

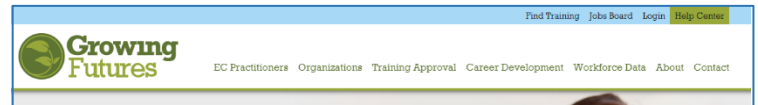
How-To for Early Childhood Licensing Specialists

--updated 07-2024

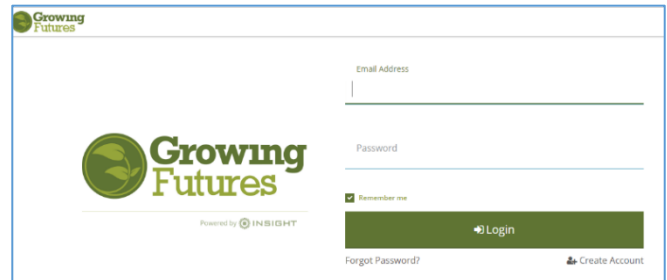
Licensing Specialists access the Registry training reports through personal accounts.

Login to your personal account.

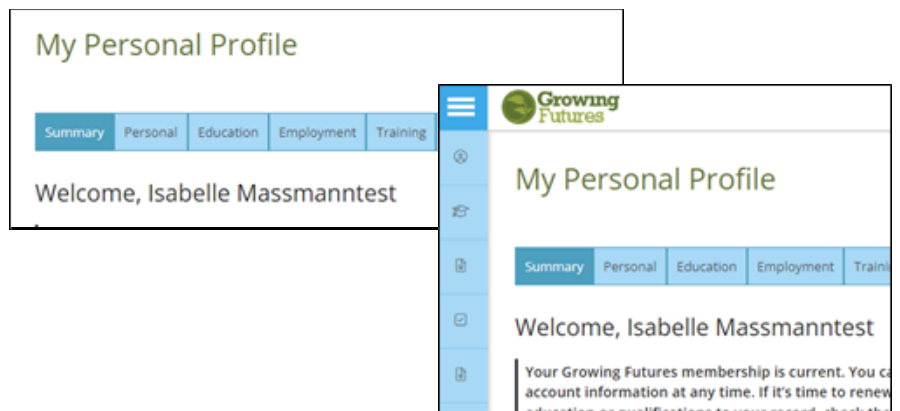
1. Go to www.ndgrowingfutures.org and select Login in the search bar at the top of the page.



2. On the Login page, enter the email address associated with your account and your password. Then select Login.



3. Go to the menu on the left, under the 3 white lines.



4. Select Registry Reports.



5. Agree to the Data Privacy Policy.

The screenshot shows a 'Data Privacy Policy' window with a sub-header 'Access to Private and/or Sensitive Data'. A red warning message states: 'Caution! You are about to access private and/or sensitive data!'. Below this is a 'Terms of Agreement' section. A text box explains: 'To proceed to the next page, you must indicate that you understand and agree to these terms and conditions.' There is a checked checkbox labeled 'I understand and agree to these terms and conditions.' and an 'Agree' button.

6. The Facility Staff Report and Individual Name Look-up reports are both available.

The screenshot shows the 'Registry Reports' section of the interface. Under the heading 'DHS Reports', there are two options: 'Facility Staff Report' with a description 'DHS Facility staff and learning records. License number required.' and 'Individual Name Look-up' with a description 'Find individuals by name'. Each option is accompanied by a small icon of a document with a magnifying glass.

How to View Training Reports

The **DHHS Licensing Report** is designed to verify that individuals have completed the required annual training. This report shows all approved training a person has completed in the previous 36-months.

There are two ways to find a person's DHHS Licensing Report:

- The Facility Staff Report provides the list of employees attached to a specific program license number, with links to each person's report
- The Individual Name Look-up lets you search for one individual's report

This is a duplicate of the screenshot above, showing the 'Registry Reports' section with 'Facility Staff Report' and 'Individual Name Look-up' options.

Facility Staff Report

1. To view the Facility Staff Report, enter the license number (do not use any spaces or dashes - EX: 12345678A).

The screenshot shows a search form for the Facility Staff Report. It has three input fields: 'License Number' (containing '09856783C'), 'Training After' (containing '12/4/2017'), and 'Training Before' (containing '12/3/2020'). A red arrow points from the 'License Number' field towards a 'View Report' button on the right.

The date range will automatically be for 3 years but can be changed to the desired dates.

Once the information is entered select "View Report." You may need to scroll to the right to see the button.

License Number: 09856783C Training After: 12/4/2017
 Training Before: 12/3/2020

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DHS Facility Staff Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.

Facility ID	Class	Child Care Center	Start Date	Expires
09856783C			11/30/2019	
Facility: ABC SANDCASTLE CHILDCARE INC.	Contact:			11/28/2020 - Facility Closed
2502 18 ST S	(701) 289-0149			
FARGO ND 58103	County:	Cass		

Current Staff ID: 11

Current Staff ID	Name	Position	Employment Start Date	Verification Status	Career Pathway	Membership Status	Expiration Date	Last Submit	Employment End Date
92059	Amerson, Sarah	Assistant Teacher	7/24/2017	Self Reported	Category A	Expired	10/31/2018	10/28/2017	
101635	Belgarde, Michelle	Aide/Floater	2/3/2020	Self Reported	Category A	Current	10/31/2021	10/28/2020	
92357	Bradley, Caitlin	Assistant Teacher	4/14/2017	Self Reported	Category A	Expired	7/31/2018	7/29/2017	
12335	Belle, Jodie	Teacher	8/13/2006	Self Reported	Category B	Current	8/31/2021	8/9/2020	
1034	Christensen, Melissa	Teacher	2/6/2006	Self Reported	Category A	Expired	10/31/2019	10/10/2018	
9369	Cochran, Gary	Program Director	1/1/1990	Verified by Registry	Category B	Current	8/31/2021	8/1/2020	
8420	Davison, Leah	Teacher	5/2/2010	Verified by Program	Category B	Current	8/31/2021	8/12/2020	
2630	Farwell, Carl	Program Administrator	9/23/1993	Self Reported	Category B	Current	9/30/2021	9/23/2020	
22472	Larson, Alyssa	Assistant Teacher	8/10/2015	Self Reported	Category A	Expired	10/31/2018	10/11/2017	
1040	Roder, Melissa	Assistant Teacher	8/1/2007	Self Reported	Category B	Expired	10/31/2017	10/28/2016	
22649	Wang, Shuai	Teacher	9/5/2014	Self Reported	Category A	Expired	11/30/2017	11/1/2016	

Current Staff Count: 11

This report shows all staff with a Registry employment record at the requested facility. Please note that it may take up to 5 weeks for an individual Registry membership account and/or renewal to be processed and a Career Pathways placement awarded. Individuals and organizations can access and update their Registry accounts at www.ndgrowingfutures.org or submit questions to registry@ndgrowingfutures.org

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- The Facility Staff report will open and display a list of the current employees at that program who have attached themselves to the program. If a staff person has not attached themselves to the program, the program will need to invite them add their employment information.

Select either the ID # or the person's name to view their individual DHHS Licensing Report. Note: if membership is expired or the person is not yet a Registry member, their report will not be available.

To print and/or save a report, click on the drop-down arrow below the disc icon, and then select PDF to save the file.

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Name: Beth Anderson Fertiliz
 Member Since: 10/20/2017
 Career Pathways Level: Category A

Quick Child Care Training List

Event ID	Title	Date	Hours	Session
1007	Caring Direct	8/25/2017	18.00	Child Care Assistant of Year Dinner

Summary of Education, Certificates and Credentials: No education records have been identified.

Employment History

Position Name	Program Name	Program Type	Start Date	End Date	Duration	Verified
Program Director	ABC SANDCASTLE CHILDCARE INC.	Child Care Center	7/24/2017		for time	Self Reported

Current Training List: No records available between 12/4/2017 and 12/3/2020.

Summary of Training Completion by Core Competency Areas

	Level 1 Basic Competency	Level 2 Intermediate Competency	Level 3 Advanced Competency
Child Growth And Development	0.00	0.00	0.00
Learning Environment And Curriculum	0.00	0.00	0.00
Assessment And Planning For Individual Needs	0.00	0.00	0.00

To return to the main Facility Staff Report, select the small blue arrow in the top bar.

Individual Name Look-up

- To view an individual's report, enter the person's first and last name. Enter the date range you want to view. Then select the View Report button.

First Name (Partial Name Accepted): Last Name: View Report

Training from: Training To:

First Name (Partial Name Accepted): Ash Last Name: Anderson
 Training from: 1/1/2017 Training To: 12/7/2020

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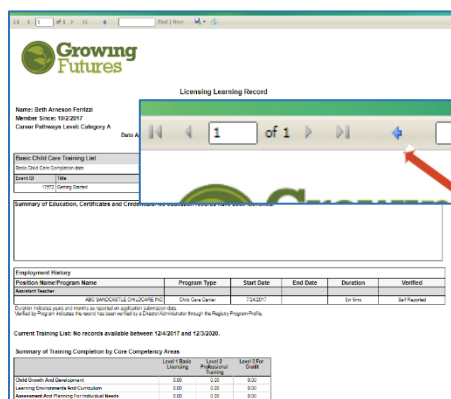
Search by First and Last Name. Correct spelling is required.
 Enter date range required for learning record.
 Click on the Registry ID or First Name of the individual.

Registry ID	First Name	Last Name	Business	Address1	City	State	County	Status	Career Level Expires
8251	Ashlee	Anderson		1120 1st St NE	MINOT	ND	Ward	Inactive	
11391	Ashley	Anderson		4451 40th Ave S	Fargo	ND	Cass	Active	10/26/2016
18639	Ashley	Anderson		9775 County Road 1	HANKINSON	ND	Richland	Signed In	
91950	Ashley	Anderson	HOPEFUL Beginnings	1601 17th Ave South	Grand Forks	ND	Grand Forks	Active	5/31/2019

A name will appear. Select either the Registry ID number or the first name to view the training report.

If there is more than one person in the Registry with the name you entered, you will receive a list of results. Select the correct person.

- To save or print, select the disc icon and select PDF. You can also print it from your browser.



- When viewing the DHHS Licensing Report, return to the search page by selecting the small blue arrow in the top bar.

After reviewing the reports return to your profile by choosing Professional Profile under the 3 white lines in the left menu.

