

## Steps to Complete Prior to Commissioning

### Commission Registration

- Registration for Commission forms, including the \$300 commission fee, must be received by The Registry **at least 30 calendar days prior** to your selected commission date.
- Each credential has a specific Registration for Commission form. Forms, including instructions, are located in *Credential Resources* on The Registry website at <http://www.the-registry.org/ResourceCenter/Credentials.aspx>. Be sure to select the Registration for Commission form specific to the credential you are commissioning for.
- Mail, fax, or scan and email your form to The Registry, Attn: Credentials. Late registrations will not be accepted.

### Commission Fee

- Each credential candidate is required to pay a **non-refundable, non-transferable commission fee of \$300** at commission registration. The commission fee covers the cost of the commission system and processing of the credential. You will receive a payment receipt from The Registry with your confirmation email.
- **In the event you do not attend the commission as scheduled, you are responsible for paying the commission fee again to commission at a later date.**
- There are four payment options:
  - Check/Money Order—Include a check or money order for \$300 with your registration form.
  - Credit Card—An electronic invoice can be sent to the email listed on your registration form. The invoice must be paid in full before you can be registered for a commission.
  - T.E.A.C.H. Scholarship Recipient—Contact your T.E.A.C.H. counselor for payment instructions at (800) 783-9322. Your counselor will explain the process and provide you with a unique code for you to include on your registration form.
  - Grant Funded—Contact your Capstone Instructor for the grant code and include the code on your registration form.

### Registry Membership

- Prior to commissioning, **all credential candidates must have a Registry account and membership**, or must have applied for a Registry membership.
- Proof of a Registry Career Level certificate is not necessary for a student to attend the commission. The Registry will confirm your Registry membership upon receipt of your registration form.
- **If you have never applied to The Registry**—visit our website at [www.the-registry.org](http://www.the-registry.org) to apply online. The first time membership fee is \$50 online. Standard application processing time is 5-7 weeks.
- **If you have a Registry ID# but have never received a Registry certificate**—you may have an unregistered account or have started the application process online without fully submitting an application for membership to The Registry. Contact The Registry for assistance or visit our website at [www.the-registry.org](http://www.the-registry.org) to apply online. The first time membership fee is \$50 online. Standard application processing time is 5-7 weeks.

### Portfolios/Final Projects

- You are responsible for reading the Portfolio/Project Guide specific to your credential carefully and completely before beginning your portfolio or project. The Portfolio/Project Guide can be found at <https://www.the-registry.org/ResourceCenter/Credentials.aspx>
- Check with your Capstone instructor for any required forms or documents. If observations are required, be sure arrangements are made well in advance and meet the criteria defined in the Portfolio/Project Guide.
- It is expected that your complete portfolio or final project be received by your assigned Registry Commissioner **at least 10 calendar days prior** to the commission for review.
- **It is your responsibility** to mail a hard copy of your portfolio or email a digital copy of your portfolio to your assigned Registry Commissioner. When emailing a digital copy, be sure to include any permissions and/or

passwords needed for the Registry Commissioner to view the portfolio. Both the mailing address and email of your assigned Registry Commissioner are included in your Commission Confirmation email from The Registry.

- To respect the privacy of the Registry Commissioners, **portfolios should only be mailed or emailed**. Under unique and special circumstances, a 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.
- **Portfolios need to arrive containing all required components including videos**. A physical portfolio in a 3-ring binder or an e-Portfolio program must be used to present a credential candidate's work to the Registry Commissioner. Portfolios and/or any missing components are not to be accepted at the commission for review.

## Commission Day

- At a Registry Commission, credential candidates demonstrate how the knowledge they have learned through completing the credential coursework applies to their current work in the early care and education field.
  - *The presentation—sharing your learning story.*
    - Classmates and other credential candidates are present during your presentation.
    - Reference the Portfolio/Project Guide specific to your credential for information on what you should talk about during your presentation.
    - You have approximately 5-10 minutes to present. Most presentations include sharing your favorite category, discussing what you found challenging, and presenting supporting materials.
  - *Individual meetings with the Registry Commissioner.*
    - After all students have presented, you will meet individually with the Commissioner for 5-10 minutes to wrap up the commission process.
    - The Commissioner will provide feedback, may ask some clarifying questions, or request that you provide additional information for your portfolio/project.
    - You will be informed during the individual meeting if you have successfully completed the commission process.
- You are welcome to bring a guest to support you during the commission. To respect the work of the credential candidates and the Registry Commissioner, we do ask that you find alternate care for your children during the commission. The length of time of the commission will vary based on the specific credential type and the total number of credential candidates scheduled to commission. Please contact The Registry with any questions.

## Steps to Complete After the Commission

- **Send a copy of your official transcript to The Registry.** The transcript(s) must show the successful completion of all credential courses associated with your specific credential with a passing grade of C- or better for each credential course. If a credential course has a grade lower than a C-, the course must be retaken.
- **Photocopies of an official transcript are acceptable.** Grade reports or unofficial transcripts will not be accepted for credential verification.
- **If your Registry membership is current or in process**, we will update your Career Level to reflect your verified credential and mail you a complimentary Registry certificate.
  - If your Registry membership is **expired**, you will need to renew your membership to have your Career Level updated to reflect the completion of your credential.
  - If your Registry membership is **incomplete**, payment or missing documentation may be needed to finish processing your application. Once received, your membership application will be processed to reflect completion of your credential.
- When Credit for Prior Learning is used for a credential course, the course receiving advanced standing must be listed on the credential candidate's official transcript for the course to count as a Registry Credential course. If the course is not listed, the Credit for Prior Learning process at the institution of higher education needs to be complete.