

# Instructor Request for Commission



- Registry Professional Credential for Child Care Administrators\*
- Registry Professional Infant Toddler Credential\*
- Registry Professional Credential for Preschool Teachers\*
- Registry Professional Inclusion Credential\*

Instructor Information	
Name:	
Address:	
City:	Zip:
E-mail:	Phone:
Institution:	
Commission Information	
Date(s): 1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
Time(s):	This may be adjusted based on availability of Commissioners and number of students.
<p><b>Location:</b> Give specific address including building and room number if applicable. If you do not yet know this information, please be sure to communicate it to The Registry at least 3 weeks prior to the Commission so it may be communicated to the Commission Candidates.</p>	
# of Students:	Commissions will not be scheduled for fewer than 10 students. All Commissions will be open to additional students.
Timeline	
<ul style="list-style-type: none"> <li>Instructor Request for Commission – 90 days in advance</li> <li>Student Request for Commission – 30 days in advance</li> <li>Students apply to <i>The Registry</i> – Beginning of Capstone/Seminar Course (Necessary only if student has never before received a Registry Certificate. Certificates <b>do not</b> need to be current at the time of the Commission.)</li> </ul>	
<p>Mail To:                   <b>The Registry</b>            2517 Seiferth Road            Madison, WI 53716            ATTN: Credentials</p>	

*\*Effective 2005, all Commissions are Open Commissions (those outside of your class may participate). Exceptions may be made for large classes or other extenuating circumstances.*