

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.**

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 the BFIS Quality Credential Account.
- If you have already sent the document but it is not yet in the account, **DO NOT RESEND**
- Make sure any transcripts are either official or unofficial copies issued by the college registrar. We cannot accept grade reports but now accept unofficial transcripts from your student portal.
- If sending an educator's license, please include your college diploma or a transcript that indicates a degree was awarded.
- Do not send any DPD forms
- If sending CPR or First Aid certificates or cards, be sure to send copies that say pediatric or child/infant content was covered.

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