



## Fundamentals Course Set-Up Guide

This guide is for individuals hosting a Fundamentals for Early Childhood Professionals course. Northern Lights at CCV is available to help answer questions and connect you to others who have experience coordinating a Fundamentals course if needed. Contact our office at (802) 540-8168 or [northernlights@ccv.edu](mailto:northernlights@ccv.edu)

### Before You Begin:

Review the information on the Northern Lights website ([www.northernlightscv.org](http://www.northernlightscv.org)) so you are familiar with the course and the available resources.

### At Least 4 Months Ahead:

- Contact Northern Lights to let them know you are planning a course and to get the code to the secure section of the Northern Lights website
- Find an Instructor at the Certified or Master level in the Instructor Registry, or find an experienced instructor who is willing to apply to the registry.  
<https://northernlightscv.org/roles/instructors/>
- The Fundamentals course includes a six hour Basic Specialized Care training and a two hour Introduction to Licensing training. If you are not qualified to teach Basic Specialized Care you will need to ensure you hire someone who can lead that training. You should contact the child care program licensing division to identify a licensor who can lead the Introduction to Licensing training.
- Consider contacting your local Vermont Department of Health office for resources and support with the health-related components of the course.

### At Least 2 Months Ahead:

- Finalize guest presenters or instructors including Basic Specialized Care trainer and licensor
- Sign contract with instructor, if applicable
- Order textbooks, if applicable
- Submit full information to Northern Lights for inclusion in the training calendars (<https://northernlightscv.org/training/> and click “submit a training”)
- Work with Northern Lights to identify individuals who can complete Observations of the students in your course.
- Insert dates and adjust the syllabus as needed, then send your final syllabus to Northern Lights.
- Include class cancellation policy in student syllabus.
- Begin registering students for your course. Be sure to explain to students that they will need to complete observations of children throughout the course.



### **One Month Ahead:**

- Prepare all materials for students including Documentation of Professional Development forms
- Work with Northern Lights to ensure you have appropriately qualified Observers set up to conduct observations of students in your course
- Participate in quarterly conference calls for Fundamentals trainers facilitated by Northern Lights staff

### **One Week Ahead:**

- Finalize registration
- Establish a procedure to track attendance for each student and each session
- Prepare materials and confirm logistics

### **Throughout the Course:**

- Stay in touch with Northern Lights if you need any support or have questions
- Continue to participate in Fundamentals trainer calls
- Northern Lights may wish to observe one of your sessions (date/time will be established ahead of time with the trainer)
- Midway through the course, Observers should be matched with students. Observers will contact students and set up one observation visit per student.
- Before the final class session, contact your local Northern Lights Resource Advisor to ask for the Letters of Completion and Letters of Incompletion for your students.
- Please ask students to complete evaluations during their final class session (evaluations are available from Northern Lights). Distribute Letters of Completion and Letters of Incompletion to students, as appropriate. Also share the Level Certificate Application to those who have completed the course requirements.

### **After the Course:**

- Instructor complete the instructor evaluation
- Send all attendance to Northern Lights as well as contact information for those who successfully completed the course requirements. Northern Lights will enter this information into each student's Bright Futures Information System Quality and Credential account.