

## Recognizing Excellence | Advancing Careers

The vision of The Registry, Wisconsin's Recognition System for the early care and education field, is to professionalize the childhood care and education field by defining and promoting excellence.

The Registry's mission is to develop and implement a comprehensive approach to career development, promote member's professional growth and contribute to workforce data and research.

To promote excellence in the care and education of children by:

- Recognizing and celebrating professional achievements
- Promoting and supporting professional growth
- Designing and aligning career pathways

## Contact Us

For more information about The Registry and Credentials visit our website [www.the-registry.org](http://www.the-registry.org) or call 608.222.1123.

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# The Registry Credentials Information for *Instructors*



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# Completing the Registry Credential Process

The Registry Credentials are approved and awarded by The Registry. To obtain a credential, the candidate must complete the required courses and create a project or portfolio during the Capstone Course.

## Project Review

Commissions are convened throughout the state several times each year. Candidates who have completed all the course work and their project may submit a “Request for Commission” form to The Registry. For a list of scheduled commissions, candidates can visit The Registry website at <http://www.the-registry.org/Credentials/Commissions.aspx>. Visit [www.the-registry.org/ResourceCenter/Credentials.aspx](http://www.the-registry.org/ResourceCenter/Credentials.aspx) for registration forms and portfolio/project guides.

## The Registry Credential Commissioners

The Registry Commissioners are early childhood and school age professionals who have been trained to objectively evaluate the project or portfolio.

Each commissioner has completed at least one of The Registry Credentials or has special knowledge on the topics. The majority of commissioners have presented a project or a portfolio and have participated in a commission.

## The Commission Process

Projects and portfolios are reviewed by the commissioner(s) prior to the date of the commission. The commissioner will determine if all requirements are met for the credential.

# What Instructors Need To Know

## Some ECE Associate Degree Courses are also Registry Credential courses



Be sure to tell your students to SAVE all their assignments for any early childhood course. The student may decide later on to complete a Registry Credential and will need to review previous assignments to complete their portfolio for a credential.

## Teaching a Registry Credential Course in a Cohort

Always check The Registry website (Credential Course URLs) for the latest teaching materials and key assignments for each credential course.

If you are unfamiliar with teaching a Registry Credential, contact The Registry Credential Department to get essential instructor information.



## Teaching a Capstone Course



It is critical Capstone instructors understand the portfolio guidelines and commission process to successfully guide students through completing the credential process. Contact The Registry when beginning a Capstone course with any questions.

# Overview of Credentials

## The Registry Credentials

The Registry has developed professional credentials to meet the unique needs of early care and education practitioners.

There are 8 specific Registry Credentials designed to focus on job specific skills so practitioners can apply the practical knowledge they've learned to their current positions.



## Common Elements of all Registry Credentials



- Is 12-18 credits taught by an accredited Wisconsin technical college or university
- Is a sequence of 4-6 specific courses
- Culminates in a Capstone Course and the development of a portfolio or project
- Has a Commission process
- Is approved and awarded by The Registry

# The Registry Credentials

## The Registry Administrator Credential

*Course One:* Administration/Supervision in Early Childhood Programs  
*Course Two:* Operations in Management in Early Childhood Programs  
*Course Three:* Financial Management and Planning in Early Childhood Programs  
*Course Four:* Early Childhood Programs and the External Environment  
*Course Five:* Best Practices for Children and Families in Early Childhood Programs  
*Course Six:* Administrative Seminar

## The Registry Afterschool & Youth Development Credential

*Course One:* Foundations of Afterschool and Youth Development  
*Course Two:* Engaging Youth in Groups  
*Course Three:* Intentionality in Programming  
*Course Four:* Capstone Course: Site Programming and Operations

## The Registry Family Child Care Credential

*Course One:* Curriculum for Family Child Care  
*Course Two:* Special Topics in Family Child Care  
*Course Three:* Financial Management and Planning  
*Course Four:* Capstone Course—Family Child Care Credential

## The Registry Inclusion Credential

*Course One:* **Children with Differing Abilities \***  
*Course Two:* Behavior and Emotional Challenges  
*Course Three:* Special Health Care Needs  
*Course Four:* Capstone Course: Families and Team Centered Practice

## The Registry Infant Toddler Credential

*Course One:* **Infant Toddler Development \*** or Infants, Toddlers and Caregivers  
*Course Two:* Group Care for Infants and Toddlers  
*Course Three:* **Family and Community Relations \*** or Infants and Toddlers in Programs, Families, and Society  
*Course Four:* Credential Capstone

## The Registry Leadership Credential

*Course One:* The Personal Disposition of a Leader  
*Course Two:* Leading in Your Program  
*Course Three:* Leading in Your Community and the Field  
*Course Four:* Capstone Course: Leading for Change

## The Registry Preschool Credential

*Course One:* **Foundations of Early Childhood Education \***  
*Course Two:* **Child Development \***  
*Course Three:* **Health, Safety, and Nutrition \***  
*Course Four:* **Guiding Children's Behavior \***  
*Course Five:* **Art, Music and Language Arts \***  
*Course Six:* Credential Capstone

## The Registry Program Development Credential

*Course One:* Introduction to Program Development  
*Course Two:* Observation, Assessment & Evaluation  
*Course Three:* Staff Supervision, Coaching and Professional Development  
*Course Four:* Designing Environments for Learning Capstone

**\*Courses taken within the Wisconsin Technical College System Statewide Curriculum for the Associate Degree in Early Childhood Education that are also Registry Credential Courses**