Diversity Credential

Registration for Commission

January 2020

This form must be received by The Registry at least 30 calendar days prior to your requested commission date.
Please print all necessary information clearly. Instructions are located on the second page.

Section 1: Candidate Information

Print your name below as you would like it printed on your Credential Certificate:					
Name:					
Confirm your Registry account and contact information below:					
Registry ID#:		Last **5** digits of SSN:			
Street Address:					
City:		State:		Zip Code:	
Phone:		Email:			

Section 2: Commission Information

Indicate your requested Commission Date & Location below:			
Date:		Location:	
☐ I am a member of this Capstone class. Capstone Instructor Name: Institution:		☐ I am joining as a guest. Capstone Instructor Name: Institution:	
Will you require a Spanish-speaking Commissioner? **Yes** **No**			

Section 3: Course Information

Course Title	Institution of Higher Education	Year
1: Building a Foundation for Understanding Diversity		
2: Building on the Assets of Families and Cultures		
3: Culturally Appropriate Interactions and Guidance		
4: Capstone—Authentic Curriculum that Connects with Children		

Section 4: $300 Commission Fee

☐ Check or Money Order
☐ Pay with a Credit Card → **Email electronic invoice to:**

☐ T.E.A.C.H. Scholarship Recipient **REQUIRED T.E.A.C.H. Code**: _____
**Contact your T.E.A.C.H. Counselor for payment instructions (800)783-9322*

☐ Grant Funded **REQUIRED Grant Code**: _____
**Contact your Capstone Course Instructor for Instructions*

Submit completed form to: The Registry, Attn: Credentials | 2908 Marketplace Drive #103 | Fitchburg, WI 53719
support@the-registry.org | P: 608.222.1123, ext. 247 | F: 608.222.9779

INSTRUCTIONS

Section 1: Candidate Information

- **Fully complete ALL sections of the form**. The Registry will be emailing and mailing you important information about your commission. Be sure the email address you include is one you are currently using and checking frequently.
- If you normally use a name that is different from your legal name (example: Betty instead of Elizabeth), **list your name exactly as you would like to have it appear on your Credential Certificate.**
- **All Credential Candidates must have a Registry account and membership** or must have applied for a Registry membership to register for a commission. The Registry will confirm your Registry membership upon receipt of your registration form. If you are unsure if you have a Registry membership, please contact The Registry for assistance.

Section 2: Commission Information

- **Your Capstone instructor will provide you with the commission date and time scheduled for your credential.**
- If you are commissioning at a later date and wish to join a commission as a guest, visit http://www.the-registry.org/Credentials/Commissions.aspx on The Registry website to view upcoming scheduled commissions open to guests.
- **Check the box** noting if you are member of the Capstone class commissioning or joining as a guest. Provide the first and last name of your Capstone Course instructor and the institution in which you completed the course.
- **Please note if you need a Spanish-speaking Commissioner.** If you do not mark yes, it cannot be guaranteed the commissioner will speak Spanish.
- **Be sure your Registration for Commission form is received at least 30 calendar days prior to your requested commission date.** If your Registration for Commission Form is received by The Registry after the close of commission registration, you will not be able to participate in the commission. You will need to register for a later commission date as a guest.

Section 3: Course Information

- **You may commission only if you have completed and passed all of the courses associated with your specific credential.**
- Contact The Registry if a course title is significantly different from current titles listed to verify the course is a recognized Registry Credential course. The courses that are approved as meeting the guidelines of the credential and the statewide curriculum **must have been taken since the year 2000.**
- **Specify the institution of higher education (college or university) and the year in which you completed each course.** Please spell out as much of the institution name as possible; i.e. some technical colleges have similar initials.

Section 4: Commission Fee

- **Each student is required to pay a non-refundable, non-transferable commission fee of $300 at commission registration**. This fee covers the processing of the credential and administration of the commission system. 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**.
- Check the box noting which of the four payment options you will be using to pay for your commission fee. **The commission fee must be paid in full to be registered for a commission.**