the commission process

The role of The Registry is to:

- develop and approve credentials
- administer the commission system
- award the credentials

The capstone course is the final course of a credential course series and by design should be helping prepare students for the commission process. Good news...the Wisconsin Registry has prepared a training video to help instructors better navigate the credentialing process.

Check out this video to get important capstone course information along with great helpful hints to ensure credentialing success. View *Credential Capstone Course: What every Instructor needs to know* [here](#).

Teaching a Credential Capstone course is more than just meeting course outcomes.

It's preparing students to successfully commission for a credential.

Commission Resources

The Wisconsin Registry has created helpful commission resource materials for both you and your students. These documents can be found on the Wisconsin Registry website, under Credential Resources.

- [Instructor Commission Checklist](#)
- [Commission Process Booklet](#)
- [Commission Registration Toolkit](#)
- [Student Commission Toolkit](#)
- [Credentials Resource Center](#)

Commission Documents

It is crucial the most up to date forms are used each time you teach a Capstone Course. Check the Wisconsin Registry website, under Credential Resources for the latest version.

- [Instructor Request for Commission Form](#) w/instructions
- [Student Registration for Commission Form](#) w/instructions (credential specific)
- [Portfolio/Project Guides](#) (credential specific)
- [Video/Photo Resources and Forms](#) located under Instructor Resources



CREDENTIAL RESOURCES

Your college or university will provide you with course materials to assist you in teaching the credential courses. The Wisconsin Registry does retain master copies of all credential instructor course guides and resources on the **Instructor Resource Center** for your reference as well.

The Instructor Resource Center is for instructor use only and is password protected. Check back **each time** you teach a credential for any updated course materials and resources.

You can access the Instructor Resource Center at:

<https://wiregistry.org/credentials-instructor-resources>

The password to the Instructor Resource Center was emailed to instructors and administrators in February 2022. If you need the password, please [contact](#) the Wisconsin Registry.

Convenient Links

[Collaborating Partners](#)

[Department of Children and Families \(DCF\)](#)

[GoogleSites](#)

[inTASC Model Core Teaching Standards](#)

[Livebinders](#)

[National Academies: Transforming the Workforce for Children Birth Through Age 8](#)

[National AfterSchool Association \(NAA\)](#)

[National Association Education of Young Children \(NAEYC\)](#)

[National Family Child Care Association \(NFCCA\)](#)

[Wisconsin Core Competencies](#)

[Wisconsin Model Early Learning Standards \(WMELS\)](#)

[Wisconsin Registry](#)

[YoungStar](#)

[YouTube Tutorials](#)

Frequently review the [Credential Policy Handbook](#) located on the Wisconsin Registry website under Credential Resources for updates.

CREDENTIAL COMMUNITY



The credential community consists of not only the Wisconsin Registry and accredited colleges and universities in Wisconsin that teach the credentials, but also community stakeholders such as DCF and WECA. the Wisconsin Registry recognizes good, consistent communication helps keep the credential community strong.

As an instructor, your participation in the credential community can have an impact on credential development and updates. Here are some of the many ways you can stay connected.

Credential Curriculum Workgroups

Throughout the year, the Wisconsin Registry hosts a variety of workgroups to update credential curriculum and portfolio/project guides. As an instructor teaching a specific credential, your feedback and suggestions can significantly impact this process. If you want to be a part of this process or have colleagues that teach credential courses that should be invited, be sure to let the Wisconsin Registry know.

Credential Summit

Each year the Wisconsin Registry hosts the Credential Summit in January as an opportunity for the credential community to gather together to collaborate on topics related to specific credentials. Updates from the curriculum workgroups are shared, along with resources, to help keep everyone abreast of the latest credential information. Additionally, the Credential Summit is often used as workgroup time to make recommendations for updates or to work on a specific task related to a credential. As an instructor teaching any of the focus credentials, your attendance is very important. Registration for this event starts in November and closes in early January.

Credential Newsletter

The Wisconsin Registry publishes *Credential Highlights*, an e-newsletter specific to the Registry Credentials, twice a year for the credential community. Included in each issue are updates, policy changes, reminders, and helpful hints to make the credentialing process more efficient. Old issues of the credential newsletter are available for your reference on the Instructor Resource Center. If you or your colleagues are not on the emailing list for the credential newsletter, be sure to let us.

Registry Credential Contact

Contact the Registry Professional Development Department with any credential questions or concerns.

Instructor feedback is always welcome! support@wiregistry.org 608-222-1123, ext. 5