

Northern Lights Verification Cover Sheet

Submit a completed copy of this form and any documents you wish to enter into your Bright Futures Information System (BFIS) Quality and Credential Account. This form must be signed by the individual whose documents are being submitted, not by a program director. We cannot accept documents without this form. You may attach multiple documents to this form.

I understand that Northern Lights will only enter verifiable, authentic information into my BFIS Quality and Credential Account. If I work at a regulated child care program, I understand my employer has access to view my professional development, education, and credentials, including any scanned transcripts in my BFIS Quality and Credential Account.

SIGNATURE

First and Last Name (Printed)

Phone

Home Mailing Address

Workplace Name

BFIS Quality and Credential Number

What Are You Sending? (check all that apply)

- Training Certificate - In order to be verified, training certificates must include:
- Title and short description
 - Training dates, time, and number of hours
 - Sponsor name and logo/letterhead
 - Your name
- Official or Unofficial Transcript - must be issued by the college registrar
- Certificate or Credential
- License
- First Aid and/or CPR Certification Card
- Check here to request review of your documents for Advanced Specialized Care hours

Double Check Before You Send

- Make sure the documents you're sending are not already in your BFIS Quality Credential Account.
- If you have already sent the document but it is not yet in your account, **DO NOT RESEND**
- Make sure any transcripts are either official or unofficial copies issued by the college registrar.
We are not able to accept grade reports or printouts from a student portal
- Do not send any DPD forms
- If sending CPR or First Aid cards, be sure to send copies of both the front and back of the cards
- Make sure any PDF documents are unlocked before sending
- Make sure you are not sending Google Documents or links to documents

If you have questions about any of the above, contact your Northern Lights Resource Advisor
<https://northernlightscv.org/about-us/contact-us/>

Where to Send Your Documents

EMAIL: professional.development@ccv.edu
(PDF documents strongly preferred)

MAIL: Northern Lights at CCV
Community College of Vermont
PO Box 489
Montpelier, VT 05601