![North Dakota Be Legendary. | Health & Human Services]

Early Childhood Workforce Registry

How to Submit an Individual Training Request
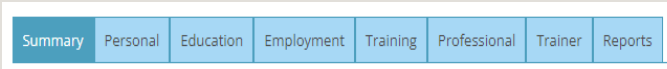
November 2024

You can request that training you completed from an out-of-state training provider be added to your record. **Note:** Do not submit requests for training that is listed on the training calendar. The training sponsor will enter it in the Registry for you.

Training must meet the criteria described on the *Accepted Training Guidelines*, found at https://www.ndgrowingfutures.org/growing-futures-training-record
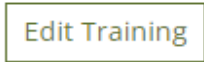
To submit a request, follow these steps:

Go to www.ndgrowingfutures.org and login to your individual account.

1. On the My Personal Profile page, choose the Training tab.

Summary	Personal	Education	Employment	Training	Professional	Trainer	Reports

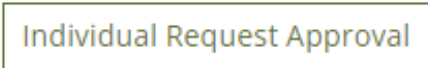2. On the Training page, select Edit Training.

   Note: If you have submitted a membership application or renewal the Edit Training button will not be available until the application has been processed.

Edit Training

4. Scroll down to the section titled Individual Training Request and carefully read all instructions. Gather your documentation as instructed.
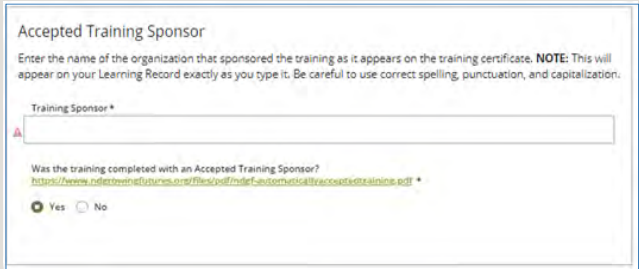
Individual Training Request

⚠ IMPORTANT! Read before submitting an Individual Request for Training Approval

5. Select the Individual Request Approval button.
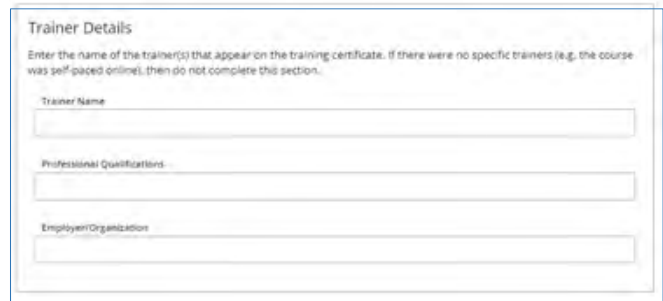
Individual Request Approval

6. The request form will open. Fill out the form completely. Enter the name of the training sponsor.
   NOTE: The information entered in the form is exactly what will appear on your training record. Registry staff does not edit entries.

Accepted Training Sponsor

Enter the name of the organization that sponsored the training as it appears on the training certificate. **NOTE:** This will appear on your Learning Record exactly as you type it. Be careful to use correct spelling, punctuation, and capitalization.

Training Sponsor *

Was the training completed with an Accepted Training Sponsor?
https://www.ndgrowingfutures.org/files/pdf/ndef-automaticallyacceptedtraining.pdf *

◉ Yes ○ No

7. Enter the trainer details (except for self-paced, online training).
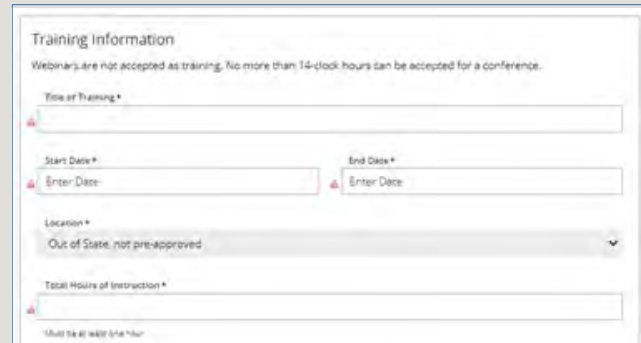
Trainer Details

Enter the name of the trainer(s) that appear on the training certificate. If there were no specific trainers (e.g. the course was self-paced online), then do not complete this section.

Trainer Name

Professional Qualifications

Employer/Organization

8. Enter the title, dates, and clock hours.

Training Information

Webinars are not accepted as training. No more than 14 clock hours can be accepted for a conference.
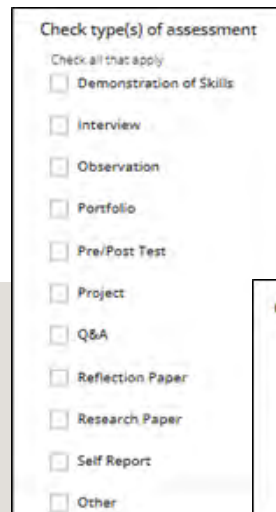
Title of Training *

Start Date *   Enter Date

End Date *   Enter Date

Location *
Out of State, not pre-approved

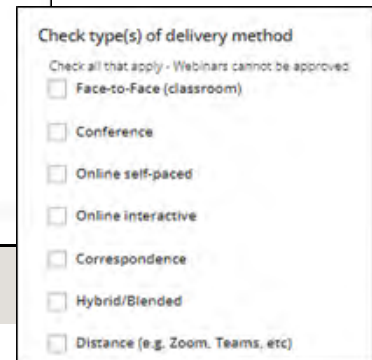Total Hours of Instruction *

Must be at least one hour

9. Choose the type(s) of assessment. Assessment refers to the assignments or activities completed show understanding of the course content and required to complete the training. Check only those assessment methods that were part of the training.

Check type(s) of assessment

Check all that apply

☐ Demonstration of Skills
☐ Interview
☐ Observation
☐ Portfolio
☐ Pre/Post Test
☐ Project
☐ Q&A
☐ Reflection Paper
☐ Research Paper
☐ Self Report
☐ Other

10. Choose the delivery method. Online self-paced refers to training that does not have instructor contact. Online interactive does have instructor contact, such as on-line chat or Zoom meeting

Check type(s) of delivery method

Check all that apply - Webinars cannot be approved

☐ Face-to-Face (classroom)
☐ Conference
☐ Online self-paced
☐ Online interactive
☐ Correspondence
☐ Hybrid/Blended
☐ Distance (e.g. Zoom, Teams, etc)

11. Enter the Learning Objectives that are *provided by the training sponsor*. Learning Objectives may be part of the course description or at the beginning of the course materials. **NOTE:** Learning objectives may be called learning outcomes or goals. Requests submitted without correct learning objectives will be declined

Training Learning Objective(s) *

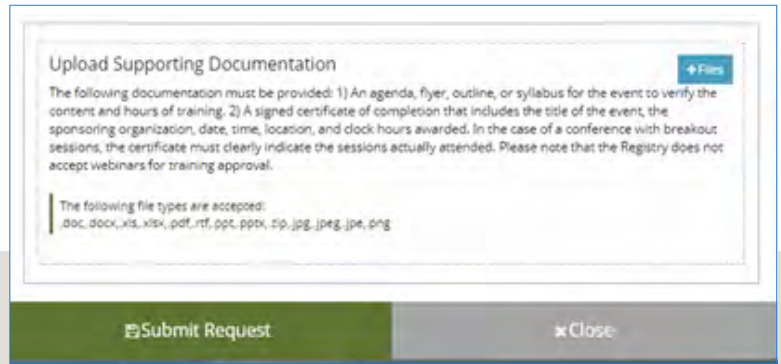Core Competency Area *
Select an Option

- State the learning objectives provided by the training sponsor in the course description.
- Requests submitted without correct learning objectives will be declined.

See the Growing Futures Help Center: Submit a Request to Add Training to Your Record | ND Growing Futures

12. Choose the Core Competency Area.

13. Upload the documentation using the **+Files** button and then confirm the attached documents.

Upload Supporting Documentation +Files

The following documentation must be provided: 1) An agenda, flyer, outline, or syllabus for the event to verify the content and hours of training. 2) A signed certificate of completion that includes the title of the event, the sponsoring organization, date, time, location, and clock hours awarded. In the case of a conference with breakout sessions, the certificate must clearly indicate the sessions actually attended. Please note that the Registry does not accept webinars for training approval.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .zip, .jpg, .jpeg, .jpe, .png

14. Select Submit Request at the bottom of the form.

⊟Submit Request   ✕ Close

What happens next?

- The training request will be reviewed by the Registry. If it meets the approval criteria, it will be added to your record as training clock hours.
- Incomplete applications or applications that do not meet the approval criteria will be declined.
- Requests are processed in the order they are received.

The Registry **does not** accept the following as Early Childhood workforce training:
- Webinars even when delivered by an organization that otherwise meets the approval criteria
- One-on-one mentoring, coaching, or consultation
- Training taken for teacher re-certification (except EC courses), foster care licensing, recertification/ licensure for medical and health care staff, OT and PT, Speech/Language therapists, social work, family intervention or therapy, and other non-ECE recertification and/or licensure
- Training focused on adolescents
- Training designed for and targeted to parents and parenting, and family interactions

Early Childhood Workforce Registry   www.ndgrowingfutures.org