

## Evaluating For-Credit Courses for Annual Licensing –

Updated 6-2021

While all non-credit training must be approved through the Growing Futures Registry to be accepted toward annual child care licensing requirements, for-credit college courses may be accepted by individual licensers toward annual training hours on a case-by-case basis. This checklist aligns with Registry standards to ensure that for-credit coursework is evaluated and applied consistently across the state.

	Criteria	YES	NO	Determination
1	Is the course shown on an official transcript? <i><b>NOTE:</b> The Growing Futures Registry only accepts official transcripts sent directly to the Registry from the issuing institution and will not review unofficial copies. If a licenser is reviewing for-credit courses for annual licensing purposes, a copy of the transcript may be acceptable.</i>			If yes, continue to #2. If no, it cannot be accepted.
2	Is the school accredited in the United States? <i><b>NOTE:</b> Courses completed at foreign institutions must be evaluated by a credential evaluation service recognized by the U.S. Department of Education in order to be accepted.</i>			If yes, continue to #3. If no, it cannot be accepted.
3	Was the course completed in the current licensing period? <i><b>NOTE:</b> The Growing Futures Registry adds for-credit courses completed in the previous 20-years to an individual's training history and these courses factor into Career Pathways placement.</i>			If yes, continue to #4. If no, it cannot be accepted.
4	Was a letter grade of C or better received for the course?			If yes, continue to #5. If no, it cannot be accepted.
5	Does the course have an Early Childhood prefix e.g. ECE, EECE, ECSpEd, etc.?			If yes, it is accepted. If no, continue to #6.
6	Does the course have an Early Childhood title?			If yes, it is accepted. If no, continue to #7.
7	Is the course <b>specific</b> to one of the following? <ul style="list-style-type: none"> <li>• Child Development</li> <li>• Early Intervention</li> <li>• Early Childhood Special Needs</li> <li>• Early reading and literacy development</li> <li>• Early Elementary (Pre-K or K-Grd 2) *</li> <li>• Early Childhood Program Administration</li> <li>• Home/School Collaboration in the Early Years</li> </ul> <i><b>*NOTE:</b> Student teaching in K-Grd 2 is accepted. General Elementary Education courses not clearly designated as K-Grd 2 are not accepted because the course content is not targeted to the learning and developmental needs of children in the early childhood period.</i>			If yes, it is accepted. If no, continue to #8.

**For-Credit Course Evaluation Checklist, continued:**

8	Has the individual provided a course syllabus that shows the course content is 80% or more focused on the early developmental period of life (ages birth to eight years of age)?		If yes, it is accepted. If no, it cannot be accepted.
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**Additional Information**

- A 1-semester credit course is equal to 15 clock hours. Courses are accepted at their full value (e.g. a 3-semester course counts as 45 clock hours)
- The course must apply to the ND Core Competency Areas. **NOTE:** The Competency Areas are applicable to other professions such as Elementary and Secondary Education, however only courses directly targeted to Early Childhood are accepted and tracked by the Growing Futures Registry.
- **Coursework in the following content areas is not accepted and cannot be applied as training hours:** Family Science, Family Therapy, Counseling, Middle School and Secondary Education, Lifespan Development, Child Maternal Health, Psychology, Sociology, Social Work, Occupational Therapy, Physical Therapy, Speech/Language/Audiology, Nursing, etc. While these courses may prepare students for careers in other fields, they are not designed to teach the foundational knowledge and skills required as professional preparation in the field of Early Childhood and do not lead to professional qualifications for the Early Childhood workforce.
- For-credit courses accepted by an individual licenser toward annual licensing hours will not appear on the individual’s DHS Licensing Report or factor into Career Pathways placement unless the individual submits an official transcript to the Registry as part of a membership application or renewal.
- For-credit courses accepted by an individual licenser toward annual licensing hours is not considered to be verified and is not tracked in any data set for CCDF purposes.
- The Growing Futures Registry will evaluate for-credit courses only when an individual has submitted an official transcript to the Registry as part of a membership application or renewal. Registry staff will not perform informal evaluations at the request of licensers, center directors, or individuals who are not applying for Registry membership.
- For more information, contact the Registry office at 800-997-8516 or [registry@ndgrowingfutures.org](mailto:registry@ndgrowingfutures.org).