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## Definitions of Terms

With any new system, there are new terms and phrases that identify items and processes. Here is a short list of some of those terms to help you find your way around:

**Getting Started:** *Getting Started* is the title of the 15-hour training course offered by Child Care Aware of ND, designed to meet the basic childcare licensing requirement.

**E-Learning:** Also sometimes printed as “eLearning.” E-Learning refers to training delivered completely online via electronic technologies such as a computer, tablet, or smart phone. E-Learning is a full learning experience: it includes interaction with materials, and methods for you to demonstrate that you can apply the course information to practice.

**Training Calendar:** All approved training in the state is listed on one calendar through the Growing Futures Registry. You can find the calendar at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org). You can search the calendar by date, location, key words, Competency Area, and so much more.

**Events and Courses:** At the Registry, a training course is approved before any events of the course can be scheduled. The “course” is the content, learning methods and outcomes, delivery structure, references and so on. The “event” is simply the date/time/location the course will be offered. **NOTE:** On the Training Calendar, you will search and register for “events.” Each event will have a unique Registry Approval Code# that will let you know the course/event is approved and will count toward your training hours.

**Training Levels:** Training is leveled to help you better determine what training to select. The training levels are 1, 2 and 3:

- **Level 1 Basic Licensing:** This level of training is approved for license renewal only. Level 1 training is delivered by individuals with professional expertise in a topic that is applicable to the early childhood workforce. An example is a fireman who conducts a training on the proper use of a fire extinguisher or a one-time conference presenter. If you’re looking for short, discontinuous training that will fulfill your annual licensing requirements, then Level 1 training will meet your need. **NOTE:** Level 1 training does not apply to Career Pathways placement, career advancement, or participation in Bright&Early ND.
- **Level 2 Professional Training:** This level of training is approved for license renewal but also for ongoing professional preparation. It is focused, intentional, and progressive, and builds your qualifications for careers in the early childhood field. Select Level 2 training to move forward on the Career Pathways and participate in Bright&Early ND.
- **Level 3 For Credit:** This level of training is offered at accredited colleges and universities and submitted after completion to be included on your learning record as well as applied toward your Career Pathways placement. To include Level 3 coursework in your Growing Futures account, have an official transcript sent directly to the registry from the college or university that issued the credits to [registry@ndgrowingfutures.org](mailto:registry@ndgrowingfutures.org)

**Registry Account:** If you've ever attended approved training, you have a Registry account. This is an ongoing record of all your training. You can find your record by logging into Growing Futures Registry account.

**Membership:** Membership is an enhanced level of participation in the Growing Futures Registry. Becoming a member is voluntary however, only members can view and print their full Learning Record and receive Career Pathways placement. Membership is required for participation in Bright&Early ND.

**Registry ID#:** This is your personal identifier in the Registry. Your Registry ID# is also the identifier you'll use when you register for training so that you will get credit for attendance and the clock hours will be added to your record.

**Learning Record:** This your complete Registry record of your training and education. This is only available to Registry members. Members will find their Learning Record on the "Reports" tab on their Registry account. **NOTE:** Everyone has access to their DHS Licensing Report from the main page of their Registry account. The DHS Licensing Report is specifically for licensing purposes and shows only the previous 26-months of training you've completed. Log in to your account and scroll to the bottom of your main page to find a link to this document.