

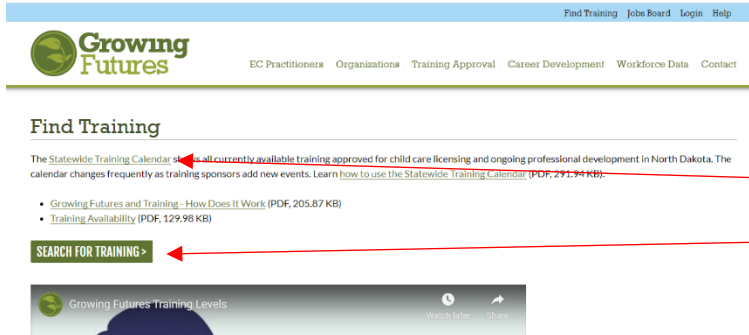
How to Use the Growing Futures Training Calendar

Updated 8-26-20

The Growing Futures Training Calendar displays all training currently available across North Dakota that is approved for childcare licensing and ongoing professional development. This includes training offered face-to-face and online.

- **Training is delivered by many organizations:** All the training you find on the Growing Futures Training Calendar is developed and delivered by a variety of training organizations. Each of those organizations posts their own information about the course, and each has their own registration and payment policies. You must contact the organization directly with questions about their training. The contact information for the training organization is in the course description on the training calendar.
- **Training availability changes continually:** As training organizations post new training or the registration deadline for a training passes, the list of available training courses will change. Check back frequently to see what has changed on the Growing Futures Training Calendar.
- **Training is offered in levels:** Training levels help you select the training that best meets your needs. Level 1 training is basic licensing. Level 2 is professional training that advances your Career Pathways category and participation in the quality rating system Bright & Early ND. Level 3 training is for-credit training offered at colleges and universities.

1. Visit the Growing Futures website at www.ndgrowingfutures.org and click on "Find Training."



On the "Find Training" page of the website, click on the link for the Training Calendar or the green "Search for Training" box.

TIP: We recommend you scroll down to read the entire page before clicking into the calendar to learn more about training levels, how to find state required training, and how to select training to meet your needs.

2. You'll notice several things on the Search for Training page:

- You can log in to your Registry account, create a new account, or go to the Growing Futures website by clicking on links in the top search bar.
- You can see how many training events are currently available on the calendar.
- You can select a specific date a training will be held.

Filter Training

Course Title
Filter by Title

Event ID
Filter by Event ID

Trainer Name
Filter by Trainer Name
Trainer's first and/or last name

Sponsor Name
Filter by Sponsor Name

From Date **To Date**
05/12/2020 Filter To Date

Search for Training

Find Growing Futures approved training for licensing and for advancement on the Career Pathways.

[More Information](#)

Sort by: Training Start Date Direction: Ascending

Showing 1-15 out of

Classroom

#22506
Admin L1

If you wish to see all your options, just scroll through all the currently available training to see what interests you. Or, you can use the “Filter Training” section to the left of the screen to narrow your search even more. Use the “Filter Training” section to search for training events by:

- Title
- Event ID#
- Trainer
- Sponsoring organization
- Date range
- Location
- Distance you want to travel
- Training content, such as Competency Area or CDA Area
- Training type, such as classroom or online
- Training fee

Click the “plus” sign to see your options.

Filter Training

Course Title
Filter by Title

Event ID
Filter by Event ID

Trainer Name
Filter by Trainer Name
Trainer's first and/or last name

Sponsor Name
Filter by Sponsor Name

From Date **To Date**
05/12/2020 Filter To Date

Training Location

City
Filter by City

Zip Code **Distance**
Filter by Zip Select

Search events within a radius of provided zip code.

Training Content +

Training Type +

Training Fee +

Search Reset

Search

Find

More

Sort

Class

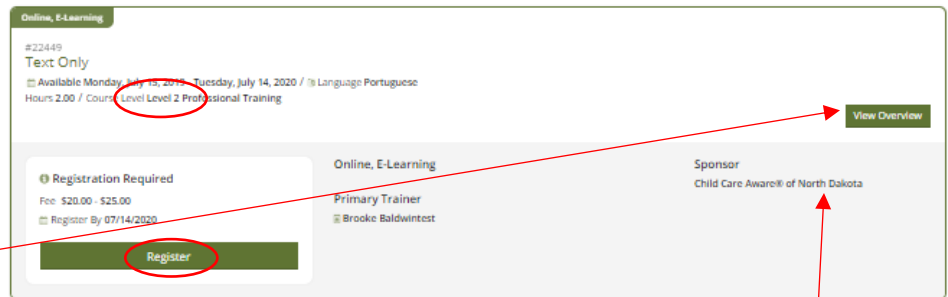
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3. Each listing will give you basic information about the training.

To learn more about the training, click on “View Overview.” There, you’ll find essential information to help you decide if the

training is right for you. **NOTE:** The word “classroom” is used for both in person and virtual training held in real-time. Read the description to find out if the event is being held face-to-face in one location or if it is available as a Zoom or other virtual session.



Be sure to check the training level to decide if the training meets your needs. To learn more about training levels, visit <http://www.ndgrowingfutures.org/find-training>

Notice which organization is delivering the training. Write down the contact information. This is who to call with any questions about registration, payment, or completing the course. This is also who to call once you’ve completed the course and wonder when the clock hours will appear on your training record. **NOTE:** Remember, every training is developed, owned, and delivered by an independent training organization. Each organization enters their own calendar information. Because the Growing Futures Registry does not create the calendar entries, Registry staff cannot answer questions about listings. You must always contact the sponsor directly.

4. To register, follow the directions provided by the training sponsor. You can click the green “Register” box or open the “View Overview” to see registration information.

Every training sponsor has its own policies for payment and registration. Some offer their training free-of-charge and others collect a fee. You must follow the instructions provided by the training sponsor to register for the training. In most cases, you will be sent to the sponsor’s website or given a link to a registration system.

Some organizations make use of online registration, which is a credit card processing service provided by the Growing Futures Registry to training sponsors. Currently, only two training sponsors use the online registration system: Child Care Aware ND and Bright&Early ND. All payments go directly to the training sponsor. Growing Futures does not receive any money from online registration.

If the organization is using the online registration tool, you must login to your Growing Futures account. **NOTE:** You do not need to be a Growing Futures member to take training. However, you do need a basic account so that you can be given credit for attending training and have the clock hours appear on your DHS Licensing Report.

📅 Available Wednesday, April 1, 2020 - Tuesday, June 30, 2020

Hours 10.00 / Course Level Level 2 Professional Training

Online, E-Learning

🔒 Registration Required

Fee \$45.00

📅 Register By 06/30/2020

Register

NOTE for CDA Candidates: Be sure to click on “View Overview” to be sure the training will apply toward your CDA training. To apply, the training must be Level 2: Professional Training.

Description

Developmentally appropriate assessment is an ongoing process you engage in daily through your relationships with individual children as you observe & document, reflect & plan and share & discuss with the family how best to support their children's development. During this course, you will explore each part of this ongoing process of assessment.

Course ID 112414 / Course Type Approved Clock Hours / Course Category Early Childhood

[View Course Details](#)

Also check the Course Category. If you are working to complete an Infant Toddler CDA Credential, check that the “Course Category” is **Infant**. If you are working toward a Preschool CDA Credential, you want to select training with the “Course Category” of **Early Childhood**.

Also, pay attention to the CDA Subject Area and the clock hours. Remember, you need a minimum of 10 clock hours in each CDA Subject Area as part of the 120 hours you're required to complete to earn the CDA Credential. You can check how many hours you have in each area by looking at the Summary section of your Growing Futures Learning Record. You can also look at the special CDA Reports that track this information for you. Find the reports when you log in to your individual account, on your Reports tab. You must be a current member of the Registry to view these reports.