



North Dakota Professional Development

**Registry
Application**

**Frequently
Asked
Questions**

What is the purpose of a Registry?

Registries are a tool to:

- Gather and maintain data for practitioners, trainers, and training
- Bring recognition and professionalism to the field
- Provide essential data to policy makers to inform decision making as it relates to programs for the early childhood and school aged workforce

North Dakota's Registry supports the key elements of our state early childhood professional development system, *Growing Futures*. The Registry provides:

- **Access and Support:** The Registry is the link to the statewide online training calendar, so that you can find the training you need, when and where you need it. The Registry also is a place where you can track, manage, and document your personal training information and assess your current qualifications for career positions described by the Growing Futures Career Pathways.
- **Quality Assurance:** The Registry oversees the process of approving training and trainers to ensure that available training is appropriate, useful, and meaningful – and that the trainers who deliver training are knowledgeable and skilled. Approved training is aligned with Core Competencies.
- **Qualifications, Credentials, and Pathways:** The Registry tracks and documents minimum qualifications required for a career in various positions in the field of early care and education, as well as supporting licensing and other regulatory requirements. The Registry helps to document progress and completion of requirements for professional designations such as CDA and accreditation, and ensures that available training meets the education requirements of credential awarding agencies and aligns with the state's career pathways.
- **Core Knowledge:** The Registry track training and education by core competency areas to ensure consistency between agencies and organizations that provide workforce training. The Registry ensures that available training grows the knowledge and skill of those in the field of early childhood.

Why should I join the Registry?

Through *Growing Futures*, you gain the recognition you deserve for your efforts to become more knowledgeable and skilled – and you have an official record of your professional development. You will receive a Career Pathways designation that can be displayed to show parents and employers the qualifications you bring to your work. *Growing Futures* membership allows caregivers and educators to apply for available scholarships and incentives, and to participate in other state initiatives. *Growing Futures* members may also be eligible for discounts on approved training and conference registration.

What information does the Registry need to gather?

The Growing Futures Registry is designed to gather and track the five core data elements for practitioner and trainer registries as defined by the National Registry Alliance (TNRA), the national clearinghouse for state professional development registries. These are:

- Demographic information
- Contact information
- Employment information
- Formal education / Professional credential and certifications
- Training information

By collecting this data, the *Growing Futures* Registry is able to share data with other states, and incorporate North Dakota workforce data as part of a national dataset.

What standards does the Registry follow when gathering information?

The *Growing Futures* Registry follows the best practices guidelines developed for registry system by the National Registry Alliance. These guidelines define how data is to be collected, stored, protected, and reported to protect the privacy of individual information.

The application form requires the last five numbers of a person's social security number. Why?

Social Security number is considered the best unique identifier available at this time. The last five numbers are not enough of the Social Security number to be used inappropriately yet when combined with a person's birth date, create a record that is not likely to be duplicated. This helps to keep the Registry data pure.

Other demographic information is also meant to eliminate duplicate records such as the “*Other Names Under Which You've Worked*” field. By eliminating multiple records for one person, the Registry can ensure that an individual's record is complete and inclusive of all training and education that person has completed.

What is the purpose of collecting information on gender, ethnicity, and language?

Date such as date of birth, gender, ethnicity, and language help to paint a picture of the workforce both in North Dakota and nationally. When combined with other state's data, an accurate and current national dataset of the early care and education workforce can be reported. To date no such dataset exists, making the information gathered by state registries extremely valuable.

How should the Training/Education section be completed?

The *Growing Futures* registry application form includes information on your education and training. **You must complete each box. The information you provide must be verifiable.** (see next section for additional information)

- **Highest Education Achieved:** Indicate the highest level of education you have achieved, whether in the field of early childhood/child development or not.
 - **NOTE:** If you have a Masters degree, transcripts for both undergraduate and graduate coursework must be submitted. This is to ensure that the total numbers of early childhood / child development courses you have completed are recorded and that you are correctly placed on the Career Pathways.
- **Major:** Provide degree specialization for the highest degree achieved. **If you have not completed any degrees after high school education, check “Not Applicable”**
- **Institution:** Identify the colleges or universities that you attended and /or from which you received a degree.
 - **NOTE:** Official transcripts from every school you attended must be submitted. This is because course titles and credit hours are not listed separately on a transcript once transferred to a different institution. To ensure that you are correctly placed on the Career Pathways, the total number of early childhood / child development courses you have completed must be reviewed.
- **Date Awarded:** Indicate the date you were awarded a degree or other designation for your highest level of education.
- **# of Early Childhood or Related Credits Completed at a College or University:** Indicate the total credit* hours of specific early childhood coursework you have completed. Complete this section as accurately as possible. The *Growing Futures* Registry office will adjust the total hours if necessary after reviewing your official transcripts.
 - **NOTE:** *Both semester and quarter hour coursework is accepted. There is a simple conversion to calculate how these hours are equivalent.
- **Certifications and Licensures:** Check the certificates or licensures you have and can verify with official documentation. If you have a CDA Credential, you must provide the date the credential was issued. Only current, valid CDA Credentials will be recorded. **If you do not have a certification or licensure, this box should be left blank.**
- **Training Attendance:** Indicate the number of hours of informal or clock-hour training you have completed in the past 12 months. You must provide official documentation of these hours with copies of CCR&R training certificates or records, and/or copies of certificates received from other training providers.

What needs to be submitted to verify training and education?

To verify your training, education, and professional qualifications you must submit official documentation that can be checked for accuracy. The following documentation will be accepted:

- **Higher education coursework and/or degree:** Submit an official transcript from every school attended, sent to the *Growing Futures* office directly from the vocational school, college, or university. Call the Registrar's office at the school you attended to find out how to have your transcript sent to *Growing Futures*. **Photocopies or unofficial transcripts, or photocopies of your degree will not be accepted as official documentation.**
 - **NOTE:** Transcripts include grades. However grades are not tracked in any way in the *Growing Futures* Registry and that information is never shared or used in any way. Transcripts are scanned to create an e-file for each individual and then shredded. Grades are not used to determine a person's placement on the Career Pathways other than those hours for failed, incomplete, or withdrawn classes will not be counted as completed Early Childhood coursework.
- **CDA Credential:** Submit a photocopy of your valid CDA Credential. The Credential dates must be clearly legible. *Growing Futures* will cross check the photocopy with the official list of credentialed individuals listed in North Dakota. Lapsed CDA Credentials will not be accepted.
- **ND DPI Teacher Licensure or other certification:** Photocopy of your current licensure and any endorsements or certifications. Copies of out-of-state licenses must also be submitted.

Why does the Registry require that training and education be verified with official documents?

Growing Futures follows the national best practices standards, which require state registry systems to keep and report only verifiable information on workforce professional preparation. Unverified data cannot be reported nationally. The Registry also has a role to play in educating and protecting participants and programs. Often individuals may not understand what they actually have and may unknowingly misrepresent their credentials on registry forms. For this reason, the *Growing Futures* Registry requires official verification of an individual's education and training. Documents will be scanned to create a permanent e-record and then shredded to protect individual privacy.

How is the information collected on the Registry Application form reviewed before being entered in the database?

Most information submitted to the Registry will need to be reviewed prior to data entry to ensure that it is complete and accurate. Only complete forms will be accepted – all information must be provided and verified (where required). Incomplete applications will be returned to the applicant.