Instructor Request for Commission form must be received by The Registry a minimum of 60 calendar days before the first requested commission date. Please PRINT all necessary information clearly to ensure correct communication. Refer to the following pages for instructions and additional commission information.

Section 1: Instructor Contact Information

Instructor Name(s):	
College:	
Street Address:	
City, State:	Zip Code: · Phone:
Instructor Email(s):	
Additional Information:	

Section 2: Commission Information

Select Credential Type(s):			
☐ Administrator	☐ Family Child Care	☐ Infant-Toddler	☐ Preschool
☐ Afterschool & Youth Development	☐ Inclusion	☐ Leadership	☐ Program Development

Capstone Course Completion Date:	Estimated Number of Students:

Will this commission require a **Spanish-speaking** Commissioner?	Are **guest students** welcome to join the commission group?	Will commission fees be paid for by the college through **grant funding**?
☐ Yes	☐ Yes	☐ Yes, Grant Name _____
☐ No	☐ No	☐ No

Commission Date Choices:		
First Date Choice:		Time:
Second Date Choice:		Time:
Third Date Choice:		Time:
Additional Information:		

Section 3: Commission Location

☐ Virtual Commission	☐ In-Person Commission
Virtual Platform Intended to Use:	Physical Location Details:
☐ Zoom ☐ Collaborate	Building Name: · Room #
☐ WebEx ☐ Go to Meeting	Address:
☐ Microsoft Teams ☐ Other _____	City, State, Zip Code:

Commission Contact:	Cell Phone #

Instructions

Section 1: Contact Information

- Clearly complete all information. The Registry will be contacting you with important information about your commission and may need to call or email you with questions.
- **If your Commission Request Form is received by The Registry a minimum of 60 calendar days prior to the first requested commission date, we will make every effort to schedule one of your three choices.** A minimum of 60 days is necessary for commissioner scheduling and to allow students enough time to mail their portfolios to their assigned Commissioner a minimum of 10 days prior to the commission date.

Section 2: Commission Information

- More than one credential type can commission on the same day.
- Be realistic with your estimate of the number of students projected to commission. This number significantly impacts how many commissioners are scheduled for each commission group.
- The Registry prefers a minimum group size of 10 students for in-person commissions, so consider combining credential types to maximize the commission time.
- For in-person commission groups over 20 students, a second commissioner may be assigned.
- If you are planning a virtual commission with multiple credential types, consider scheduling individual commissions for each credential type to minimize the overall commission group size.
- It is very important to note if any students will need a bilingual commissioner.
- Consider if guest students can be included with your commission group. If you choose to include guest students, guest students participate in the commission at the same time as your students.
- If the requested commission is grant funded, The Registry will provide you with a grant code in your commission confirmation email. Be sure to supply your students with the numerical grant code provided by The Registry to include on their student registration form for their commission payment.
- Due to the number of requests we receive, it is important that you list three (3) possible date choices. Avoid requesting commission dates near holidays; The Registry will ask for alternative options.
- Commissions do not have to be scheduled immediately following the completion of the Capstone Course. Choose date options that best fit the needs of your students and college.
- When combining credential types, consider how the time can be divided to best accommodate each credential, i.e. one credential type in the morning and the other in the afternoon.

Section 3: Commission Location

- Commission location information, along with the assigned commissioner's contact information, is emailed to the student once they are registered for the commission.
- Commission contact information is given solely to the commissioner in the event of an emergency or in need of directions.
- The intended virtual platform must be included for commissioner scheduling. An exact link to log in to the virtual commission must be provided after the commission is scheduled for student registration. A practice run of the virtual commission platform may be requested for commissioner preparation.
- A specific physical location is required for an in-person commission to be scheduled. Room numbers can be finalized after a commissioner is assigned, but before student registration closes.
- If any information on this form changes after it has been submitted, the instructor must notify The Registry immediately.

Additional Commission Information

What to Expect After You Submit Your Request

- The Registry will contact and assign a Commissioner for one of the requested commission dates.
- The Registry will send you a confirmation email that includes the commission details, the contact information of the assigned commissioner, and other important commission information. Students also receive a confirmation email from The Registry after the close of commission registration containing the commission details and commissioner contact information.

Portfolio/Final Project Expectations

- A physical portfolio in a 3-ring binder or an e-Portfolio program must be used to present a student's work to the commissioner. Review the portfolio guide specific to each credential type for additional portfolio requirements.
- All videos, unless embedded in an e-Portfolio, must be posted to YouTube using the recommendations of The Registry provided in the Student Commission Toolkit for commissioner review. No USB drives should be mailed to the commissioner and videos shown on commission day using smart phones are not acceptable.
- It is the student's responsibility to mail a hard copy of their portfolio or email a digital copy of their portfolio to their assigned commissioner. When emailing a digital copy, students need to include any permissions and/or passwords needed for the commissioner to view the portfolio. To respect the privacy of the Registry Commissioners, portfolios should only be mailed or emailed.
- Included in the commission confirmation email from The Registry is both the mailing address and email of the assigned commissioner.
- For virtual commissions, e-Portfolios are <u>highly recommended</u>. Commissioners **will not** mail back physical portfolios to students unless paid postage is included in the original portfolio shipment.
- In special circumstances a late portfolio may be accepted. Requests for late submission of portfolios should be made to The Registry. The Registry will contact the commissioner to ask if s/he is able to accommodate the late arrival.

What to Expect on Commission Day

- The instructor, or a college representative, acts as the commission host. The host is responsible for introducing the commissioner, overseeing the facilitation of the commission, and addressing any housekeeping issues.
- Each student will present their final project/portfolio in front of classmates, the instructor, and the Registry Commissioner. This presentation should last 3-5 minutes for the: Afterschool & Youth Development, Inclusion, Infant Toddler, and Preschool Credentials and 5-10 minutes for: Administrator, Family Child Care, Leadership, and Program Development Credentials. The commission host is encouraged to help facilitate this process and give time warnings to any student that goes over the time allotted.
- After all members of the group have presented, the commissioner will meet individually with each student privately. The commissioner will provide feedback and may ask some clarifying questions or request that the student provide additional information to the project/portfolio. The instructor will **<u>not</u>** be present at the individual meeting with the commissioner. Individual meetings typically last 5-10 minutes; consider options to help fill the time while students wait to meet with the commissioner.

Credential Resources

- Please review and share the **Registry Commission Registration Toolkit** with your students.
- **Student Commission Registration forms and manuals on portfolio/project development can be found at** https://www.the-registry.org/ResourceCenter/Credentials.aspx