



The Registry Infant Toddler Credential

Preparing your
Portfolio

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The Registry Infant Toddler Credential

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**Read this Booklet Carefully and Completely
Before Beginning Your Credential Portfolio**

Definition of Terms

Portfolio: A collection of work to reflect your learning experiences and display your 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.

Rationale: The explanation and/or demonstration of how you applied and used the knowledge and skills you learned from the credential courses to fulfill a portfolio requirement. Consider this the ‘story of your journey’ and reflect on your application of knowledge through the completion of specific work samples.

Work Samples: Supporting documentation

Reasons for Creating a Portfolio

Your portfolio is a creative, living document that will include a variety of materials to reflect your learning journey. A portfolio gives you the opportunity to:

- Present a comprehensive collection of your work to demonstrate your ability to integrate and apply the knowledge and skills taught in the credential into best practice.
- Use self-reflective skills to advance and plan for future professional development.
- Validate your competency within the field as a professional.

Although each portfolio will be unique, there are specific requirements that must be met to complete a Registry Credential. Your portfolio is a compilation of your best work from the following four credential courses:

- Course 1: Infant Toddler Development
- Course 2: Group Care for Infants and Toddlers
- Course 3: Family and Community Relations
- Course 4: Infant Toddler Capstone Course

Course 1-3 may be taken in any order, but the Capstone Course must be taken last.

Your portfolio will be presented to a Registry Commissioner who will determine if you have met all requirements for the credential. This guide will provide you with the information you need to successfully put your portfolio together.

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Overall Composition and Required Sequence of Your Portfolio

It is highly recommended that the portfolio be completed electronically, however you may elect to create a type written document presented in a three-ring binder format.

- Be sure you have all original documents saved on a secure drive (flash drive, etc.) before mailing your portfolio to the Commissioner.
- If you are submitting videos, post them to YouTube for Commissioner viewing. Tutorials on how to safely post a video to YouTube are found in the Student Commission Toolkit. **Do not send them on a flash drive or any other kind of device; they will not be viewed.**
- Clearly label your portfolio and any pieces of your project with your name. Be sure any items that are part of your project can be easily identified.

When creating an electronic portfolio, check with your Capstone instructor for the e-Portfolio program used by the college. Examples of e-Portfolio sites include:

- LiveBinders (<http://www.livebinders.com>)
- Google Sites (<https://sites.google.com/site/eportfolioapps/>)

As a precaution, back up ALL your documents onto a secure drive (flash drive, etc). The electronic portfolio will be organized much as you would a three-ring binder. You will create and use tabs just as you would use tabs in a binder to set up and organize materials into categories. While certain content is required, individuals have a great deal of flexibility and creativity in making portfolios attractive, but the content of what you choose to include is more important as it demonstrates the range and depth of your knowledge and skills. Written work must be clearly written, grammatically correct and contain minimal spelling errors.

Before you send your e-Portfolio, don't forget to check the privacy settings on the e-Portfolio program to be sure the Commissioner will have access. When emailing your e-Portfolio link to the Commissioner, be sure to include any permissions and/or passwords needed to view the portfolio. Remember e-Portfolio programs are public sites, so you should avoid sending sensitive personal or financial documents within your e-Portfolio for confidentiality reasons. Instead, send any confidential documents in a separate email to the Commissioner.

Your portfolio must be put together in the sequence indicated below.

- The candidate's name should be on the first page of the e-Portfolio or on the outside cover of the physical binder portfolio.
- Include a title page and table of contents.
- Label each section and use tabs for each section and category of an e-Portfolio or dividers/tabs between each section of a physical binder.
- Categories must be in the required sequence.
- Each category must include a rationale and the work sample.
- Strive to make your portfolio creative and attractive with written work that is clear, legible, descriptive, grammatically correct and without spelling errors.

SECTION 1: Introductory Section

- Candidate Name and Contact Information

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- Authenticity Statement
- Autobiography
- Philosophy Statement
- Resume
- Professional Development Reflection and Planning packet
- Optional Items to illustrate Professional Contributions

SECTION 2: Content Area Categories

- A. Family and Community
- B. Program Management
- C. Growth and Development Birth to Thirty-Six Months of Age
- D. Guidance
- E. Developmentally Appropriate Environments
- F. Observation and Planning
- G. Observation and Assessment

SECTION 3: Self-Assessment and Observer Assessment

- Care Giving Video
- Play Activity Video
- Checklist Self-Evaluation
- Observation Checklist

Contents of Your Portfolio

Section 1

The Introductory Section must include the following six (6) items:

1. Name and Contact Information (1 page)
2. Authenticity Statement (*included on page 25*)
3. Autobiography—reflect on the life experiences that influenced you to pursue a career in early childhood. It may reflect your life from childhood to the present or address only the areas of your life that directly influenced your career path. (2 pages maximum).
4. Personal Philosophy Statement on caring for infants and toddlers (1-page maximum).
5. Professional Resume
6. Professional Development Reflection and Planning packet (*included on page 19*)
7. **Optional:** A **maximum** of two professional samples, such as professional recognition awards and/or documentation of professional training.

Guidelines to assist you in writing your Personal Philosophy Statement

Reflect and write an informed response to the following questions to guide you in identifying your program philosophy and goals.

1. My philosophy of infant toddler care (importance of routines as learning experiences, etc.):
 - a. This is what I value about infants and toddlers.
 - b. This is what I believe is important for nurturing their growth and development.

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2. Important practices in my infant toddler program.
3. My goals
 - a. For infants and toddlers are _____.
 - b. For families are _____.

Section 2

Each portfolio category will require a portfolio work sample from the work completed in one of the four credential courses. A rationale must be included reflecting on the learning journey you took in applying the knowledge and skills learned into practice.

Each category must include the following:

- A rationale of each work sample you include.
- A carefully selected work sample that represents your best work and demonstrates your ability to integrate and apply the knowledge and skills you learned within your credential coursework into best practice.

Considerations for Portfolio Work Samples

- Work samples are the “**what**” of your portfolio.
- Work samples are of **your own work** related to infants and toddlers from birth through thirty-six months of age.
- Each work sample should represent knowledge you have gained from the credential courses.
- When using work from another source, be sure to cite it appropriately.
- Suggestions for possible work samples are in each category description.
- Choose a sample of your work that fits the category. This may be something you’ve developed previously, but it should reflect enhancements or revisions you’ve added because of your learning and growth throughout the credential courses.
- If the work sample is a form or letter or another document you created, you may wish to also include a description of the process you went through in developing the document.
 - Tell what the need was that brought you to create the form/letter.
 - Describe the decisions made in its development, who you worked with, what choices were considered and why the choices were made.
 - You might also describe the impact or effect of the form or letter. Was it successful? When using it, does it achieve the desired results? How do you know?
 - In the description, explain the sample in detail to a reader who has never seen it before. Give a description that offers a better understanding of the item than just by looking at the sample alone.
- It is the student’s responsibility to provide media samples in a format that is easily accessible to both your instructor and Registry Commissioner.

Rationales for Your Portfolio Work Samples

- Each rationale is the “**how**” and “**why**” of the work sample.

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- Each work sample must be accompanied by a written rationale that answers the questions required in the portfolio guide.
- A suggested rationale is included in each category.
- Your rationale must:
 1. Be no more than one page. If you have written more than one page, consider putting some of the information in the description which is part of the sample.
 2. Be concise or as brief as possible when answering the statements in the sample rationale. If you choose not to use the sample rationale template, be sure to address the guided statements in your own words.
 3. Rationales must be typed in 12 pt. font, 1.5-line spacing, with one inch margins.

Confidentiality

If pictures, video, and/or observations of children are included, it is important that the child and family remain anonymous to maintain professional confidentiality. If this confidentiality is violated, requirements of the category will not be fully met.

Some options to maintain confidentiality are as follows:

- Obtain written permission signed by child's parent or guardian. Do not include it in the portfolio, but you must have it available to show the Commissioner upon request. Include the verification form that states that you have signed permission to use the child's photo, video or observation records.
- Use photos that do not reveal a child's face or use a sticker to obscure the child's identity.
- Mark out or change a child's name or identifying information from the text, email or other form of documentation.

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Family and Community

This category must include evidence that demonstrates your skills in serving families. The work sample chosen for this category must show your cultural sensitivity, communication skills and/or promotion of family involvement in your program.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Establish ongoing relationships with families.
- Adapt caregiver practices to respond to the cultural and individual differences of children and families served.
- Implement strategies that support diversity and anti-bias perspectives.
- Work collaboratively with community resources.

Examples of supporting portfolio work samples are:

- A letter written to families.
- A daily parent/teacher communication system developed by you.
- A video tape of a parent conference in which you participate.
- Photographs that reflect your use of community agencies and resources in supporting your program.
- An example of a multi-cultural/anti-bias classroom activity that you have provided for children in your program.
- A case study of a family referred for service.
- Involvement events for parents designed, planned or implemented by you.
- A personal resource file of community services.
- A newsletter that is sent to families.

Suggested rationale for this category:

My work sample for Family and Community is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my cultural sensitivity, communication skills and knowledge of families by _____ (describe how it shows your communication skills, cultural sensitivity and knowledge of families).

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Program Management

This category must include evidence that demonstrates your knowledge of the “business” aspects of a comprehensively effective infant toddler program. Being part of a quality program requires that all employees have an awareness of basic business practices. While we understand that you may not have a direct responsibility for the operations of your program, as a classroom teacher you directly manage your classroom. You’re responsible for adhering to program standards such as licensing, YoungStar and accreditation.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Articulate a philosophy of infant toddler care that embodies elements of quality infant toddler programs.
- Demonstrate professional behaviors.

Examples of supporting portfolio work samples are:

- A description of the ways in which your classroom meets a specific aspect of accreditation, YoungStar or licensing criteria.
- A journal describing your work advocating for your program or the early childhood profession.
- Evidence of a fundraising activity which you helped organize.
- A classroom budget developed or implemented by you with an explanation of the choices made.
- A description of a classroom policy, development process, and final policy; related to an aspect of program quality (for example biting, provision of supplies from home, potty training, guidance, etc.).

Suggested rationale for this category:

My work sample for Program Management is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my knowledge of or describes how I meet the business or regulatory aspects of my program or how I participate in decision making for my program by _____ (describe how it shows your knowledge or decision making about the regulatory or business aspects of your program; for example, in center policy development, budget choices, etc.).

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Growth and Development Birth to Thirty-Six Months of Age

This category must include evidence that demonstrates your knowledge of the developmental milestones of children from birth to thirty-six months of age and the ways in which you facilitate healthy development in young children.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Analyze and support development of infants and toddlers (birth to 36 months).

Examples of supporting portfolio work samples are:

- A video (not to exceed 5 minutes) illustrating a child's skills in each developmental domain with a description of how you responded to support the child's development.
- A written profile of a child's development aligned within the domains of the WI Model Early Learning Standards.
- A journal of the process you used to facilitate some aspect of development (building attachment, language, independence, addressing a developmental delay, etc.) with a specific child including a description of how your strategies match the developmental levels of the child.
- Examples of opportunities you provided to meet a child's individual needs.
- A video (not to exceed 5 minutes) showing a child in action with your written or narrative interpretation of the child's needs and interests in each domain.
- A journal of an experience where you noticed warning signs of a possible developmental delay in a child or worked with a child who had an identified special need.
- Samples of how you document developmental milestones for the purpose of sharing at parent conferences or portfolio creation.

Suggested rationale for this category:

My work sample for Growth and Development Birth to Thirty-Six Months of Age is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my knowledge of the developmental milestones of children from birth to 36 months by _____ (describe how it shows your knowledge of the developmental milestones or how you facilitate positive development of children from birth to 36 months of age).

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Guidance

This category must include evidence that demonstrates your knowledge of how it is possible to guide children while creating a sense of self-discipline in a child.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Articulate a philosophy of infant toddler care that embodies elements of quality infant toddler programs.
- Adapt caregiver practices to respond to the cultural and individual differences of children and families served.
- Implement effective teaching strategies to promote the development and learning of infants and toddlers age birth to 36 months.

Examples of supporting portfolio work samples are:

- An audio or video recording demonstrating your ability to calm and comfort children. The sample should include a verbal explanation of the teacher/child interaction and the strategies used within that interaction.
- An anecdotal report of how you successfully addressed a child's challenging behavior over a period of time identifying the strategies used.
- A case study regarding a child's behavioral concerns. The case study should focus on the strategies developed in cooperation with the family for guiding the child.
- A written description or video narrative (not to exceed 5 minutes) of how you have implemented the WI Pyramid Model (CSEFEL) to enhance guidance practices.
- A written behavior management plan. This plan may be tailored for an individual child or for the infant toddler classroom. Cite your resources using APA style or other acceptable format.
- Your personal philosophy for guiding infants and toddlers with a description of your guidance practices based on your philosophy.

Suggested rationale for this category:

My work sample for Guidance is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my knowledge of how to guide infants and toddlers in ways that promote self-discipline and is sensitive to family culture and values and individual differences by _____ (describe how it shows your knowledge of how to guide infants and toddlers in ways that promote self-discipline and is sensitive to family culture and values and individual differences).

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Developmentally Appropriate Environments

This category must include evidence that demonstrates your understanding of how a developmentally appropriate environment contributes to a child’s development. You must show how you meet the developmental needs of children birth to thirty-six months of age by providing a safe, nurturing, enriched environment.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Adapt an infant and toddler environment to meet the needs of the infants, toddlers, and caregivers who use it.

Examples of supporting portfolio work samples are:

- Photographs, video or drawings of your classroom with a description of how the environment meets the developmental needs of infants and toddlers.
- A written description of any changes you’ve made to the environment based on what you’ve learned throughout your professional development. Include before and after photographs with descriptions of the change process.
- Examples of how you have adapted materials or curriculum for children with special needs.
- An inventory of the play/learning materials used in your classroom with an explanation of how the choices are developmentally appropriate for the children in your care. The inventory may be expressed as a picture, a narrated video, chart or spreadsheet. Cite your resources using APA style or other accepted format.
- A description of how you changed your classroom environment to meet ITERS, YoungStar or other quality improvement criteria. Include before and after photographs with descriptions of the change process.

Suggested rationale for this category:

My work sample for Developmentally Appropriate Environments is _____.

It fits this category because _____ (*explain how and why this work sample fits the category and how you will be able to use it in the future.*)

I chose it as the best example of my work because _____ (*explain the impact this work sample had on you and/or your work environment.*)

I learned about _____ (*write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.*)

My work sample shows my knowledge of how to provide a developmentally appropriate environment to meet the needs of children birth to thirty-six months of age by _____ (*describe how it shows your knowledge of how to meet the developmental needs of children birth to thirty-six months of age by providing a safe, nurturing, enriched environment.*)

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Observation and Planning

This category must include evidence that demonstrates your ability to gather accurate, objective information through observation and to use the information to plan the environment and appropriate activities for infants and toddlers. You will provide documented examples of how you use observation to develop an effective curriculum.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Analyze and support development of infants and toddlers (birth to 36 months).
- Adapt an infant or toddler environment to meet the needs of the infants, toddlers and caregivers who use it.
- Implement effective teaching strategies to promote the development and learning of infants and toddlers age birth to 36 months.

Examples of supporting portfolio work samples are:

- Your written observations of a child with a description of how you used the observations as a basis for specific planning for that child.
- Your video or photo display of an observation of a child with a description of how you used the observations as a basis for specific planning for that child.
- Examples of individualized “curriculum” planning based on your formal or informal observations of children. This could include your participation in a process for IFSP (Individualized Family Service Plan).
- A completed activity plan you use in your classroom with description of how the opportunities you provide match the observed skills and interests of your children.

Suggested rationale for this category:

My work sample for Observation and Planning is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my knowledge of how to objectively observe infants and toddlers and use the information gained through observation to plan activities and the environment to meet child developmental needs by _____ (describe how it shows your skills in gathering objective and accurate observations and in how you use the observations to guide in your planning of the environment and curriculum).

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Observation and Assessment

This category must include evidence that demonstrates your ability to gather accurate, objective information through observation and to use that information to assess children's development and/or teacher practices. Your documented examples must show how you use observation and assessment to evaluate a child's developmental progress or must show how you evaluate the effectiveness of your own teaching practices.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Analyze and support development of infants and toddlers (birth to 36 months).
- Adapt an infant or toddler environment to meet the needs of the infants, toddlers and caregivers who use it.
- Implement effective teaching strategies to promote the development and learning of infants and toddlers age birth to 36 months.

Examples of supporting portfolio work samples are:

- A description of how and why your particular observation and assessment tools were selected and a completed sample of the tools to show how they were used.
- Your sequential observation record of one child over a period of 3 months noting growth, maturational and behavioral developments/changes.
- A video or written description of you interacting with infants or toddlers during an activity and an analysis of what worked well and why, and what you might change and why.
- A completed child portfolio including observations of the child, as well as developmental assessments spanning a time period of 3 months.

Suggested rationale for this category:

My work sample for Observation and Assessment is _____.

It fits this category because _____ (explain how and why this work sample fits the category and how you will be able to use it in the future.)

I chose it as the best example of my work because _____ (explain the impact this work sample had on you and/or your work environment.)

I learned about _____ (write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)

My work sample shows my knowledge of how to objectively observe infants and toddlers and use the information to evaluate child development or your own teaching effectiveness by _____ (describe how it shows your skills in gathering objective and accurate observations and in how you use the observations to evaluate the child's developmental progress or assess the effectiveness of your own teaching practices).

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Self-Assessment and Observer Assessment

This section must include evidence that demonstrates your ability to apply in the workplace the theories and competencies you have learned in the four credential courses. Your work samples must show how you provide care for children from birth to 36 months of age using recognized best practices. *This category does not require a rationale.*

Required portfolio entries include the following four (4) items:

- A video of yourself interacting with infants or toddlers in at least one **caregiving routine** (diapering/toileting, feeding, naptime, dressing/undressing, etc.)
- A video of yourself interacting with infants or toddlers in at least one **play activity**.
- The Registry Infant Toddler Credential Capstone **Checklist Self-Evaluation**
- The Registry Infant Toddler Credential Capstone **Observation Checklist**

**Both the Capstone Checklist Self-Evaluation and Capstone Observation Checklist will be provided to you by your Capstone Instructor.*

The Registry Infant Toddler Credential Capstone Observation Checklist must be completed by a **qualified observer** who is an individual who:

1. Is not employed by the same program as the person being observed, including but not limited to co-workers, supervisors, and administrators.
2. Meets **one or more** of the following:
 - a. Is your instructor for the Capstone or a Practicum course.
 - b. Has a minimum of an Associate Degree in Early Childhood Education.
 - c. Is a Registry approved consultant in the ITERS, ECCERS, or FCCERS environmental rating scales.
 - d. Is a recipient of the Infant Toddler Credential with 5 years of experience in the field.

In the event the instructor of the Capstone Course is unable to serve as the qualified observer, other individuals who might also meet the qualifications of a qualified observer include staff at local Child Care Resource and Referral Agencies, YoungStar Technical Consultants who are not working directly with the credential candidate's program, or other individuals trained in formal rating scale observation tools. Networking with other professionals in the early childhood and care field can provide additional opportunities to connect with individuals who are qualified observers.

If your qualified observer is an individual other than your Capstone Course instructor, your instructor must give their approval in advance to ensure the individual meets the requirements of a qualified observer.

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Receiving The Registry Infant Toddler Credential

When you have successfully completed the courses required for a Registry Credential and your portfolio is complete, the final requirement is to present your portfolio to a Registry Commissioner. The Commission process steps are explained below:

1. Candidate completes the portfolio/project.
2. Candidate submits a completed *Registration for Commission* form with payment to The Registry.
3. The Registry sends a confirmation letter including the Commission details with a payment receipt.
4. Candidate makes delivery arrangements for their portfolio/project based on the instructions received from The Registry or the Instructor.
5. Candidate attends the designated Commission.
6. Commissioner notifies The Registry of successful completion of Commission.
7. If official documentation and payment have been received, The Registry sends a Credential Certificate to the candidate.

Request for Commission

Commissions will be convened throughout the state several times each year. Candidates who have completed all the course work and their portfolio/project may submit a completed *Registration for Commission* form to The Registry. In most cases, the instructor from your campus will schedule the Commission; however, you may join a scheduled Commission even if you are not part of a class. Visit <http://www.the-registry.org/Credentials/Commissions.aspx> to view the list of upcoming Commissions.

You must submit a *Registration for Commission* form with the required commission fee to be registered to a Commission. The *Registration for Commission* form may be accessed at <http://www.the-registry.org/ResourceCenter/Credentials.aspx>

Fax your *Registration for Commission* form to (608) 222-9779 or **mail** your form to:

The Registry
Attn: Credentials
2908 Marketplace Drive #103
Fitchburg, WI 53719

The following requirements must be completed when submitting the *Registration for Commission* form:

- **Registry Membership:** All credential candidates must have a Registry Membership or must apply to The Registry prior to commissioning. You do not need to include a copy of your Registry certificate; The Registry will confirm your membership in the system. Standard application processing time is 5-7 weeks.
 - **If you have never applied:** Visit our website at www.the-registry.org to apply online or download an application. We will verify if your application has been submitted when we receive your *Registration for Commission* form.
 - **If you have applied but never received a Registry certificate because you were not eligible or your application was incomplete/unpaid:** You must submit a one-year renewal with the applicable renewal fee and any documentation that was missing

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previously. Visit our website at www.the-registry.org to renew online or download a membership application.

- **Commission Fee:** Each student is required to pay a \$300 Commission fee. Once paid, commission fees are non-refundable and non-transferable. Payment in full must be included with the *Registration for Commission* form. The Registry will send you a payment receipt with your confirmation letter including the commission details. The commission fee covers the processing of the credential and administration of the commission system. If you are a T.E.A.C.H. scholarship recipient, contact your T.E.A.C.H. counselor for information on the reimbursement process. Visit <http://wisconsinearlychildhood.org/programs/teach> for more information.

The Registry Credential Commissioners

Registry Commissioners are early care and education professionals who have been trained to objectively evaluate your portfolio/project using the assessment tool designed for each specific credential. Each Registry Commissioner has completed at least one of The Registry Credentials, presented a project or portfolio, and successfully completed the commission process.

The Commission Process

Your portfolio/project must be received by the Registry Commissioner **at least ten (10) days prior** to the date of the commission for review. Please review the portfolio/project assessment form available at <http://www.the-registry.org/ResourceCenter/Credentials.aspx> to ensure you have included all the required components. If you have visuals, such as display/picture boards, samples, blueprints, or scale models do not submit them with the written portion of your project. You may share these with the Commissioner at the commission.

There are two parts to the Commission.

1. **Presentation of your Learning Story:** Your classmates and other credential candidates will be present during your presentation. The time frame for individual presentations is at the discretion of the commission host and based on the commission group size. In approximately 5-10 minutes address the following questions within your presentation.
 - How has the Infant Toddler Credential changed you as a provider?
 - What does completing this credential mean to you?
 - What are you passionate about as it relates to infant toddler care?
 - How will you contribute to quality infant toddler care in the future?
2. **Individual Meeting with the Commissioner:** You will meet with the Registry Commissioner to complete the commission process. This is an opportunity for the Commissioner to ask you any questions s/he may have about your portfolio/project. The Commissioner will give you feedback and comments about your portfolio/project. You will be informed if you have successfully completed the commission during your individual meeting with the Commissioner. If your commission portfolio/project is incomplete, the Commissioner will advise you of what you will need to do to complete the portfolio/project. If you are asked to submit additional materials, you will submit them directly to the Commissioner by the deadline provided by the Commissioner. In the event the additional materials are not submitted as requested by the deadline, you will not pass the commission.

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Awarding the Credential

You will receive your Credential Certificate when you have done the following:

- Received a Registry Career Level Certificate or submitted a complete application for membership. If your first-time application is put on “Incomplete” status, you will not receive your Credential Certificate until the necessary fee or information is received and the “Incomplete” status is resolved.
- Successfully completed the commission process.
- **Submitted Credential Course Documentation:** Please note that your credential **will not** be verified until The Registry receives a copy of an official transcript showing successful completion of all four credential courses. While photocopies of official transcripts are acceptable, documents printed from the Internet such as unofficial transcripts or grade reports are not. You must receive a C- or better in each course to be eligible for the credential.

Appeal Process

You may send a letter to The Registry if you do not agree with the results of your commission. The letter will be reviewed by the Executive Director or designated qualified staff. You will receive a letter indicating The Registry’s decision within 30 days of the receipt of your letter. If your concern has not been resolved to your satisfaction, you may request that The Board of Directors review your project and your letter of appeal. The Board of Directors will review your appeal at the next regularly scheduled meeting. The Registry Board meets four times per year and the board meeting schedule is available on The Registry website.

Graduation Celebration

This annual state-wide event celebrates your professional achievement. Information is available at <http://www.the-registry.org> or 608.222.1123.

The Registry Infant Toddler Credential

Professional Development Reflection and Planning

Adapted from the New Vision Assessment

Reflections

Begin by thinking about your career and making specific statements about it. Use this tool to reflect on your professional satisfaction and growth.

1. What excites you MOST about your job?

2. What challenges are you currently facing in your work?

3. What would you CHANGE about your current position? If more than one, please prioritize.

4. List three job related areas you would like more information on

1.

2.

3.

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5. Which Professional Organizations are you currently involved in?

- a. ____ National Association for the Education of Young Children
- b. ____ Wisconsin Early Childhood Association
- c. ____ Local AEYC Affiliate
- d. ____ Wisconsin Family Child Care Association
- e. ____ Wisconsin Child Care Administrators Association
- f. ____ Local Family Child Care Support Group
- g. ____ Other, please specify _____
- h. ____ Not a member of any professional organization at this time

Of the topics listed below, reflect on the areas that you do well and what areas you would like to experience growth in?

Child-Care Giver Relationships

Observation and Planning

Learning Environment

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- Guiding Children

- Parent Relationships

- Health and Safety

- Community Involvement

- Advocacy

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Professional Planning

Take some time now to look at the previous forms you just completed. Reflect on recurring strengths, area of improvement, interests, desires and challenges. Develop a professional plan with one or two goals and steps to achieve those goals for:

Goal - 1 year from now: _____

Steps to achieve goal	Timeline (be specific)

Goal - 5 years from now: _____

Steps to achieve goal	Timeline (be specific)

Goal - 20 years from now: _____

Steps to achieve goal	Timeline (be specific)

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Video/Photo Permission Form

I give permission for the video or photo of my child _____
child's name

to be included in the Infant Toddler Credential portfolio of

name of portfolio author

Signature _____
name of parent or guardian date

Video/Photo Permission Form

I give permission for the video or photo of my child _____
child's name

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Signature _____
name of parent or guardian date

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Verification Video/Photo Permission

To maintain confidentiality, I have obtained written permission from the parent or guardian of each child whose photo or video likeness is included in this portfolio. These permission forms are available to be reviewed by the Commissioner upon request.

Signature _____
portfolio author _____ date _____

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Authenticity Statement

Please print off this page and insert the completed statement as the second page of your portfolio. This may be scanned for insertion in an electronic portfolio.

I _____ am presenting this portfolio in this month
of _____ year of _____ and I attest that this is my
original work, or I have cited where applicable.

Signature

Date