

## Recognizing Excellence | Advancing Careers

The vision of The Registry, Wisconsin's Recognition System for the early care and education field, is to professionalize the early 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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# 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.

## The Commission Process

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” registration form to The Registry.

For a list of scheduled commissions, candidates can visit The Registry website at [www.the-registry.org](http://www.the-registry.org) under Credential Commissions. Visit [www.the-registry.org](http://www.the-registry.org) under Credential Resources for registration forms and portfolio/project guides.

The commission process includes portfolio/project review, a brief presentation of the learning journey, and an individual meeting with the commissioner.

## 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 of the credential topics.

## Credential Portfolio/Project Review

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 during the review process.

# 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. Students may decide later on to complete a Registry Credential and will need to review previous assignments to complete their portfolio for a credential commission.

## Teaching a Registry Credential Course in a Cohort

Always check The Registry website and Credential Course URLs for the latest teaching materials and key portfolio assignments for each credential course. If you are unfamiliar with teaching a Registry Credential, contact the Registry Professional Development 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 credentialing process. Check out the Registry website when beginning a Capstone course for the latest commission resources.

# Overview of Credentials

## Registry Credentials

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

There are 10 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



- 12-18 credits taught by an accredited Wisconsin technical college or university
- 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

# Registry Credentials

## 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

## 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:* Site Programming and Operations

## Registry Diversity Credential

*Course One:* Building a Foundation for Understanding Diversity

*Course Two:* Building on the Assets of Families and Cultures

*Course Three:* Culturally Appropriate Interactions and Guidance

*Course Four:* Authentic Curriculum that Connects with Children

## Registry Family Child Care Credential

*Course One:* Introduction to Family Child Care

*Course Two:* Family Child Care: Responsive Programming

*Course Three:* Family Child Care: Financial Management and Planning

*Course Four:* Family Child Care Credential Capstone

## Registry Inclusion Credential

*Course One:* **Children with Differing Abilities \***

*Course Two:* Behavior and Emotional Challenges

*Course Three:* Special Health Care Needs

*Course Four:* Families and Team Centered Practice

## Registry Infant Toddler Credential

*Course One:* **Infant Toddler Development \***

*Course Two:* Group Care for Infants and Toddlers

*Course Three:* **Family and Community Relations \***

*Course Four:* Infant Toddler Credential Capstone

## 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:* Leading for Change

## Registry Preschool Credential

*Course One:* **Health, Safety, and Nutrition \***

*Course Two:* **Child Development \***

*Course Three:* **Social Studies, Art, and Music\***

*Course Four:* **Guiding Children's Behavior \***

*Course Five:* **Early Language and Literacy \***

*Course Six:* **Preschool Practicum \***

## 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

## Registry Supporting Dual Language Learners Credential

*Course One:* Introduction to Dual Language in Early Childhood

*Course Two:* Components of a Quality Dual Language Program

*Course Three:* Supporting Language Acquisition in Early Childhood Dual Language Learners

*Course Four:* Assessment of Dual Language Learners in Early Childhood

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