

Accepted Training

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Accepted Training is training delivered by a known and respected organization at the regional or national level that *is intended for the early childhood and school-age workforce*. Training provided by these organizations is unlikely to have been pre-approved by the Growing Futures Registry but may meet the approval criteria for training toward annual child care license renewal and in some cases, Career Pathways advancement.

You must be a current member of the Growing Futures Registry to add accepted training to your record. Please read this entire document to understand the policies and procedures.

Accepted Training Organizations

The Growing Futures Registry will accept early childhood/school-age related training from:

1. Accredited colleges and universities
2. Federal and North Dakota state agencies when specific to early childhood care and education
3. IACET accredited organizations
4. Nationally recognized organizations listed in the chart below
5. Publishers of curriculum or assessment tools recognized by Bright&Early ND

Type of Training Organization	Accepted Training Sponsors
Accredited colleges and universities	<p>Credit-bearing college courses, taken from accredited colleges and universities both in-state and out-of-state in which the content is 80% or more focused on early childhood education and/or child development. A letter grade of “C” or higher is required. *</p> <p>The Registry will also accept University Extensions and programs of Colleges and Universities when the material is designed for or specific to the early childhood or school-age workforce:</p> <ul style="list-style-type: none"> • Better Kid Care – Penn State Extension • Center for Early Education and Development (CEED) – University of Minnesota • Center for Inclusive Child Care (CICC) – Concordia University • Center on Social and Emotional Foundations of Early Learning – Vanderbilt University • Frank Porter Graham Child Development Institute – University of North Carolina • McCormick Center for Early Education Leadership – National Louis University • National Technical Assistance Center for Children’s Mental Health – Georgetown University <p><i>*For credit and CEU courses, the Growing Futures Registry only accepts official transcripts sent directly to the Registry from the institution that issued the credits and/or degree. Student copies, sealed copies from the student, or copies that have been on file with an employer will not be accepted.</i></p>
Federal and North Dakota state agencies	<p>Federal agencies, military branches, and state agencies when the material is designed for or specific to the early childhood or school-age workforce:</p> <ul style="list-style-type: none"> • Bright Futures – American Academy of Pediatrics • Child and Adult Care Food Program (CACFP) • Early Educator Central – US Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) • Head Start National Center on Quality Teaching and Learning • North Dakota Department of Human Services (DHS)*

	<ul style="list-style-type: none"> • North Dakota Department of Public Instruction (DPI)* • North Dakota Kindergarten Association* • North Dakota 21st Century Community Learning Centers* <p><i>*Training sponsored by these in-state organizations must be pre-approved by Growing Futures and have a legitimate Growing Futures Event ID# to be accepted. If the event was not pre-approved, the Registry will assume that the organization did not intend the event for the early care and education audience and therefore, will not add the training to an individual's record after the fact. Contact the organization for more information about their status as an approved Growing Futures training sponsor.</i></p>
IACET Accredited Organization	<p>Organization must be currently accredited by the International Association for Continuing Education and Training (IACET). The training must be specifically designed for the early childhood workforce and applicable to North Dakota. *</p> <p><i>*Tracked in clock hours only. See information on CEUs below.</i></p>
Nationally Recognized Early Childhood and School-Aged Organizations	<ul style="list-style-type: none"> • American Montessori Society (AMS) • Association Montessori International (AMI) • BUILD Initiative • Child Care Aware of America • Council for Exceptional Children (CEC), Division for Early Childhood (DEC) • HighScope Educational Research Foundation • MACTE Accredited Montessori Teacher Education Programs • Military Child Education Coalition (MCEC) • National After School Association • National Associate for Child Care Providers (NACCP) • National/Regional Association for the Education of Young Children (NAEYC/AEYC) • National Association for Family Child Care (NAFCC) • National Black Child Development Institute (NBCDI) • National Head Start Association (NHSA) • Smart Start (National Technical Assistance Center) • Teachstone • West Ed (Program for Infant Toddler Caregivers - PITC) • Zero to Three
Publishers of Bright&Early Recognized Curriculum or Assessment Tool	<p>Review the current list of Bright&Early ND approved assessment tools and aligned curriculum</p> <ul style="list-style-type: none"> • Teaching Strategies

Clock Hours versus CEUs (Continuing Education Units)

The Growing Futures Registry tracks training in clock hours. Some training organizations offer CEUs in addition to clock hours, often for an extra fee. There is rarely a reason to purchase CEUs and doing so will not make it more likely the training will be accepted. This is because there is not one agreed upon standard for organizations that use the term CEU, and there is no governing or accrediting body to regulate who can issue CEUs or exactly what is required to do so. Because the term CEU may be used to mean different things, the Registry is unable to determine the validity or equivalency of CEUs from one organization to another. However, the Registry will accept CEUs issued by an accredited college or university when verified with an official transcript sent directly to the Registry from the school that issued the CEUs and will be credited as one (1) CEU = ten (10) clock hours.

How to Add Accepted Training to Your Growing Futures Record

Adding training to a Growing Futures record is a member service only. If you are a current member, login to your Registry account at www.ndgrowingfutures.org and complete the *Individual Request for Training Approval* form found on the training tab of your account.

Requirements are:

- Attend the entire event and successfully complete the requirements to receive credit
- Submit to the Registry, **within three (3) months of the end of the event**, verifiable proof of attendance and completion in the form of a certificate or other verifiable documentation that includes:
 - Your name
 - Title of the event
 - Name and logo of the organization that delivered the training
 - Name of the trainer, if applicable
 - Date of training completion
 - Total number of clock hour earned. A minimum of 1 hour is required
- Upload all additional required documentation such as training syllabus, outlines, etc.

Certificates alone may not be adequate proof of attendance. When unclear, the training sponsor must be able to verify your attendance with your signature on the attendance sheet for the event. NOTE: Registration payment is not acceptable verification of attendance.

Training is tracked in 30-minute increments (e.g. 1 hour, 1.5 hours, 2 hours, etc.) and is always rounded down. EX: training request for 1.75 hours will be rounded down to 1.5 hours

All training is assigned a North Dakota Core Competency Area. If the Registry is unable to determine the appropriate competency area, the training will be classified as Competency Area VIII: Professionalism

ALLOW 4-6 WEEKS FOR YOUR REQUEST TO BE PROCESSED AND THE TRAINING TO BE POSTED TO YOUR GROWING FUTURES RECORD.

Not Accepted

Submitting a request does not guarantee that the training event and hours will be added to your record. Growing Futures reserves the right to verify authenticity and attendance by contacting the organizations directly, and to deny any request at our discretion. The following will not be accepted:

- Requests submitted by non-members or those with expired memberships
- Self-signed and hand-written certificates
- Estimated or approximated clock hours
- Training sponsored by organizations not on the Accepted Training list
- Training completed more than three (3) months prior to the date your request is submitted. The only exception is training listed on another state Registry Learning Record (see section below).
- Training taken to complete, renew, or refresh CPR and/or First Aid certification
- Webinars unless they are part of a structured learning experience

- Mentoring, coaching, or consultation
- Training taken for teacher re-certification, foster care licensing, and other non-ECE recertification and/or licensure, or designed for other disciplines such as physical or occupational therapy, hearing and language disorders, therapeutic intervention, counseling, social work, family wellness, and so on.
- Training unique to a particular employer such as for insurance purposes
- Training designed primarily for parents, or focused on children older than twelve (12) years of age
- Training sponsored by a Growing Futures approved training organization or trainer that was not submitted by that organization/trainer for pre-approval. The Registry will assume that if the training was not submitted for pre-approval and was not assigned a valid Growing Futures Event ID#, the organization/trainer did not intend the target audience to be the early care and education workforce. Therefore, the Registry will not approve the training for individual attendees after the fact.
- Training based on material that has been previously approved in North Dakota but not approved for the specific event you attended will not be approved on an individual basis after the fact (EX: Nurtured Heart curriculum is often approved but if you attend a Nurtured Heart training that was not pre-approved and was not issued a valid Growing Futures event ID# prior to delivery of the training, then it will not be added to your record.) The Registry will assume the event was not submitted for pre-approval because the organization was not intending the training for the early care and education workforce.

Special Considerations

1. Conferences

If you attend a regional or national conference sponsored by an organization on the Accepted Training list, you may submit it using the *Individual Request for Training* form, just as you would for other Accepted Training. However, there are a few additional considerations for approval of conferences:

- A maximum of 14 clock hours will be approved for attendance at a conference, no matter how many hours are indicated on the certificate
- Conference certificates must include the same information required for all Accepted Training. Generic conference certificates that do not verify the actual number of hours you attended will not be accepted
- Self-signed or attendee “fill-in-the-blank” certificates will not be accepted for any conference
- For conferences without breakout sessions, attendance at the entire event is required and must be verified to be added to your record
- For conferences with break-out sessions, the certificate must clearly indicate the sessions you attended and the clock hours for each session, with stickers or presenter signatures. If the certificate provided by the training sponsor does not include official verification of the sessions you attended, the conference will not be added to your record

- Only the hours you actually attended and that are verified by the conference sponsor will be added to your record
- Conference breakout sessions of less than one hour in length will not be accepted. Hours will be accepted in 30-minute increments (e.g. 1 hour, 1.5 hours, 2 hours, etc.)
- Clock hours will be rounded down to the closest 30-minute increment (e.g. 1.75 hours will be rounded down to 1.5 hours)
- A conference brochure showing the breakout sessions and presenters must be uploaded as part of the *Individual Request for Training Approval* form
- Conferences approved or tracked through another state registry/professional development system may be documented with the individual's official learning record from that state Registry showing the title, date, training sponsor, event ID#, and clock hours awarded. Record should be narrowed by date range to show just the time period in which the training was completed.
 - In cases where the event certificate is unclear or does not meet the Growing Futures requirements for training approval, your Learning Record from the other state Registry will be required to verify attendance and the number of clock hours you earned
- Conferences are always assigned to ND Core Competency Area VIII: Professionalism and Leadership
- Conferences designed for other disciplines (see the "Not Accepted" section above) will not be added to your record

2. Other State Registry Systems

Training verified with a Learning Record from another state Registry system can be added to your Growing Futures record using the *Individual Request for Training Approval* form as follows:

- Only training completed in the past twenty-four (24) months can be submitted
- A separate request must be submitted for each training you wish to add to your Growing Futures record
- You must upload a copy of the Learning Record from the other state with each request