

Administrator Credential Request for Commission



Submit this Form 30 days prior to your **Requested Commission Date**.
Please refer to the *Instructions* page for Detailed Information.

Section 1: Candidate Information

Name:	
Name to be printed on Certificate:	
Street Address:	
City, State:	Zip Code:
E-mail:	Phone: ()
Registry ID#:	<i>or</i> Last 5 digits of SSN:
Requested Commission Date:	

Section 2: Course Information

Course Title	School where Course was Completed
1: Administration/Supervision	
2: Operations Management	
3: Financial Mgmt. and Planning	
4: EC Programs/External Environment	
5: Best Practices Children & Families	
6: Administrative Seminar	

Signature of Instructor

Required only for Course Grade not Submitted (see *Instructions*)

Section 3: Commission Request Checklist

- Transcript or Grade Report Enclosed (see *Instructions*)
- \$300 Commission Fee Enclosed
- On The Registry or Recently Applied

Mail Request Form, Documents, and Fee to the following Address:

The Registry
Credential Dept.
5900 Monona Drive # 205
Madison, WI 53716

Questions? Email registry@the-registry.org or call 608-222-1123

*If this form is received by The Registry fewer than 6 business days prior to the requested Commission Date, you will be scheduled for a different commission at a later date *even if you had intended to commission with your class/instructor.*

Administrator Credential Request for Commission



Instructions

Section 1: Candidate Information

- Complete all information. The Registry will be mailing you important information about your Commission and may need to call or email you with questions.
- **Name to be Printed on Certificate:** If you normally use a name that is different from your legal name (example: Betty instead of Elizabeth), you may list your name exactly as you would like to have it appear on your Credential Certificate.
- **Requested Commission Date:** Contact The Registry for scheduled Commission dates if you do not know which date/month you want.
- **If your Commission Request Form is received by The Registry fewer than 6 business days prior to the commission, you will not be able to participate in that commission.** You will be scheduled to commission at a later date even if you were supposed to commission with your class/instructor.

Section 2: Course Information

- You may commission only if you have completed and passed all of the courses required for the Administrator Credential.
- The course titles listed may not be identical to those used by your school(s). Please match your courses to those listed as best you can. Contact The Registry if a course title is significantly different from those listed to verify that the course is a recognized Registry Credential course.
- **School Where Course was Completed:** Please specify the school at which you completed each course. Please spell out as much of the school name as possible (some technical colleges have the similar initials).
- **Signature of Instructor:** You must have your instructor sign this form if you will be completing your last course but will not yet have a transcript before you commission. *You still need to submit an official transcript or grade report for this course before you receive your Credential Certificate.*

Section 3: Commission Request Checklist

- You must fulfill all requirements listed on the checklist prior to submitting this form. You will receive a letter verifying your Commission date if your request is complete.
- You will be contacted by mail if you do not fulfill all requirements. You will be given the opportunity to complete your request and Commission *if your request was received at least 30 days prior to the commission date.*
- **Transcript or Grade Report:** You may submit copies of transcripts printed from the Internet to schedule your commission. You **MUST**, however, submit copies of your **official transcripts** (printed by the school) before you will be awarded your Credential Certificate. Photocopies are acceptable.
- **Commission Fee:** The \$300 fee should be submitted with your request. Your commission will not be scheduled until the full fee is received.
- **Registry Certificate:** Your Registry Certificate does not have to be current. You do **not** need to submit a copy of your Registry certificate; we will verify your information in our database.
- If you **do not** have a Registry Certificate, please do the following:
 - *If you have never applied to The Registry...*
You must submit a completed Registry application, full training documentation, and the application fee to The Registry prior to scheduling a commission. Applications may be downloaded at **www.the-registry.org**.
 - *If you previously applied but did not receive a Certificate because you were not eligible or did not submit the proper documentation or fee...*
You must submit a one-year renewal application to The Registry with the renewal fee and any documentation that was previously missing.