

How-To for Early Childhood Licensing Specialists

--updated 11-2020

Licensing Specialists have two ways to access the Growing Futures Registry – *professionally* in your licensing capacity and *personally* as an individual working in the field of Early Childhood.

- **DHS Account:** a dedicated account for current Licensing Specialists, Supervisors, and DHS administration. Here, you'll find reports designed especially for licensing purposes so you can verify training completion when conducting license visits.
- **Individual Account:** your own personal account, where your own information and training is recorded. To find your personal account, follow the steps found at the Help Center: <http://www.ndgrowingfutures.org/find-account>

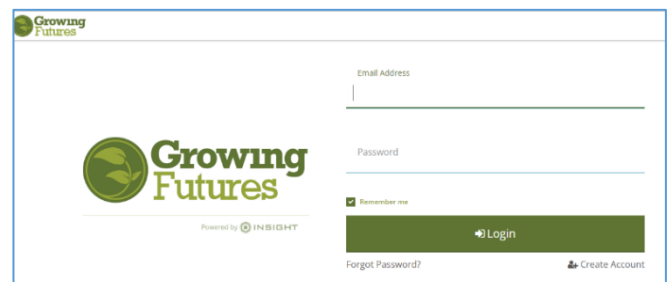
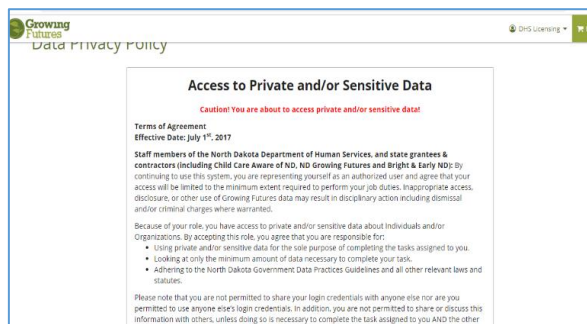
How to Login to the DHS Account

1. All designated DHS staff login to the DHS account using the same email address and password.
 - The email address is: dhslicensing@ndgrowingfutures.org
 - The password for the account is controlled by the Early Childhood Administrator at the ND DHS. The password is changed periodically for security reasons and the EC Admin is in charge of distributing the updated password. The Registry will not provide the password.

2. Go to www.ndgrowingfutures.org and click on “Login” in the search bar at the top of the page.



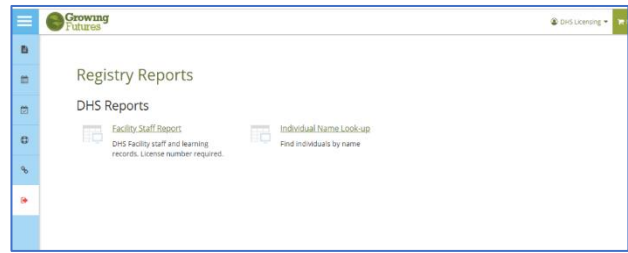
3. On the “Login” page, enter the email address: dhslicensing@ndgrowingfutures.org and password you received from ND DHS. Then click “Login.”

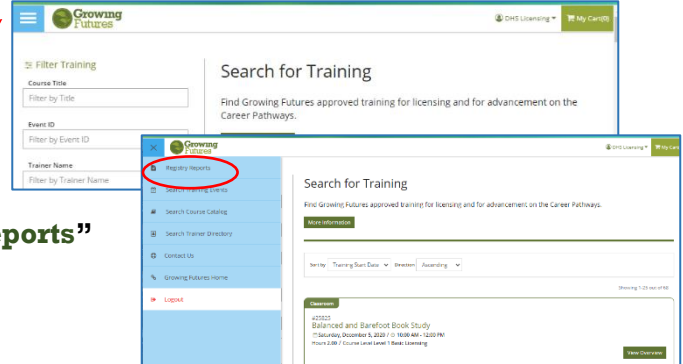
4. The next screen is the Data Privacy Policy. You must agree to the policy each time you login.

Read the policy and click the checkbox stating you understand your responsibilities. Then click the green “Agree” box at the bottom to continue.

5. Usually, the login will go directly to the DHS report page. On this page, you'll see links to the **Facility Staff Report** and **Individual Name Look-up**. (details on how to view these reports below).



6. Occasionally, the page opens on the Training Calendar page. To get to the DHS report page, click on the icon of three white bars in the upper left corner of your screen to open the blue navigation bar.



On the blue navigation bar, click “Registry Reports” to get to the Licensing Specialist report page.

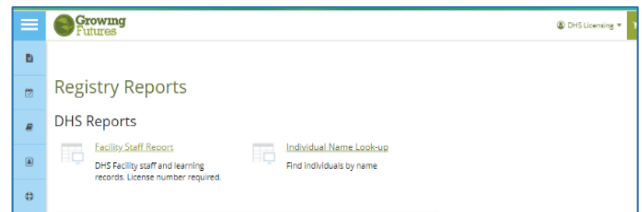
How to View Training Reports for Licensing

The **DHS Licensing Report** is designed specifically for you to verify that individuals have completed the required annual training. This report shows all approved training a person has completed in the previous 36-months. It includes both in-state and out-of-state training. *

*In-state training is automatically added to an individual’s training record as soon as the training sponsor awards credit for attendance. For information on out-of-state training, please visit <https://www.ndgrowingfutures.org/out-of-state-online-training-providers>

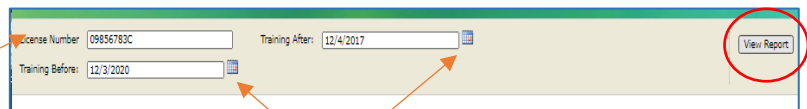
There are two ways to find a person’s DHS Licensing Report:

- The **Facility Staff Report** gives you the list of employees attached to a specific program license number, with links to each person’s report
- The **Individual Name Look-up** lets you search for one individual’s report



Facility Staff Report

1. To view the Facility Staff Report, enter the license number (do not use any dashes or spaces - EX: 12345678A).



The date range will automatically be for 3 years but can be changed to the desired dates.

Once the information is entered click on “View Report.” You may need to scroll to the right to see the button.

License Number: 09856783C Training After: 12/4/2017
 Training Before: 12/3/2020

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DHS Facility Staff Click on 'Current Staff ID' or 'Name' below to view Licensing Learning Record.

Facility ID	09856783C	Class	Child Care Center	Start Date	11/30/2019
Facility	ABC SANDCASTLE CHILDCARE INC	Contact		Expires	11/29/2020 - Facility Closed
	2502 18 ST S		(701) 293-0149		
	FARGO ND 58103	County	Cass		

Current Staff ID	Name	Position	Employment Start Date	Verification Status	Career Pathway	Membership Status	Expiration Date	Last Submit	Employment End Date
93002	Ameson, Beth	Assistant Teacher	7/24/2017	Self Reported	Category A	Expired	10/31/2018	10/2/2017	
101935	Belandier, Michelle	Aide/Float	2/3/2020	Self Reported	Category A	Current		10/28/2020	
92321	Bradley, Caitlin	Assistant Teacher	4/14/2017	Self Reported	Category A	Expired	7/31/2018	7/24/2017	
12235	Babic, Indira	Teacher	8/13/2006	Self Reported	Category B	Current	8/31/2021	8/5/2020	
1034	Christianson, Melissa	Teacher	2/6/2006	Self Reported	Category A	Expired	10/31/2016	10/10/2016	
9369	Cochran, Gary	Program Director	1/1/1990	Verified by Registry	Category A	Current	8/31/2021	8/17/2020	
8420	Davison, Leah	Teacher	5/2/2010	Verified by Program	Category B	Current	8/31/2021	8/12/2020	
2520	Harross, Carl	Program Administrator	9/23/1993	Self Reported	Category B	Current	9/30/2021	9/23/2020	
22472	Larson, Alyssa	Assistant Teacher	8/10/2015	Self Reported	Category A	Expired	10/31/2016	10/11/2017	
1040	Roder, Melissa	Assistant Teacher	8/1/2007	Self Reported	Category B	Expired	10/31/2017	10/28/2016	
22649	Wang, Shuai	Teacher	9/5/2014	Self Reported	Category A	Expired	11/30/2017	11/1/2016	

Current Staff Count: 11

This report shows all staff with a Registry employment record at the requested facility. Please note that it may take up to 6 weeks for an individual Registry membership account and/or renewal to be processed and a Career Pathways placement awarded. Individuals and organizations can access and update their Registry accounts at www.ndgrowingfutures.org or submit questions to registry@ndgrowingfutures.org

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2. The Facility Staff report will open and display a list of the current employees at that program who have attached themselves to the program. If a staff person has not attached themselves to the program, the program will need to invite them to do so for their name to appear.

Click on either the ID # or the person's name to view their individual DHS Licensing Report.

To print and/or save a report, click on the drop-down arrow below the disc icon, and then click PDF to save the file.

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Name: Beth Ameson Fertiliz
 Member Since: 02/2017
 Career Pathways Level: Category A

Basic Child Care Training List

Course ID	Title	Date	Hours	Score
1097	Caring, Direct	03/2017	18	100

Summary of Education, Certificates and Credentials: No education records have been identified.

Employment History

Position Name	Program Name	Program Type	Start Date	End Date	Duration	Verified
Child Care Director	ABC SANDCASTLE CHILDCARE INC	Child Care Center	7/24/2017	for time	Self Reported	

Current Training List: No records available between 12/4/2017 and 12/3/2020.

Summary of Training Completion by Core Competency Area

Core Competency Area	Level 1 - Basic Literacy	Level 2 - Professional Practice	Level 3 - Advanced Practice
Child Growth And Development	0.00	0.00	0.00
Learning Environment And Curriculum	0.00	0.00	0.00
Assessment And Planning For Individual Needs	0.00	0.00	0.00

To return to the main Facility Staff Report, click the small blue arrow in the top bar.

Individual Name Look-up

1. To view an individual's report, enter the person's first and last name. Enter the date range you want to view. Then click the "View Report" button.

First Name (Partial Name Accepted) Last Name View Report

Training from: Training To:

First Name (Partial Name Accepted): Ash Last Name: Anderson
 Training from: 1/1/2017 Training To: 12/7/2020

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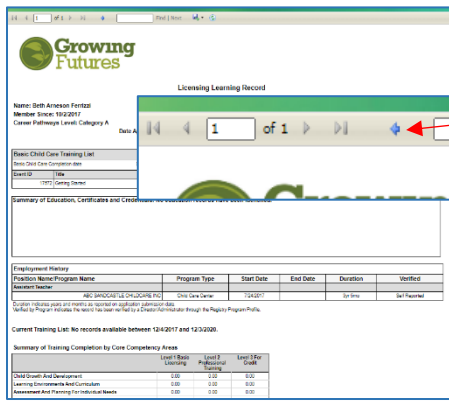
Search by First and Last Name. Correct spelling is required.
 Enter date range required for learning record.
 Click on the Registry ID or First Name of the individual.

Registry ID	First Name	Last Name	Business	Address1	City	State	County	Status	Career Level Expires
8251	Ashley	Anderson		1120 1st St NE	MINOT	ND	Ward	Inactive	
11391	Ashley	Anderson		4451 40th Ave S	Fargo	ND	Cass	Active	10/26/2016
18639	Ashley	Anderson		9775 County Road 1	HANKINSON	ND	Richland	Signed In	
91950	Ashley	Anderson	HOPEFUL Beginnings	1601 17th Ave South	Grand Forks	ND	Grand Forks	Active	5/31/2019

A name will appear. Click on either the Registry ID number or the first name to view the training report.

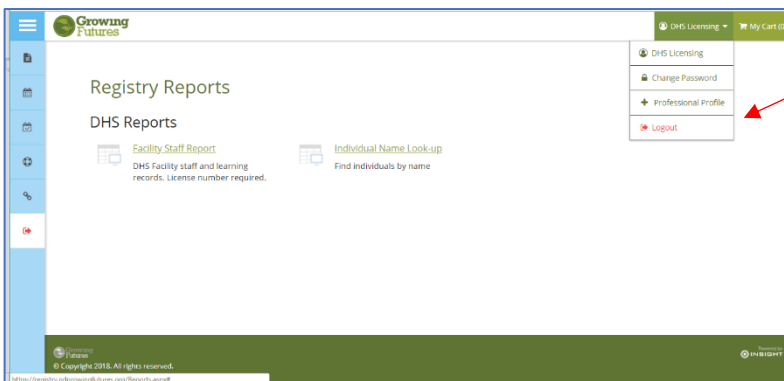
If there is more than one person in the Registry with the name you entered, you will receive a list of results. Select the correct person.

2. To save or print, click on the disc icon and select PDF. You can also print it from your browser.



3. When viewing the DHS Licensing Report, you can return to the search page by clicking the small blue arrow in the top bar.

4. Be sure to click “Log out” when you’re done!



You can logout from the drop-down bar at the top right of the page.

You’ll notice that in the top right drop-down box, you have the option of clicking to change the password on the account or create a professional profile. **DO NOT attempt either of these processes. Doing so may result in your access to the Licensing Specialists login being removed.**