

# Course Approval Rubric



Instructions: For both Level 1 and Level 2 course, the course is returned for revisions if any of the approval criteria required for that level are not met. The contact person for the course will receive an email identifying any changes that must be made to the course before the course is resubmitted. Courses that are not resubmitted will not be reviewed or approved, and no events of the course can be held. If the course is delivered without Registry approval, no attendee can receive clock hours for attendance. There are no exceptions.

January 2024

Approval Criteria	Level 1	Met: Yes or No	Level 2	Met: Yes or No
<b>Course Content</b>	Course content is specifically designed for, applicable to, and intended for the Early Childhood workforce (those working with children ages 0-8 years in licensed or regulated early care and education settings) or for School-Age workforce.			
<b>Training Sponsor Organization</b>	Course was submitted by a currently approved training sponsor organization.			
<b>Course Structure</b>	The course description accurately describes the course content and requirements for course completion.		The course description accurately describes the course content and requirements for course completion.	
	The course category aligns with course content, target audience, and ages addressed.		The course category aligns with course content, target audience, and ages addressed.	
	Must be a minimum of one (1) hour and be in 30-minute increments thereafter.		Must be a minimum of two (2) hours and be in 30-minute increments thereafter.	
<b>Course Intent</b>	Course is intended to provide basic or introductory information that attendees are expected to understand and remember.		Course is intended to equip attendees with specific knowledge, skills, or competencies that attendees are expected to analyze and apply to their work with children and families.	
<b>Trainer(s)</b>	No authorized trainer is assigned to the course.		A Registry approved trainer is designated as the Authorized Trainer for the course. The Authorized Trainer has verified qualifications to deliver the course content. Multiple trainers may be authorized for the course.	
<b>Learning Objective(s)</b>	At least one (1) learning objective is identified.		At least two (2) learning objectives are identified.	
	The Learning Objective is specific, observable, and measurable. EX: Attendee will correctly identify the steps to proper handwashing.		The Learning Objectives are specific, observable, and measurable and follow the ABCD model. EX: Attendee (A = who) will correctly identify the steps to proper handwashing (B = will do what behavior) in the correct order (D = to what degree) when given a list of options (C = under what conditions).	
<b>North Dakota Core Competencies</b>	Only one (1) Core Competency area is selected for a one (1) clock hour course.		Multiple Core Competency areas may be selected.	
	Courses of 1.5 clock hours or longer may have additional competency areas in increments of a minimum of 30 minutes each.		A minimum of 30 minutes is assigned to each Core Competency area.	
	The selected Core Competency area aligns with the course content and learning objective(s).		All selected Core Competency areas align with the course content and learning objectives.	

<b>Learning Activities</b>	Not required for level 1		Learning Activities are aligned with course content and Learning Objectives.	
			Learning Activities can reasonably be carried out in the time frame and the delivery method identified for the course.	
			Learning Activities provide opportunities for attendees to practice and apply the course concepts to working with children and families (e.g., case studies, demonstrations of skills, creating program materials, etc.)	
<b>Instructor Interaction</b>	Not required for level 1		A mechanism for instructor feedback is identified.	
<b>Learning Assessment</b>	A basic learning assessment is described.		A proficiency-based assessment of the knowledge, skills, and competencies presented in the course is included to determine attendee's ability to demonstrate the course content to a pre-determined level of proficiency.	
<b>Assessment Rubric</b>	Not required for level 1		A rubric to evaluate attendee's ability to apply/demonstrate the course learning objectives to proficiency is provided. The rubric describes how attendee's knowledge/skills will be assessed and not simply if course requirements were met.	
<b>References</b>	Not required for level 1		Credible, current, and applicable references are provided to identify the materials used to develop the course content.	

Note: Webinars are not approved by the Registry\*. A webinar is defined as a live or recorded presentation without any assessment. (\*unless the webinar is part of a larger structured learning experience)

When the course is returned for revision due to inadequate Learning Objectives, refer to this resource:

[ndgf-writinglearningobjectives.pdf \(ndgrowingfutures.org\)](https://ndgrowingfutures.org/ndgf-writinglearningobjectives.pdf)