



Registration for Commission Form

This form must be received by the Wisconsin Registry at least 30 calendar days prior to your requested commission date. Please print all necessary information clearly. Instructions are located on the second page.

Section 1: Candidate Information

| Print your name below as you would like it printed on your Credential Certificate: | | | | | |
|--|--|--|-----------------------|--|--|
| Name: | | | | | |
| Confirm your Registry account and contact information below: | | | | | |
| Registry ID#: | | | Last 5 digits of SSN: | | |
| Street Address: | | | | | |
| City: | | | State: | | |
| Phone: | | | Email: | | |
| | | | Zip Code: | | |

Section 2: Commission Information

| Indicate your requested Commission date & location below: | | | |
|---|--|-----------|-----------|
| Date: | | | Location: |
| <input type="checkbox"/> I am a member of this Capstone class. <i>Capstone Instructor Name:</i> <i>College / University Name:</i> | <input type="checkbox"/> I am joining as a guest . <i>Capstone Instructor Name:</i> <i>College / University Name:</i> | | |
| Will you require a Spanish-speaking Commissioner? | Yes | No | |
| Indicate the Credential type you are registering to commission below: | | | |
| <input type="checkbox"/> Administrator Credential | <input type="checkbox"/> Leadership Credential | | |
| <input type="checkbox"/> Afterschool & Youth Development Credential | <input type="checkbox"/> Nature-Based Early Childhood Education Credential | | |
| <input type="checkbox"/> Diversity Credential | <input type="checkbox"/> Preschool Credential | | |
| <input type="checkbox"/> Family Child Care Credential | <input type="checkbox"/> Program Development Credential | | |
| <input type="checkbox"/> Inclusion Credential | <input type="checkbox"/> Supporting Dual Language Learners Credential | | |
| <input type="checkbox"/> Infant Toddler Credential | | | |

Section 3: \$150 Commission Fee

| |
|--|
| <input type="checkbox"/> Check or Money Order |
| <input type="checkbox"/> Pay with a Credit Card → Email electronic invoice to: |
| <input type="checkbox"/> T.E.A.C.H. Scholarship Recipient REQUIRED T.E.A.C.H. Code: _____ <i>*Contact your T.E.A.C.H. Counselor for payment instructions (800)783-9322</i> |
| <input type="checkbox"/> Grant Funded REQUIRED Grant Code: _____ <i>*Contact your Capstone Course Instructor for Instructions</i> |

Submit completed form to: Wisconsin Registry, Attn: Credentials | 2908 Marketplace Drive #103 | Fitchburg, WI 53719
support@wiregistry.org | P: 608.222.1123, ext. 5 | F: 608.222.9779



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INSTRUCTIONS

Section 1: Candidate Information

- Fully complete ALL sections of the form. The Wisconsin Registry will be emailing and mailing you important information about your commission. Be sure the email address you include is one you are currently using and checking frequently.
- If you normally use a name that is different from your legal name (example: Betty instead of Elizabeth), list your name exactly as you would like to have it appear on your Credential Certificate.
- All Credential Candidates must have a Registry account and membership or must have applied for a Registry membership to register for a commission. The Wisconsin Registry will confirm your Registry membership upon receipt of your registration form. If you are unsure if you have a Registry membership, please contact the Wisconsin Registry for assistance.

Section 2: Commission Information

- Your Capstone instructor will provide you with the commission date and time scheduled for your credential.
- If you are commissioning on a later date and wish to join a commission as a guest, visit <https://wiregistry.org/commissions/> on the Wisconsin Registry website to view upcoming scheduled commissions open to guests.
- Check the box noting if you are member of the Capstone class or joining as a guest. Provide the first and last name of your Capstone Course instructor and the name of the college or university you completed the Capstone course.
- Please note if you need a Spanish-speaking Commissioner. If you do not mark yes, it cannot be guaranteed the commissioner will speak Spanish.
- Be sure your Registration for Commission form is received at least 30 calendar days prior to your requested commission date. If your Registration for Commission Form is received by the Wisconsin Registry after the close of commission registration, you will not be able to participate in the commission. You will need to register for a later commission date as a guest.
- You may commission only if you have completed and passed all the courses associated with your specific credential type.
- Check the box noting which credential type you are registering to commission.

Section 3: Commission Fee

- Each student is required to pay a non-refundable, non-transferable commission fee of \$150 at commission registration. This fee covers the processing of the credential and administration of the commission system. You will receive a payment receipt from the Wisconsin Registry with your confirmation email.
- In the event you are unable to attend the commission as scheduled, you are responsible for contacting the Wisconsin Registry prior to commission day to reschedule. Failure to notify the Wisconsin Registry may result in having to pay the commission fee again to commission on a later date.
- Check the box noting which of the four payment options you will be using to pay for your commission fee. The commission fee must be paid in full to be registered for a commission.