



**CREDENTIAL POLICY HANDBOOK**

**Updated March 2018**

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**Policy:** Commission Host

**Effective:** March 1, 2017

**Impact:** Institutions of Higher Education and Registry Commissioners

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**Purpose:** To determine the role of the commission host at a Registry Commission.

**Summary:** The Capstone Instructor, or a college representative, acts as the commission host.

The role of the commission host is to do the following:

- Introduce the Registry Commissioner.
- Oversee the overall facilitation of the commission.
- Address any housekeeping issues as it relates to the commission location.
- Help facilitate the presentation process and give time warnings to any candidate that goes over the allotted time.
- Help facilitate the individual meeting process and give time warnings when the meeting time exceeds 10 minutes.
- For no show candidates, collect the physical binder portfolio from the Registry Commissioner to return to the candidate post commission.

**Policy:** Commission Payment and Invoicing

**Effective:** July 1, 2016

**Impact:** Credential Candidates, Grant Funding Agencies and/or Scholarship Programs

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**Purpose:** Guideline for processing commission payment and invoicing as it relates to The Registry fiscal requirements.

**Summary:** Grant funding agencies and/or scholarship programs will be invoiced by The Registry within 30 calendar days of the close of credential candidate commission registration prior to the scheduled commission date.

Post commission, The Registry will notify the grant funding agency and/or scholarship program regarding the candidates that did not complete the commission process. It is up to the funding agency to address any financial agreements made with the credential candidate for non-completion of the commission process.

Commission fees are non-refundable and non-transferable. If a credential candidate does not complete the commission process as scheduled, they will need to register as a guest on a later scheduled commission date and pay the commission fee.

In the event of hardship, an unforeseen event such as a death or medical emergency, a credential candidate may be unable to participate in a commission as scheduled. With a formal request made by the credential candidate, The Registry may approve the transferring of the paid commission fee to a later commission date on a case by case basis.

Private pay commission fees must be paid in full and received by The Registry on or before close of commission registration. This payment must occur for a credential candidate to be registered for a scheduled commission date. Commission fees paid by private pay can be made by check, money order, or electronic invoice.

There is a dual responsibility by both The Registry and the grant funding agency and/or scholarship program to communicate to the credential candidate The Registry Commission Payment and Invoicing Policy and the financial repercussions if the credential candidate does not attend the commission date as scheduled.

**Policy:** Commissioner Eligibility

**Effective:** 2000

**Revised:** September 2017

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** To identify the eligibility requirements for a Registry Commissioner.

**Summary:** A Registry Commissioner is an early care and education professional who has been trained to objectively evaluate credential portfolio/projects using the assessment tool designed for each specific Registry Credential.

To provide and maintain the quality of the credential commission process, a Registry Commissioner must meet the following qualifications:

- A current Registry member at Level 11 or become a Registry member.
- Minimum completion of one Registry Credential or an Early Childhood or School Age related degree.
- To avoid a conflict of interest, cannot be employed by an institution of higher education that offers a Registry Credential certificate program, even if the individual is not an instructor for a Registry Credential.
- Completion of a name-based criminal record check that is free from barred crimes and any other disqualifying offences.
- Analytical, organizational and communication skills.
- Excellent interpersonal skills, including the ability to maintain confidentiality and treat all others with respect and cultural sensitivity.
- Willingness and ability to travel statewide for Registry Commissions.
- Ability to work evenings and/or weekends, as necessary.

A Registry Commissioner candidate must submit a resume as documentation of previous and current employment when applying for the position to confirm the absence of a conflict of interest.

**Policy:** Credential Capstone Prerequisites

**Effective:** 2000

**Revised:** September 2016

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** To identify the prerequisite courses required for a Credential Capstone course.

**Summary:** A credential candidate prepares for the commission process during a Credential Capstone course by demonstrating the culmination of knowledge learned from completion of a specific credential course sequence.

For the Administrator and Preschool Credentials, a credential candidate must successfully complete the first five credential courses, in any order, prior to enrolling in the Capstone course.

For the Afterschool & Youth Development, Family Child Care, Inclusion, Infant Toddler, Leadership, and Program Development Credentials, a credential candidate must successfully complete the first three credential courses, in any order, prior to enrolling in the Capstone course.

If a credential candidate enrolls in the Capstone course prior to completing the prerequisite courses, the credential candidate is ineligible to commission until all required courses specific to the credential are complete.

**Policy:** Credential Portfolio Delivery

**Effective:** July 1, 2016

**Impact:** Credential Candidates, Institutions of Higher Education, and Registry Commissioners

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**Purpose:** A documented process of how credential portfolios are delivered to a Registry Commissioner.

**Summary:** Credential candidates receive an email from The Registry at the time of commission registration. The email includes the contact information for the Registry Commissioner and the date when the credential candidate's portfolio must arrive by.

Complete credential portfolios should be received by the Registry Commissioner no later than ten calendar days prior to the scheduled commission date. Although faculty often support the logistics of the completion of the commission process, it is the credential candidate's responsibility to mail a hard copy of their credential portfolio or email a digital copy of their credential portfolio to their assigned Registry Commissioner. When emailing a digital copy, credential candidates need to include any permissions and/or passwords needed for the Registry Commissioner to view the credential portfolio.

To respect the privacy of the Registry Commissioners, credential portfolios should only be mailed or emailed. Under unique and special circumstances, a credential portfolio can be delivered in person at the discretion of the Registry Commissioner. Arrangements need to be made with the Registry Commissioner prior to delivery by phone or email with consideration given to an appropriate time and location for drop off.

Under unique circumstances, a request for late submission of a credential portfolio can be made to The Registry. Once a formal request is made by the Credential Candidate to The Registry, The Registry will contact the commissioner to ask if s/he is able to accommodate the late arrival. If no prior approval has been given for a late submission, the credential candidate's portfolio will not be accepted. To fully acknowledge a credential candidate's work and to respect the Registry Commissioners, it is imperative commissioners are given the necessary time needed to review each credential portfolio prior to the commission. Credential portfolios are not to be accepted at the commission.

Credential portfolios need to arrive to the Registry Commissioner containing all required components including videos. It is not suitable for commissioners to review missing components of a credential portfolio at a commission due to the limited time frame available.

Any concerns or issues pertaining to a credential candidate's portfolio should be addressed with The Registry first. The Registry will contact the commissioner and communicate a solution.

**Policy:** Credential Portfolio Requirement

**Effective:** 2000

**Impact:** Credential Candidates, Institutions of Higher Education, and Registry Commissioners

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**Purpose:** To determine the definition of a portfolio

**Summary:** All Registry Credentials require a portfolio to successfully complete the commission process.

A portfolio is a collection of work to reflect a student's learning experiences and display a student's application of knowledge through completing the course work for a Registry Credential. This is packaged in a 3-ring binder or e-Portfolio program to complete the requirements for commission.

Each portfolio is unique and has specific requirements that must be met to complete a Registry Credential. For certain credential types, a project must be included in the portfolio. A project is a unique piece of planned work that is completed over a period of time and intended to demonstrate how a student has applied the acquired skills learned through completing the course work for a Registry Credential to increase the successful operations of their program.

Organization of a student's rationales, work samples, and/or project in a physical binder or e-Portfolio program is an efficient way for Registry Commissioners to review portfolios in a timely manner.

**Policy:** Credential Portfolio Videos

**Effective:** July 1, 2017

**Revised:** December 1, 2017

**Impact:** Credential Candidates, Institutions of Higher Education, and Registry Commissioners

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**Purpose:** To determine YouTube as the safest method for video-sharing of credential portfolio videos with Registry Commissioners.

**Summary:** Certain Registry Credentials require videos as a portfolio component to successfully complete the commission process. The Registry has determined YouTube as the ideal website for video-sharing. All Credential Candidates must post videos to YouTube to be shared with a Registry Commissioner for viewing and change video privacy settings from public to private to maintain confidentiality.

Instructions for how to post a video to YouTube are included in the Student Commission Toolkit included in each email registration confirmation from The Registry and is located on The Registry Website Credential Resource page. A Registry YouTube Tutorial video is also available on the Credential Resource page to guide students through the process of safely posting and sharing credential portfolio videos for commissioner viewing.

Credential candidates are not to send flash drives in the mail or come to a commission with a video on a smartphone, tablet, or laptop to show the Commissioner. It will not be viewed.

In the event center policy dictates video recording of children is not allowed, the credential candidate must provide a copy of the no video policy from the center handbook and/or a letter from the director clearly stating the no video policy on company letterhead. This documentation must be included in the credential candidate's portfolio.

Upon review of the credential candidate's portfolio, the Commissioner will notify The Registry of the company's no video policy. The Registry will contact the credential candidate prior to the commission to give the credential candidate an alternate portfolio entry for the video requirement. The alternate portfolio entry is determined on a case by case basis by the Director of Credentials and must be submitted to the Commissioner for review to successfully fulfill the commission requirements.

**Policy:** Credential Portfolio Video/Photo Confidentiality

**Effective:** June 1, 2018

**Impact:** Credential Candidates, Institutions of Higher Education, and Registry Commissioners

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**Purpose:** A documented process for maintaining confidentiality of credential portfolio video/photo participants during the commission process.

**Summary:** For any Registry Credential portfolio or project that includes a video and/or photo, the credential candidate must read and sign the *Video Recording & Photo—Credential Student Agreement* form. This form details the credential candidate’s responsibility in maintaining confidentiality when video recording and taking photos of children. This agreement form must be included in the credential candidate’s portfolio to successfully complete the commission process.

Credential candidates must obtain written permission from an authorized parent or legal guardian prior to video recording or taking a photo using the *Video & Photo Release Consent Form—Parent/Guardian*. Consent forms must be shared privately with the assigned Registry Commissioner when the credential candidate privately shares the YouTube video and/or emails/mails their portfolio to the Registry Commissioner.

Credential candidates must include in their portfolio the signed form, *Verification of Video/Photo Permission*. This form verifies the credential candidate has obtained consent from the parent or guardian with the authority to sign the form. This signed form must be included in the credential candidate’s portfolio to successfully complete the commission process.

Upon viewing the privately shared video, the Registry Commissioner will email the credential candidate notification the video was successfully viewed and can be deleted. During the individual meeting at the commission, the credential candidate will sign the form, *Verification of Deletion of Video & Photo*. This form verifies the credential candidate deleted all video clips and photos, including not only the segments submitted, but any photos or video material created as part of their effort to prepare for and complete the credential portfolio requirements. The Registry Commissioner will mail the signed form to The Registry to keep on file.

**Policy:** Credit for Prior Learning

**Effective:** July 1, 2016

**Revised:** January 1, 2018

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** A documented process of how The Registry verifies a credential candidate's transcript with a passing grade of C- or higher.

**Summary:** All required Registry Credential courses, including those achieved through Credit for Prior Learning, must be verified on the credential candidate's transcript with a passing grade of C- or higher in order for a Registry Credential to be awarded.

Credit for Prior Learning (CPL) courses offer the opportunity for students to earn college credit based on their prior learning experience in the field of early care and education. Wisconsin Technical College System (WTCS) began offering a CPL course in Fall of 2012. The following specific courses within the WTCS Early Childhood Associate Degree program achieved through Credit for Prior Learning are eligible for use towards a Registry Credential:

From The Registry Preschool Credential:

- 10-307-148 ECE: Foundations of Early Childhood Education
- 10-307-179 ECE: Child Development
- 10-307-167 ECE: Health, Safety and Nutrition
- 10-307-188 ECE: Guiding Children's Behavior
- 10-307-178 ECE: Art, Music and Language Arts

From The Registry Infant Toddler Credential:

- 10-307-151 ECE: Infant and Toddler Development
- 10-307-195 ECE: Family and Community Relations

From The Registry Inclusion Credential:

- 10-307-187 ECE: Children with Differing Abilities

The Registry recognizes that institutions of higher education determine the number of advanced standing courses that can be approved with the completion of one 3-credit Credit for Prior Learning courses. It is the understanding of The Registry that when a student enrolls in a Credit for Prior Learning course, the CPL process at the institution of higher education needs to be fully complete in order for the course(s) receiving advanced standing to appear on the student's transcript.

When Credit for Prior Learning is used for a Registry Credential course, the official transcript must include the course title of the Registry Credential course receiving advanced standing credit. If the official transcript does not include the course title of the Registry Credential course

receiving advanced standing credit, The Registry will be unable to verify the student has met the requirements of the Registry Credential.

Once an advanced standing course is entered on the Training page of a credential candidate's Registry account, the CPL course will be removed. The advanced standing course(s) replaces the CPL course. The total number of related credits on the Education page is adjusted to reflect the replacement of the CPL course with the advanced standing course credits.

Please note, there can be an additional delay in completing the CPL process at an institution of higher education when a grant is providing the funding for students to take the CPL course. This lengthy process can postpone the posting of the advanced standing courses to the credential candidate's official transcript which subsequently delays the awarding of a Registry Credential. Only an official transcript showing all required Registry Credential courses will be accepted by The Registry for verification of credential coursework.

**Policy:** Early Grade Release

**Effective:** July 1, 2016

**Revised:** January 1, 2018

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** To discontinue the use of Early Grade Release.

**Summary:** The Registry will no longer accept an Early Grade Release for verifying completion of Registry Credential coursework. All required Registry Credential courses must be verified on the credential candidate's transcript with a passing grade of C- or higher in order for a Registry Credential to be awarded.

If the Registry Credential course sequence is completed out of sync of a traditional semester schedule, the credential candidate will have to wait until semester grades are officially posted to request an official transcript for Registry Credential verification.

If an Early Grade Release has been used previously to verify a Registry Credential course, an official transcript showing the posted grade will be requested at the Registry member's next renewal. In the event an official transcript showing the posted grade is not received, the Registry Credential course missing a final grade will be removed from the Registry member's account and the Registry Credential will be suspended until documentation is provided.

**Policy:** Oral Portfolios & Remedial Support

**Effective:** October 1, 2016

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** A credential portfolio is required as part of the credential standards.

**Summary:** A physical credential portfolio demonstrates the knowledge accumulated from the completion of a credential through narratives and work samples taken from the credential course sequence. An e-portfolio or hardcopy binders are acceptable credential portfolios. An oral portfolio is unable to meet the requirements of a credential portfolio and **cannot** be used as a substitution. If a credential candidate needs additional assistance in developing a credential portfolio, the institution of higher education offering the Credential Capstone course may offer the necessary support.

Credential courses are credit-based courses rigorous enough to meet higher education requirements. A credential candidate may need to take remedial classes and obtain support outside of the credential coursework to successfully complete the commission process. If additional time is needed to complete a credential portfolio, a credential candidate does have the option to commission on a later date as a guest. To register for a scheduled commission as a guest, credential candidates must complete and submit to The Registry a *Registration for Commission* form specific to their credential, including the \$300 Commission fee, before the commission registration deadline.

**Policy:** Pending Credential Candidate

**Effective:** July 1, 2016

**Impact:** Credential Candidates and Registry Commissioners

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**Purpose:** To resolve pending credential candidates prior to the commission close date. The commission close date is the date in which all credential candidates from a commission group have successfully completed the commission process concluding the responsibilities of the Registry Commissioner.

**Summary:** A pending credential candidate is a non-successful completer who attended the commission but did not fulfill all required components of the commission process. The Registry Commissioner will notify the credential candidate during the individual meeting at the commission of the pending status and give specific instructions on what is missing or what needs to be redone to complete the commission process.

The Registry Commissioner will give the credential candidate a due date, up to 30 calendar days from their commission date, to submit the requested items to their assigned commissioner for approval. If the pending credential candidate does not meet the deadline, the credential candidate does not pass the commission and will have to repeat the commission process at a later date. The commission fee is non-refundable and non-transferable therefore the credential candidate will have to pay the full commission fee in order to recommitment.

Under special circumstances, such as obtaining a qualified observer to complete the Observer Assessment, an extension can be granted giving the pending credential candidate additional time to complete the missing components. An extension must be approved by The Registry prior to the expiration of the Registry Commissioner's due date and is approved on a case by case basis.

**Policy:** Registration for Commission

**Effective:** 2000

**Revised:** September 2016

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** To determine the procedure for a credential candidate to register for a commission.

**Summary:** To register for a commission, a credential candidate must submit a *Registration for Commission* form by the posted registration deadline to The Registry Credential Department. Commission registration deadlines are 30 calendar days prior to the scheduled commission date. Full payment of the \$300 commission fee must be received by the close of commission registration for a credential candidate to be registered. During registration, the Registry reviews the credential candidate's Registry account to verify the individual has an active Registry account and membership or has applied for a Registry membership. If a credential candidate does not have a Registry membership, the credential candidate must submit an application for membership in order to be registered for a commission.

The Registry gives a brief grace period following the close of commission registration to receive any late registrations due to mail processing or acquiring scholarship codes. During this time, The Registry emails the institution of higher education hosting the commission to verify the anticipated commission group is accounted for. Once the commission group is verified, The Registry enrolls each credential candidate and an email is sent confirming the credential candidate is scheduled to commission.

In the event a credential candidate is unable to attend a commission as scheduled, the credential candidate must notify The Registry prior to the commission by phone or email. There is no additional cost for rescheduling if the credential candidate makes the request to reschedule their commission prior to the close of commission registration for their originally intended commission date. It is the credential candidate's responsibility to notify the Capstone instructor they will not be attending the commission as scheduled and to make arrangements for the return of their portfolio in the event it has already been sent to the commissioner. The credential candidate is responsible for contacting The Registry by phone or email to register for an upcoming commission date as a guest when ready to complete the commission process.

All credential candidates must be registered for a commission through The Registry in order to commission. If a credential candidate attends a commission without registering first with The Registry, the commissioner is unable to commission the credential candidate.

If a credential candidate has registered for a commission but then is a 'NO SHOW' on commission day, the credential candidate is ineligible to pass the commission. To complete the commission process, the credential candidate will need to register as a guest on a later scheduled commission date and pay the commission fee again. The credential candidate will need to resend their credential portfolio to the newly assigned commissioner for review prior to the new

commission date, even if the credential portfolio was reviewed by a commissioner for the previous commission.

Reference the *Commission Payment and Invoicing* policy for commission fee information.

**Policy:** Requirements to Commission

**Effective:** October 2015

**Revised:** September 2016

**Impact:** Credential Candidates and Institutions of Higher Education

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**Purpose:** To determine the commission requirements for a Registry Credential.

**Summary:** A credential candidate must complete all of the following requirements to be eligible to commission:

1. Successful completion of all credential courses associated with the specific credential requesting a commission.
2. Submission of a *Registration for Commission* form to The Registry by the posted commission registration due date.
3. Payment of the \$300 commission fee at the time of commission registration.
4. An active Registry account and membership or must have applied for a Registry membership.

**Note:** If a credential course has a grade lower than a C-, a credential candidate can commission however the course must be retaken before the credential can be awarded.

**Policy:** Rescheduling a Commission

**Effective:** October 1, 2016

**Impact:** Credential Candidates, Institutions of Higher Education and Registry Commissioners

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**Purpose:** To determine the procedure to reschedule a commission in the event of an emergency or extenuating circumstance.

**Summary:** On occasion, minor changes occur to the scheduling of a commission without postponing a commission. Examples of such changes include, but are not limited to: room number changes, building change on campus, or adjustment to start time. In the event any commission information changes after a commission has been scheduled, the institution of higher education hosting the commission must notify The Registry immediately. There is a dual responsibility by both The Registry and the institution of higher education hosting the commission to communicate to the credential candidates and assigned Registry Commissioner any commission scheduling changes.

In the event the assigned Registry Commissioner is unable to administer the commission for an unforeseen reason such as, but not limited to: illness, injury, or travel emergency, the commission will be postponed to a later date. The assigned Registry Commissioner will contact The Registry's Executive Director (ED) as soon as the commissioner is aware he/she will be unable to attend the commission as scheduled. The ED will notify the Credential Coordinator, the Lead Commissioner, and the instructor(s) of the postponement and will access the emergency contact list for the commission from The Registry data base. The ED will collaborate with those available from the commission team (the assigned Registry Commissioner, the Credential Coordinator, the Lead Commissioner, and the instructor(s)) to email, call, and/or text the credential candidates to notify them of the commission postponement.

Due to the assigned Registry Commissioner reviewing the credential portfolios prior to the commission, another Registry Commissioner is incapable of successfully replacing the assigned commissioner on short notice. Every effort will be made by The Registry to reschedule the commission at the earliest convenience of the credential candidates, instructor(s), and Registry Commissioner.

In the event of a postponement, a credential candidate who has traveled a significant distance to the commission can make a formal request to The Registry to use a Skype presentation or other method of online meeting platforms to complete the commission process with the assigned Registry Commissioner. Such a request is unique and is approved on a case by case basis.