

Growing Futures Course Approval Scoring Rubric – 8/2021

Approval Criteria	Level 1	Level 2
<p>Instructions: For both Level 1 and Level 2 course, the course is returned for revisions if any of the approval criteria required for that level are not met. The contact person for the course will receive an email identifying any changes that must be made to the course before the course is resubmitted. Courses that are not resubmitted will not be reviewed or approved, and no events of the course can be held. If the course is delivered without Growing Futures approval, no attendee can receive clock hours for attendance or apply the training to their licensing requirements. There are no exceptions.</p>		
		<p>Additional Instructions: When the course is returned for revision due to inadequate Learning Objectives, include a link to: ndgf-writinglearningobjectives.pdf (ndgrowingfutures.org)</p>
Training Sponsor Organization	<input type="checkbox"/> Course was submitted by a currently approved training sponsor organization.	
		<input type="checkbox"/> Training sponsor organization is a professional Early Childhood training organization or has expertise in Early Childhood workforce training.
Trainer(s)	<input type="checkbox"/> No trainer is designated or assigned to the course. NOTE: If an Authorized Trainer is identified, the designation must be removed before the course can be approved.	<input type="checkbox"/> A currently approved trainer(s) is designated as the Authorized Trainer for the course.
		<input type="checkbox"/> The Authorized Trainer has verified qualifications to deliver the course content. <input type="checkbox"/> Multiple trainers may be authorized for the course.
Course Content	<input type="checkbox"/> Course content is specifically designed and intended for the Early Childhood workforce (those working with children ages 0-8 years in licensed or regulated early care and education settings). <input type="checkbox"/> Course content supports North Dakota child care licensing regulations and policies. <input type="checkbox"/> Course content is directly applicable to the target audience.	
Course Intent	<input type="checkbox"/> Course is discontinuous and stand-alone.	<input type="checkbox"/> Course is part of a comprehensive approach to workforce skills and knowledge development.
	<input type="checkbox"/> Course is intended to fulfill child care licensing training hour requirements. <input type="checkbox"/> Course is intended to provide basic or introductory information that attendees are expected to understand and remember .	<input type="checkbox"/> Course may lead toward or be associated with an Early Childhood professional qualification (TOT), professional credential, designation such as a QRIS step, etc. <input type="checkbox"/> Course is intended to equip attendees with specific knowledge, skills, or competencies that attendees are expected to analyze and apply to their work with children and families.
Course Structure	<input type="checkbox"/> Course description accurately describes the course content and requirements for course completion EX: "Attendance at all three sessions is required to receive clock hours." <input type="checkbox"/> Policy and timeline for award of clock hours is clearly defined. <input type="checkbox"/> Course Category aligns with course content, target audience, and ages of the children identified.	
	<input type="checkbox"/> Course is at least one (1) hour in length.	<input type="checkbox"/> Course is at least two (2) hours in length.
Core Competencies	<input type="checkbox"/> Only one (1) Core Competency Area is been selected.	<input type="checkbox"/> Multiple Core Competency Areas may be selected.
	<input type="checkbox"/> The identified Core Competency Area aligns with course content and Learning Objectives. <input type="checkbox"/> All course clock hours are assigned to one (1) Core Competency Area.	<input type="checkbox"/> All identified Core Competency Areas align with the course content and Learning Objectives. <input type="checkbox"/> A minimum of one (1) clock hour is assigned to each Core Competency Area that has been selected.
Learning Objectives	<input type="checkbox"/> At least one (1) Learning Objective is identified.	<input type="checkbox"/> At least two (2) Learning Objectives are identified.
	<input type="checkbox"/> The Learning Objective is specific, observable, and measurable. EX: Attendee will correctly identify the steps to proper handwashing.	<input type="checkbox"/> The Learning Objectives are specific, observable, and measurable and follow the ABCD model. EX: Attendee (A = who) will correctly identify the steps to proper handwashing (B = will do what behavior) in the correctly order (D = to what degree) when given a list of options (C = under what conditions).

Growing Futures Course Approval Scoring Rubric – 8/2021, continued

Approval Criteria	Level 1	Level 2
Learning Activities		<ul style="list-style-type: none"> <input type="checkbox"/> Learning Activities are aligned with course content and Learning Objectives. <input type="checkbox"/> Learning Activities can reasonably be carried out in the time frame and the delivery method identified for the course. <input type="checkbox"/> Learning Activities provide opportunities for attendees to practice and apply the course concepts to working with children and families (<i>e.g., case studies, demonstrations of skills, creating program materials, etc.</i>)
Instructor Interaction		<ul style="list-style-type: none"> <input type="checkbox"/> A mechanism for instructor feedback is identified.
Learning Assessment		<ul style="list-style-type: none"> <input type="checkbox"/> A proficiency-based assessment of the knowledge, skills, and competencies presented in the course is included to determine attendee’s ability to demonstrate the course content to a pre-determined level of proficiency.
References		<ul style="list-style-type: none"> <input type="checkbox"/> Credible, current, and applicable references are provided to identify the materials used to develop the course content.
Rubric		<ul style="list-style-type: none"> <input type="checkbox"/> A rubric to evaluate attendee’s ability to apply/demonstrate the course learning objectives to proficiency is provided. The rubric describes how attendee’s knowledge/skills will be assessed and not simply if course requirements were met.
Additional Policies	<ul style="list-style-type: none"> • Level 1 courses are approved for a period of 12-months. • Level 1 courses cannot be renewed or extended. • No events for the course may be scheduled or held after the course expiration date. 	<ul style="list-style-type: none"> • Level 2 courses can be approved for up to 36-months as determined by Registry staff. • Level 2 courses can be renewed. • No events for the course may be scheduled or held after the course expiration date.