

## Growing Futures and Training – How Does It Work?

**Growing Futures is like a big box store when it comes to training – we bring lots of training products from lots of different suppliers together in one location so you can easily find the training product that best meets your needs.**



It all starts when a group that wants to offer training to the Early Childhood workforce creates an organization account to become a training sponsor with the Growing Futures Registry. Think of these groups as the suppliers of all the training products you can find at the Growing Futures “store.” There are over 300 training suppliers using the Registry to promote their training, including:



- State agencies
- Community groups/Emergency responders
- Local and state associations
- State and national training companies
- Health care providers
- Licensed child care programs
- NDSU Extension
- Child Care Aware® ND
- Head Start programs
- Bright & Early ND

Each training supplier uses their Registry account to enter the training products /courses they want to promote and make available to you. They enter the training title, the description, the date/time/location, the registration process and fees, and all the other things they want you to know about their training product. Registry staff look it over to make sure it's applicable to the Early Childhood workforce and then approve it to appear on the Statewide Training Calendar so you can shop lots of different training suppliers and their products in one convenient spot.



### Now comes the fun part – you get to go shopping!

You can shop for training 24/7 at Growing Futures: [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org). Just browse the Statewide Training Calendar to find all available training products offered by various training suppliers. Read the product description to see if it meets your needs. When you find a training product you want, put it in your cart.

Once you're done shopping, follow the instructions provided in each training product description to register and check-out. If the training supplier is using the Growing Futures online registration service\*, you can register and pay for their training right from the Growing Futures Statewide Training Calendar with a credit card.\*\*



*\*Right now, only a limited number of training sponsors use the Registry's online registration service. Most training sponsors direct you to their own sites to complete the registration process.*

*\*\*The Registry's online registration service is simply a credit card processing system. If you purchase training from one of the suppliers using the Registry's online registration service, you will get an e-notice from the Registry to confirm your purchase. However, you are not registering with or paying Growing Futures. Your registration information and fees go straight to the training supplier. The Registry is simply the pass-through that connects you to the training supplier and allows them to accept your credit card payment.*

### Completing training registration is like walking out of the big box store with your purchase.

Once you complete your registration or purchase, your shopping trip with the Growing Futures Statewide Training Calendar is over. But now, you might have a whole new set of questions! Flip the page for more information...

## When it comes to training, the Registry supports:

- **Training suppliers** by promoting their events across the state, free of charge
- **Training consumers** (YOU!) by making it easy to find and access approved training, and provide verification of the training you've completed – also completely free of charge
- **Licensing Specialists** by providing verified records of training completion for license renewal

## But you know what the Registry does **NOT** do? Deliver training.

That's right - the Registry does not develop, deliver, own, or manage any training you find on the Statewide Training Calendar. Every training on the calendar is owned and controlled by one of the many training suppliers who use the Registry system to promote their training products to you – and they are the only one who can answer questions about their own training products.

Think of it like this: when you buy a product at a big box store, you need to follow the procedures and instructions of the company that made and marketed the product to make sure it works properly. Let's say you bought a Maytag washing machine – you have to follow the Maytag installation procedures to get the washing machine to function safely and correctly. And, if you have a problem with the product, you need to contact the Maytag company directly or use their repair people. It's exactly the same with the training products you find on the Growing Futures Statewide Training Calendar. The training is a product made and controlled by the training supplier so you have to follow their instructions and requirements, and only they can answer your questions or help you when you have a problem with their product.



## And here is another thing the Registry does **NOT** do...



**The Registry does not give you clock hours for attending training. Only the training supplier can award you clock hours for attending their training. If you are wondering why the clock hours for a training you completed are not yet on your Growing Futures training record, it's because the training supplier has not marked you as having completed the course. Until they do so, the clock hours will not appear as verified on your record.**

## But what about online training? Isn't that Growing Futures?

The short answer is "no, it's not." However, this is the thing that is most confusing to people so let's sort it out.

- Most online training in North Dakota is the product of Child Care Aware® ND. However, a few other training sponsors also offer Growing Futures approved online training. When you register for an approved online training on the Growing Futures Training Calendar, you are registering with the organization that sponsors the training, not with Growing Futures. Each training sponsor owns, designs, manages, and is responsible for their training products.
- To make it easier for you to access approved online training and to ensure that attendance is tracked for licensing purposes, the Registry provides a learning management system (LMS) for online training delivery. Training sponsors have the option of using the LMS to deliver their approved online training. When a training sponsor uses the Growing Futures LMS, it links their online training to the Registry. This link allows you to launch any LMS online training from the Training tab of your Growing Futures account.



- When you click on the link to launch an online training from your Growing Futures account, you are leaving the Registry and being "transported" electronically to the training sponsor's LMS training. You don't see it, but it's like a little bit of electronic magic behind the scenes.
- Registry staff doesn't have access to a training sponsor's LMS training, can't see what's happening in a course, trouble shoot issues, or answer any questions you might have.
- If you are trying to complete an online course and have questions, you must contact the training sponsor directly for assistance.

## The bottom line...

- **Shop** for lots of training products from lots of training suppliers at the Growing Futures Statewide Calendar "store"
- Select a training product and follow the training supplier's instructions to **register/purchase** the product
- **Complete the training** as directed by the training supplier. **Remember, if you have questions or problems while completing a training, contact the supplier directly.** Their contact information is in the training description.
- The training supplier will mark you as having completed their training. When they do so, the **clock hours** will appear on your Growing Futures training record as "verified" and your licenser can see it. **Easy as can be!!**