

Online Training Approval Policy

The Growing Futures Registry administers the training approval system, which operates under the direction of the North Dakota Department of Human Services (DHS) Early Childhood Services division. DHS Early Childhood Services Policy 620-01-90-05 designates the Growing Futures Registry as the system for approval of all training provided to the early childhood workforce. Only Growing Futures approved training can be accepted toward childcare licensing, progression on the Growing Futures Career Pathways, and participation in the Bright & Early ND quality rating system.

Online learning is defined in North Dakota as any learning opportunity or professional development that is not delivered face-to-face in a classroom, early childhood program, or other training venue.

The Growing Futures Registry operates a learning management system (LMS) for online training delivery. Any approved training sponsor can utilize the LMS for online training delivery upon request. Utilization of the Growing Futures LMS requires that the organization have a STRIPE account to process credit card payments, and that training courses be formatted to be SCORM compliant.

In-state and out-of-state training organizations may be approved to deliver online training in North Dakota when the organization meets the Training Sponsor approval criteria. Before training can be submitted for approval, the organization must create a Growing Futures organization account, be approved as a Training Sponsor, and have a current Training Sponsor Agreement on file.

Approved Training Sponsors are responsible to create their courses to align with the North Dakota training approval standards, submit their courses for approval, manage registration and fee payment/reimbursement, take and reconcile attendance into the Growing Futures Registry system, provide technical support, and award clock hours to attendees. Training Sponsors must provide training attendance reports to the Growing Futures Registry to verify training attendance and award of clock hours and must maintain records of training attendance for at least 12-months following the training delivery date. All issues and questions related to the training event will be referred to the Training Sponsor.

Only specific individual courses are eligible for approval. Approved Training Sponsors offering a variety of courses must submit each course separately for approval via the Growing Futures course approval process. All out-of-state online courses must be at least two (2) hours in length and apply to one specific North Dakota Core Competency Area. Online training that is self-paced will be approved as Level 1 – Basic Licensing and will not apply toward Career Pathways progression or participation in the North Dakota QRIS. Webinars or recordings of previously held training are never accepted for approval.

The Growing Futures Registry approves training organizations for a period of two (2) years and must be renewed. The Registry reserves the right to deny approval to a training sponsor at our discretion and without explanation. The Registry also reserves the right to not accept specific courses if, and when, we feel that the course content does not sufficiently apply to the early childhood workforce in North Dakota or that there is currently sufficient coursework available that covers these areas adequately for the specific training needs in the state of North Dakota.