

How to Submit a Course for Review

Creating a course for review is the first step to complete to have your training approved and listed on the Growing Futures online Training Calendar.

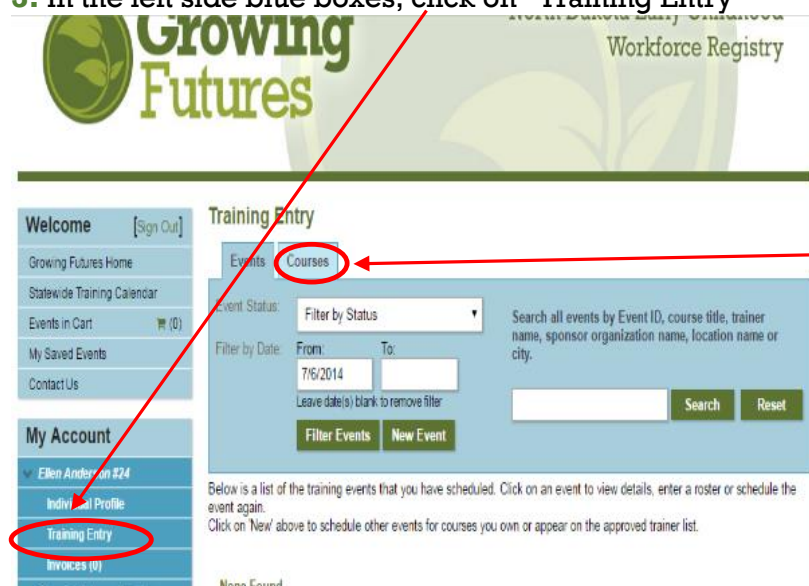
**Step 1:
Create a
Course**

**Step 2:
Schedule
Your
Events**

NOTE: Before you can submit a course for approval, you must be an approved trainer or have a Growing Futures organization account that has been designated as a training provider. Go to www.ndgrowingfutures.org to create an individual trainer account or organization account.

Follow these steps to submit a course for review:

1. Go to www.ndgrowingfutures.org and click on "Login" in the search bar at the top of the page
2. Login to your individual (approved trainer) or organization account.
3. In the left side blue boxes, click on "Training Entry"



Then, click on the "Courses" tab.

- To create a new course, click on “New Course.”

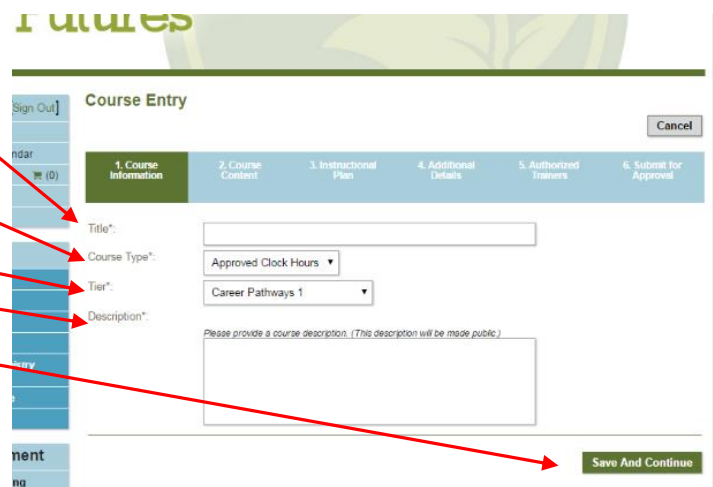
NOTE: You can also search for a previous course by name or course number. **The course number is not the same as the Event ID.**



COURSE INFORMATION

Begin to create your course:

- Enter the course title. This is the title that will appear on the online Training Calendar.
- The course type will be “Approved Clock Hours.”
- Select the appropriate training tier.*
- Enter the course description.
- Be sure to click and save! Your work will be saved and you can return to it later.



*Training Tiers:

Registered Training

Registered training is approved for annual license renewal only. It does not apply toward Career Pathways placement, CDA credentialing, or participation in Bright&Early. Typically, training offered by associations, the Food Programs, and Extension will meet the criteria for registered training, as will most conferences designed for the early childhood workforce. This level of training is short, disconnected, and not part of a focused program of professional preparation. Registered training must be presented by a trainer with professional expertise in the topic area. Registered training is approved on a one-time basis, and the trainer is also approved on a one-time basis as part of the training approval process.

Career Pathways Training

Career Pathways training is designed for career preparation and advancement. It applies to annual license renewal as well as to Career Pathways placement, CDA credentialing, and Bright & Early participation. Career Pathways training must be presented by a trainer who has been pre-approved to deliver this level of training. Career Pathways training is structured, connected, and part of a progressive, focused program of professional preparation intended to build knowledge and skill. Once a Career Pathways course has been approved, training events of the course can be scheduled repeatedly without the course content being submitted each time for approval.

COURSE CONTENT

Identify what your course will address, the clock hours, and Competency Areas.

- A. Select the course category. This is the main focus of the course:
 - **Infants:** Children 0-18 months of age
 - **Early Childhood:** Children ages 0-8 years
 - **School-Age:** Children ages 6-12 years
 - **Youth Development:** Specific activities designed to prepare young people for adolescence and adulthood
 - **Business:** Business aspects of operating an early care or education program.
- B. Indicate how many classroom hours you are requesting. **NOTE:** If your course will include hours for assignments or practicums in addition to classroom hours, put the total for those hours in the box labeled "Additional Hours." Only Career Pathways training can include additional hours.
- C. Select ONE Core Competency that best matches the content of your course. Put the total number of classroom hours in the box next to the Competency Area.
- D. Select ONE CDA Competency. This must align with the Core Competency you selected. Again, put the total number of classroom hours there.
- E. Be sure to click and save!

The screenshot shows a web form for course registration. The top navigation bar has tabs for '1. Course Information', '2. Course Content', '3. Instructional Plan', '4. Additional Details', '5. Authorized Training', and '6. Submit for Approval'. The current page is '2. Course Content'. The form is titled 'Ellen's training test' and 'COUR SE ID: 108888'. It includes a sidebar on the left with navigation options like 'Home', 'My Profile', 'My Courses', 'My Requests', 'My History', 'My Settings', and 'My Account'. The main content area has the following sections:

- Course Information:** Entered By: 7/10/2018 8:43 PM, Ellen Anderson, 3911 20th Avenue S, Fargo, ND 58103.
- Course Category:** A dropdown menu with '- Make Selection -'.
- Classroom Hours:** An input box.
- Additional Hours:** An input box.
- Core Competency Area:** A list of competencies with input boxes for hours:
 - Child Growth And Development
 - Learning Environment And Curriculum
 - Assessment And Planning For Individual Needs
 - Interactions With Children
 - Families And Communities
 - Health, Safety, and Nutrition
 - Program Planning And Evaluation
 - Professional Development And Leadership
- CDA Subject Area:** A list of competencies with input boxes for hours:
 - Providing a safe, healthy learning environment
 - Advancing children's physical and intellectual development
 - Supporting children's social and emotional development
 - Building productive relationships with families
 - Managing an effective program
 - Maintaining a commitment to professionalism
 - Observing and recording children's behavior
 - Understanding principles of child development and learning

At the bottom, there are 'Previous' and 'Save Save And Continue' buttons.

INSTRUCTIONAL PLAN

On this page, you are provided with additional fields to document your instructional plan. Most of these fields are optional for Registered training, except for those noted below. You will only be required to include a full outline for our training content if you are submitting a Career Pathways 1 or 2 tier training.

On this page, provide the following information:

- **For Registered Training:** You must provide information in the following three areas. In the remaining boxes, you may type "None" if you don't have information to include.
 - **Learning Objectives:** Include at least one (1) learning objective
 - **Outline of Training Content:** Provide a brief explanation of the training activities (e.g. lecture, make-and-take, etc.) and approximately how much of the course time will be spent on each activity.
 - **Major Resources:** List any references used to create the course including title, author, publication date, and publisher. If no references were used, you can type "None."
- **For Career Pathways Training:** You must complete all the sections fully. Provide documentation where applicable. You will find a Course Outline template at the end of this document to help you gather the materials you'll need to complete this section of the form.

Again, remember to "Save and Continue."

ADDITIONAL DETAILS

You're almost done! Select the target audience(s) for the course. You can check more than one box.

Then select the age group(s) of children that will be covered in the courses. Again, you can check all that apply.

Click and save again!

Ellen's training test COURSE ID: 108598

Entered By: 7/10/2016 6:43 PM
Ellen Anderson
3911 20th Avenue S
Fargo, ND 58103

Additional Course Details:

Target Audience:

- Administrators
- Directors
- Center Staff
- Family Group
- Head Start
- Infant/Toddler
- Preschool
- School Aged
- Consultants
- Trainers
- Infants (0 - 18 months)
- Toddlers (19 - 36 months)
- Three Year Olds (37 - 48 months)
- Four Year Olds (49 - 60 months)
- Five Year Olds (61 - 72 months)
- Elementary (K - 5th grade)
- Middle (6th - 8th grade)
- Secondary (High School)
- Adults

Ages Addressed:

- Infants (0 - 18 months)
- Toddlers (19 - 36 months)
- Three Year Olds (37 - 48 months)
- Four Year Olds (49 - 60 months)
- Five Year Olds (61 - 72 months)

Previous Save Save And Continue

AUTHORIZED TRAINERS

You have the option to check whether or not you would like to list specific qualified trainers to deliver this course. If you are signed in as a trainer, you will be automatically assigned to this course.

For **Registered** training, you do not need to select an authorized trainer at this point so you can check "No." When you schedule an event of this course, you will identify the trainer at that time and the event will also need to be approved.

Then click "Save and Continue."

Course Details

Ellen's training test COURSE ID: 108598

Entered By: 7/10/2016 6:43 PM
Ellen Anderson
3911 20th Avenue S
Fargo, ND 58103

Authorized Trainers*

This course is restricted to Authorized Trainers: No Yes

Selecting "Yes" requires a minimum of one trainer being added.

Previous Save And Continue

Course Details

Ellen's training test COURSE ID: 108598

Entered By: 7/10/2016 6:43 PM
Ellen Anderson
3911 20th Avenue S
Fargo, ND 58103

Authorized Trainers*

This course is restricted to Authorized Trainers: No Yes

Selecting "Yes" requires a minimum of one trainer being added.

ID	Name	City	Status / Date
24	Anderson, Ellen	Fargo, ND	Owner 7/10/2016

Previous Save And Continue

Career Pathways training requires an approved trainer. Click "Yes" and then "Add Trainer." The Registry will review the course and the trainer's qualifications to teach the course. If the course is approved with the approved trainer(s), events can be scheduled at any time and will not need to go through the events approval process.

Remember to "Save and Continue."

SUBMIT FOR APPROVAL

You'll have a chance to review your course application before you submit it for approval. Be sure to check it over carefully. You can go back to correct or add anything that needs to be changed.

Once you are ready to submit your course for approval, please read the "Terms and Conditions," then click that you agree to the terms.

Course Details

Ellen's training test COURSE ID: 108598

Entered By: 7/10/2016 8:43 PM Ellen Anderson
Updated: 7/10/2016 10:30 PM Ellen Anderson
Individual ID: 24 ellen@ndgrowingfutures.org
Course Expires: N/A
Page No: 38/103

DESCRIPTION
This course is being set up as a demonstration.

HOURS/CREDITS/CELLS
2.00 Hours

APPLIES TOWARD
General Course

TIER
Registered - Not for Career Pathways Placement

CORE COMPETENCY AREA(S)
Child Growth And Development (2 Hours)

CDA SUBJECT AREAS
Advancing children's physical and intellectual development (2 Hours)

COURSE TYPE
Approved Clock Hours

TARGET AUDIENCE
Directors
Center Staff

COURSE CATEGORY
Early Childhood

AGES ADDRESSED
Infants (0 - 18 months)
Toddlers (18 - 36 months)

PREREQUISITES
None

LEARNING OBJECTIVES
Attendees will understand what is required to submit a course for approval.

DIVERSITY/INCLUSION
The course applies to all members of the early childhood workforce, in all program settings.

OUTLINE OF TRAINING CONTENT, TRAINING METHODS AND TRAINING TIMELINE
None

TRAINING ACTIVITY
Attendees will need the "to-do" guide for entering a course for approval.

ASSESSMENT OF LEARNING OBJECTIVES
None

TRAINING MATERIALS LIST
None

TRAINING EVALUATION
None

MAJOR RESOURCES USED TO DEVELOP THE TRAINING
Developed by the Growing Futures Registry using the online approval process.

TERMS AND CONDITIONS:

1. Acceptance of Terms
The Growing Futures Registry provides the Course Approval Process to you subject to the following Terms of Service (TOS). In order to use the online services, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site.

2. Acceptable Use

I agree to the terms and conditions for Course Approval

Previous Submit for Approval

You're ready! Click "Submit for Approval."

SUCCESS!! Your course has been submitted and will be reviewed by Registry staff. Once it's approved, you can schedule your event(s).

If a trainer was attached to this course, Registry staff will review the trainer's qualifications to deliver this course content and trainer tier. Once the course and trainer have been approved, events may be scheduled for this course at any time without going through the approval process.

If trainers have not been added to this course, you will be asked to identify trainers when you submit your event request, and the Registry will review their qualifications at that time.

Once your course has been reviewed and approved, you will receive an email at the email address you provided for this course. Be sure to check your Junk and Spam folders!

Course Details

Schedule Event Revise/Renew Exit Details

Ellen's training test COURSE ID: 108598

Congratulations! Your course was submitted successfully.

This course cannot be scheduled because it is not approved.

Course Details Events

Entered By: 7/10/2016 8:43 PM Updated: 7/10/2016 10:45 PM

subject: Course Status Update: Approved

North Dakota Early Childhood Workforce Registry

Dear Ellen,

Thank you for submitting your course to the Growing Futures Registry! Your course titled, Ellen's training test, has been reviewed and approved.

NEXT STEP: Schedule this approved course as a training event. When you set up your events, you will have the option to post them to the Statewide Training Calendar.

If you have any questions, please contact the Growing Futures Registry at registry@ndgrowingfutures.org or 800-997-8516.

Thank you!

Course Details	
ID:	108598
Title:	Ellen's training test
Owner:	Ellen Anderson
Approval Date:	7/11/2016
Expiration Date:	7/11/2017
Status:	Approved

Growing Futures Registry Course and Event Planning Template

Section 1: Course Information

- 1. Title:** *(this will appear on the online training calendar)*
- 2. Course Type:** Approved Clock Hours
- 3. Tier:** *(choose one)*
 - Registered – not for Career Pathways placement
 - Career Pathways 1
 - Career Pathways 2
- 4. Description:** *(Provide a 1-paragraph description of the course. What content will you cover? What will participants get out of the session?)*

Section 2: Course Content

- 1. Course Category:** *(What is the emphasis area/main focus of this course? Choose one)*
 - Infant
 - Early Childhood
 - School Age
 - Youth Development
 - Business
- 2. Classroom Hours:** *(total clock hours)*
- 3. Additional Hours:** *(practicum, etc.)*
- 4. Core Competency Area:** *(Choose one that best defines the main content of the course. Put total clock hours in the selected Area.)*
- 5. CDA Subject Area:** *(Choose one that matches the Competency Area you identified. Put total clock hours in the selected Area.)*

Section 3: Instructional Plan

- 1. Prerequisites:** *(List any prerequisites or advanced preparations required for participants of this training.)*
- 2. Learning Objectives:** *(Identify specific and measurable actions that participants should be able to demonstrate that the goal has been met. Consider starting with the phrase: “By the end of this session, participants should be able to...”)*
- 3. Diversity/Inclusion:** *(Briefly explain how cultural diversity and inclusion will be addressed within this training.)*
- 4. Outline of Training Content, Training Methods and Training Timeline:** *(Show how the content reflects and supports the objectives. Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.)*
- 5. Training Activity:** *(Describe how the activities reflect and support the objectives. Give an example of an activity that will be used during the training.)*
- 6. Assessment of Learning Objectives:** *(Describe the methods you will use to evaluate what participants gained from your session. Provide an example that relates to your learning objectives.)*

- 7. Training Materials List:** *(Provide a list of materials (flip chart, video, books, etc.) needed for the training.)*
- 8. Training Evaluation:** *(Describe how you will collect and utilize feedback from your session. Please provide an example.)*
- 9. Major resources used to develop the training:** *(Do the resources reflect current knowledge and support evidence based practice, including diversity and inclusion? Provide titles, authors and sources.)*

Section 4: Additional Details

- 1. Target Audience:** *(choose all that apply)*

- Administrators
- Directors
- Center staff
- Family/group
- Head Start
- Infant/toddler
- Preschool
- School aged
- Consultants
- Trainers

- Ages Addressed:** *(choose all that apply)*

- Infants (0-18 months)
- Toddlers (19-36 months)
- Three Year Olds (37-48 months)
- Four Year Olds (49-60 months)
- Five Year Olds (61-72 months)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

Section 5: Authorized Trainers

- 1. Authorized Trainers:** *(This course is restricted to Authorized Trainers—if yes, need trainer name and/or ID)*

If you are submitting a **Registered** training, you can click “No” and will identify the trainer when you schedule an event.