



## Before Beginning Instruction of the Capstone Course

- Visit the Registry Credential Course URLs to verify you are using the most recent credential materials
- Review the Credential Course Guides for any course content used in preparing the student portfolio or project
- Review in detail the Portfolio/Project Guide specific to the credential type
- Determine what portfolio format students will use (an e-Portfolio program or physical 3-ring binder)
- Review your course calendar to determine when and where to host the commission; Complete the *Instructor Request for Commission Form* and submit it to The Registry
- Watch the *Teaching a Capstone Course* and *Registry Commission Process videos* embedded in the Credential Instructor Toolkit

## First Week of Instruction

- Review with students the Portfolio/Project Guide specific to the credential type
- Verify with each student if they have access to or placement in a program to complete observations, *if applicable*
- Verify with each student if they have a qualified observer to complete the Observation Checklist, *if applicable*

## 2 Months before Commission Day

- Have students complete and submit to The Registry the *Student Registration for Commission Form* located on the Credential Resource page of The Registry website
- Review with students the commission process
- Confirm arrangements for observations with students, *if applicable*

## 1 Month before Commission Day

- Confirm with The Registry the list of students who should be registered for the commission
- Finalize portfolio/project preparation with students
- Review privacy confidentiality requirements for portfolios/projects with students

## 15 Days before Commission Day

- Remind students to send portfolios/projects to their assigned commissioner at least 10 days prior to commission day
- Review commission day expectations with students

## Commission Day

- Attend the commission
- Act as the commission host unless another college representative is designated
- Remind students to send transcripts to The Registry for credential verification and T.E.A.C.H. counselor if applicable