



Commission Student Toolkit

Dear Credential Candidate,

Now that you are registered to commission, your credentialing journey is almost complete.

Although your Capstone Instructor has gone to great lengths to prepare you for this final stretch of commissioning for your credential, The Registry has a few helpful hints as well. The Registry has created this Commission Student Toolkit as a resource to provide you with specific information to help prepare you for success on commission day.

*"I'm not telling you it's going to be **easy**.
I'm telling you it's going to be **worth it**."
—Art Williams*

Your credentialing journey may have challenged you in ways you didn't expect. As this chapter of your credentialing journey ends, I anticipate you'll find not only great satisfaction, but also enormous pride in your achievement. I hope your professional development journey doesn't end here but is the beginning of lifelong learning.

Keep striving for excellence!

Christine Moldenhauer
Director of Professional Development

The Registry

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By The Numbers

5,000

In 2019, over 5,000 Registry Credentials were awarded to Wisconsin childhood care and education professionals since 1998.



Portfolio Delivery Tips

Creating your portfolio is a labor of love, so the idea of sending it to the Commissioner can be worrisome. Check out these great tips to ease the stress of your portfolio delivery.

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Posting Videos to YouTube

If you are unsure how to share your videos with the commissioner, then you won't want to miss this easy tutorial.

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Commission Day Expectations

There's comfort in knowing what to expect. Check out these helpful hints to ease your commission day worries.

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Post Commission Next Steps

Once the commission is complete, you still have another step before credential verification.

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Portfolio Delivery Tips

Sending your portfolio to the commissioner can be stressful. Here are our top five tips to successfully send your portfolio before you commission.

Tip #1 Be Accountable

Your portfolio must be organized in a 3-ring binder or an e-Portfolio program to be presented to a Registry Commissioner for review. It is your responsibility to **mail** a hard copy of your portfolio or **email** a digital copy of your e-Portfolio to your assigned Commissioner. Although Capstone Instructors will often help coordinate portfolio delivery, it is ultimately your responsibility to be sure your portfolio is received by the Commissioner on time, containing all required portfolio components.

Tip #2 Plan Ahead

It is expected that your complete portfolio or final project be received by your assigned Commissioner **at least 10 calendar days** prior to the commission for review. *To respect the privacy of the Registry Commissioners, credential portfolios should only be mailed or emailed, never delivered in person.* Be sure to build in adequate time for delivery if you are mailing your portfolio.



Tip #3 Flat Rate Boxes

Mailing your physical portfolio can be expensive, but the US Postal Service has a solution. USPS flat rate boxes are Priority Mail and are typically delivered in two to three days. The USPS flat rate box itself is free and “if it fits, it ships,” up to 70 pounds. The shipping fee is based on the size of the flat rate box and there are two flat rate box sizes perfect for credential portfolios.

Visit [USPS](https://usps.com) online for current flat rate box shipping fees and for additional benefits such as free package pickup service, USPS tracking, and up to \$50 of insurance.

Tip #4 e-Portfolios

As a precaution, back up ALL your documents onto a secure drive or flash drive. 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 for the Commissioner to view the portfolio.

Remember e-Portfolio programs are public sites, so you should not include YouTube video links, sensitive personal information, or financial documents within your e-Portfolio for confidentiality reasons. Instead, send any confidential documents in a separate email to the Commissioner and follow the directions for safe video sharing.

Tip #5 Peace of Mind

Don't wait to the last minute. When in doubt, contact your assigned Commissioner and/or your Capstone Instructor if you are having trouble sending your portfolio, or if you are unsure it was successfully received.





Posting Videos to YouTube

Do not send a flash drive in the mail or come to the commission with a video on your smartphone to show the Commissioner.

With today's technology, it's easier than ever to take videos and post them online for private viewing. Follow these 4 simple steps to share your videos safely with the Commissioner.

- Step #1** Sign in to your [YouTube](#) account using your Google log in or create a new account.
- Step #2** Upload videos from your computer or use the YouTube app on your smartphone or tablet.
- Step #3** Uploaded videos are set as "public" by default. To change your video from public to **private**, go to the Privacy Settings section.
 - * A private video can only be seen by you and the users you select. The video won't appear on your YouTube channel or in search results. It will be invisible to other YouTube users.
- Step #4** Under the Privacy Settings menu, **share** your video by adding the email addresses of who you want to share it with. To share private videos with other people, be sure you have confirmed your name on YouTube.

Check out the [Registry's YouTube Tutorial Video](#) on the Credential Resource page for easy to follow, step by step directions, along with other helpful credential video resources.

Video Recording & Photo Confidentiality Policy

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

- * You must include a signed **Video Recording & Photos—Credential Student Agreement Form** in your portfolio. Review this document carefully.
- * Include the **Verification of Video/Photo Permission Form** that states that you have signed permission to use the child's photo, video or observation records.
- * Obtain written permission signed by child's parent or guardian using the **Video & Photo Release Consent Form—Parent/Guardian**. Do not include the consent forms in the portfolio, but you must share them privately with the Commissioner by email or have them available to show the Commissioner at the Commission.

These forms are available on The Registry website under [Credential Resources](#)



Commission Day Expectations

Commission day can be a stressful event if you don't know what to expect. Read on for some helpful hints to ease your worry.



- ★ **The hard work is over**—Eighty percent of the commission process involves the successful completion of your portfolio or final project. The remaining twenty percent is commission day. As soon as you walk in the door on commission day, you are already almost done.
- ★ **Dress for Success**—Unsure what to wear on commission day? Choose an outfit that you would wear to a job interview or church; clothing that makes you feel confident and professional.
- ★ **The Presentation**—This part of the commission process is all about sharing your learning story. Even though public speaking is not everyone's first choice, try not to obsess about this part. All the people in the room with you have shared a similar journey so don't be afraid to share yours. Stretching beyond your comfort zone may be a little scary, but in the end, you will be very glad that you did.
- ★ **Individual Meeting**—No worries, this meeting is not another test to determine if you pass the commission or not. The time spent one-on-one with the commissioner is used as an exit interview, to wrap up any loose ends of the commission process.
- ★ **Registry Questions**—Although Commissioners represent The Registry, they are not able to answer questions related to The Registry. Please limit your questions to only those concerning the commission process. Please direct all other Registry questions to The Registry at 608-222-1123.
- ★ **Pass Now or Pass Later**—Your success is our shared goal therefore commissions are not pass/fail. However, don't use this as an excuse not to put your best work into your portfolio the first time. Just know if something is missing from your portfolio, you will have an opportunity to make corrections and submit more materials to pass on a later date.

Carefully review the portfolio/project guide unique to your credential type for more commission information or the Commission Frequently Asked Questions on The Registry website under [Credential FAQ](#) for more details.



Post Commission Next Steps

You're not done yet! Your Registry Credential cannot be awarded until The Registry processes your official transcript.

Don't forget to request **your official transcript(s)** be sent directly to The Registry in an **unopened, originally sealed envelope** or by secure email from the institution of higher education in which you completed your credential courses.

Credential processing takes 2-4 weeks after receipt of official transcript(s). Your Registry Credential certificate will be mailed to you once credential course verification is complete.