

Preschool 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#:	OR Last 5 digits of SSN:
Requested Commission Date:	

Section 2: Course Information

Course Title (or its Equivalent)	School where Course was Completed
1: Foundations of EC Education	
2: Child Development	
3: Health, Safety, and Nutrition	
4: Guiding Children's Behavior	
5: Art, Music and Language Arts	
6: Capstone	

Courses must have been completed since 2000. Contact The Registry for further information.

Signature of Instructor

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

Section 3: Commission Request Checklist

- Course Documentation Enclosed
- \$300 Commission Fee Enclosed
- On The Registry or Recently Applied

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

The Registry
5900 Monona Drive, Suite 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 (six) business days prior to the Requested Commission Date, you will be scheduled for a different commission at a later date *even if you intended to commission with your class/instructor.*

Preschool Credential Request for Commission



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 are known by a name that is different from your legal name (example: Liz instead of Elizabeth), you may list your name exactly as you would like it to appear on your Credential.
- **Requested Commission Date:** Contact The Registry for scheduled Commission dates if you do not know which date/month you want.

Section 2: Course Information

- You may commission only if you have completed and passed all of the courses required for the Preschool Credential.
- **Course Title:** 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 if the course is a recognized Registry Credential course.
- **School Where Course was Completed:** 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 same 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.*
- **Course Verification:** You may submit copies of transcripts or grade reports 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. Please contact The Registry with questions regarding missing documentation.

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

The Registry
5900 Monona Drive, Suite 205
Madison, WI 53716-3302
ATTN: Credentials