



North Dakota Professional Development

## Which Form Should I Use?

The Growing Futures Registry has developed several types of trainer and training approval request forms with specific criteria that must be met. The form you submit depends on the type of trainer you are and the type of training you will be offering. Please read the description of each form carefully to determine the form you will need to submit when applying for approval through the Registry.

### Trainer Approval

Trainers are approved for 2-years and must be approved prior to submitting training for approval.

#### • Early Childhood Education (ECE) Trainer Application

Use this form if you are a North Dakota trainer who regularly provides training in the state for early care and education practitioners on topics specific to early childhood education and child development. **You must be a Registry member and be placed on the Career Pathways prior to applying for Trainer Approval.** NOTE: ECE Trainers who live along the border of neighboring states and who regularly travel to North Dakota to present training are considered to be in-state trainers and should submit this application. Submit this form if you are:

- A Trainer in the field of Early Care and Education
- An individual working in the field of ECE and/or with educational background in ECE
- An independent contractor who is hired by CCR&R or other early childhood organizations to present training on early childhood/child development topics
- An Extension staff person who provides community training on early childhood/child development topics
- A center staff person who presents training in-house
- A Head Start coordinator who provides training to staff on early childhood/child development topics

#### • Non-ECE Trainer Application

Use this form if you are a North Dakota trainer who is not in the field of early childhood and who regularly provides training in the state for early care and education practitioners on topics related to your specialty field. Non-ECE trainers are not required to be Registry members or to be placed on the Career Pathways. Use this form if you are:

- A Trainer who is not in the field of Early Care and Education
- A nurse or other medical personnel, business and tax consultant, nutrition specialist, child mental health specialist, speech therapist, etc.

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## Training Approval

All trainings must be at least one clock hour in length to be approved (breaks are not counted in total training time). Clock hour for training must be in increments of 30-minutes (e.g. 1 hour, 1.5 hours, 2 hours, 2.5 hours, etc.).

### • Traditional Training Event (in-state)

Use this form if you are submitting a traditional training in which the training is led by a trainer(s) in a face-to-face, online or IVN/Polycom classroom-type setting, and with one main topic, and a specific start/end date and time. Trainer(s) must be pre-approved. Application form may be submitted by either the trainer who will provide the training or by the organization sponsoring the event. Use this form if you are:

- An Association presenting training for your members. Remember, any trainer you have present training to your group must be an approved trainer.
- A child care center or Head Start who will be utilizing your own staff to provide in-house training. Remember, each staff person who presents training in your program must first be approved as a trainer.
- A community-based organization that will be offering training to the early care and education community. Remember, only training presented by an approved trainer will be accepted.

**Do not use this form for conferences, events with breakout sessions, or if you are an out-of-state training provider.**

### • Conference, Seminar, or Workshop (in-state)

Use this form if you are submitting:

- A training event that offers attendees multiple sessions to choose from (e.g. conferences, full day trainings with breakouts, etc.) and a variety of topics and presenters
- A training event for which your organization is bringing in a one-time presenter who is a regionally or nationally recognized expert in the topic area.

Trainers do not need to be pre-approved. However, the sponsoring organization assumes all responsibility for adhering to the approval policies and procedures. As a sponsor, you are responsible for submitting the training for approval, obtaining the approval code, issuing certificates of completion in compliance with the directives of the Registry, and ensuring that the Registry has accurate data following the event.

**Do not use this form for traditional classroom training lead by an instructor, or if you are an out-of-state training provider.**

### • Non-Traditional (in-state)

Use this form if you are submitting a training that is offered through independent study and is primarily self-paced (e.g. does not have a start/end date, is not offered in a classroom setting, does not typically involve face-to-face interactions, etc.). This includes correspondence classes, modules, and self-study internet courses.

- This form is not for use by a child care center or other organization that has purchased training materials for your staff to complete individually
- Do not use this form if you are an individual who wishes to obtain training hours for completing self-paced, stand alone training materials

**Do not use this form for traditional classroom training lead by an instructor, for conferences or special events, or if you are an out-of-state training provider.**

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- **Out-of-State**

Use this form if you are submitting any training in any format delivered through an out-of-state entity including commercial or non-profit training providers, regional or national associations, other state ECE training, out-of-state colleges, universities, or vocational schools, U.S Military, etc.

- **Request for Approval of Completed Training**

Use this form if you have attended an accepted out-of-state or national training event or conference and wish to have it added to your Growing Futures Professional Development training record.

- Do not use this form if you are seeking training hours for stand alone activities such as watching a video, reading an article or book, etc. These activities, while certainly learning opportunities, are **NOT CONSIDERED TRAINING** and cannot be added to your Growing Futures professional development record nor can they be counted toward training hours for license renewal.

