

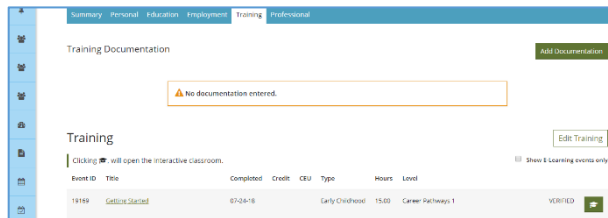
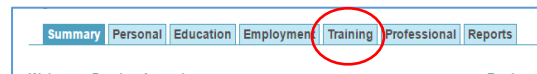
## How-To Submit an Individual Request to Add Training

If you have a **current account** with the Growing Futures Registry, you can request that training you completed through an out-of-state training provider or sponsor be added to your record. Training that can be added must meet the criteria described on the *Accepted Training* list, found at <http://www.ndgrowingfutures.org/training-approval>.

### To submit a request, follow these steps:

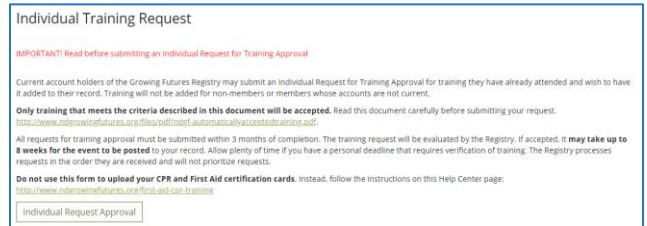
1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and login to your individual account.

2. On your “My Personal Profile” page, click on the Training tab.

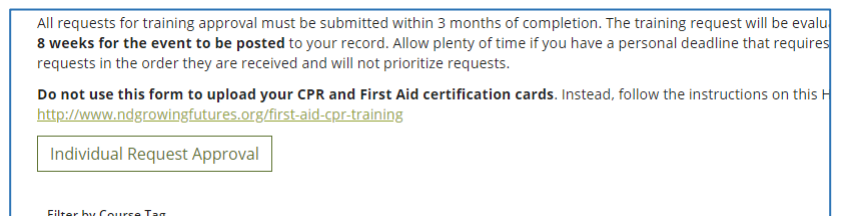


3. On the Training page, click on “Edit Training.”

4. Scroll down to the section titled “Individual Training Request” and carefully read all instructions, including the linked document. Gather your documentation as instructed.



5. Click “Individual Request Approval.”



Individual Training Request

Complete each of the following sections with as much detail as possible.

**Training Sponsor**  
Enter the name of the sponsor organization that gave the training.  
Training Sponsor:

**Instructor Details**  
Name of Trainer: \*   
Job Title: \*   
Agency: \*

**Training Information**  
Title of Training: \*   
Start Date: \*  Enter Date  
End Date: \*  Enter Date  
Location: \*   
Total Hours of Instruction: \*

6. The request form will pop open. Fill out the form **completely**, providing as much information as you can about the training you attended.

**NOTE:** It’s up to you to spell-check your request form. What you type on the form is exactly what will appear on your permanent record, and will be visible to licensers and employers. Make sure it looks professional.

Individual Training Request

Total Hours of Instruction:\*  Must be at least one hour

Core Competency Area:\*  Select an Option

To review the ND Core Competency Areas, visit <http://www.nd.gov/dhs/info/pubs/docs/dfs/nd-core-competencies-early-education-care-practitioners-cp3-17-19.pdf>

Justification:\*

Describe how this training helps you improve your work with young children and their families.

Upload Supporting Documentation

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, png

7. Upload\* the documentation using the +Files button. You will need to upload and then confirm the attached documents. **NOTE:** Requests submitted without the required documentation will not be processed or accepted.
8. Be sure to click “Submit Request” at the bottom of the form. **NOTE: DO NOT** email or mail your documents to the Registry office. The Registry will not upload or enter your training information and documents for you. Documents must be attached to your request form.

## What happens next?

- Your request will be reviewed at the Registry and if it is complete, includes the required documentation, and meets the approval criteria, it will be added to your record as training clock hours toward license renewal. The hours will not be applicable to Career Pathways placement or participation in Bright and Early ND.
- Incomplete applications or applications for the approval of training that does not meet the approval criteria will be deleted.
- **It may take up to eight (8) weeks for the training to appear on your DHS Licensing Report** so allow ample time if you plan to use the training toward annual child care licensing renewal. Registry staff will not prioritize or process requests out of order because of upcoming licensing visits or other personal reasons to have the training entered on an individual’s record.

### \***Growing Futures Training Approval Criteria:** Training must...

- Be directly applicable to the development and learning of young children ages 0-8 years, and to their care and education in out-of-home regulated settings
- Be targeted to and designed for the Early Childhood workforce
- Fully support the ND DHS licensing rules for child care
- Address the indicators described in the *ND Core Competencies for Early Education and Care* and Support developmentally appropriate practices
- Be provided by an organization with professional expertise in the content area, using research-based, industry accepted materials and trainers qualified in the content area
- Courses completed for college credit **MUST** be documented with an official transcript sent to the Registry directly from the college or university that awarded the credits. Uploaded copies of transcripts will not be accepted.

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 older children or adolescents
- Training designed for and targeted to parents and parenting, and family interactions