



Review and Approval of Online Non-Credit Trainings for Early Childhood and Afterschool Professionals in Vermont

Criteria established 4/1/12; Document updated 1/8/19

Northern Lights at CCV has been charged by the Child Development Division of the Department for Children and Families of the Vermont Agency of Human Services to review and approve online non-credit trainings for early childhood and afterschool professionals in Vermont.

Process for Review and Approval of Online Non-Credit Trainings

1. Organization completes and submits an online Request for Approval;
2. Northern Lights staff review Request for Approval and identify a training review team with appropriate subject-matter expertise;
3. Training review team members review training and complete rubric to determine how well the training meets the online training criteria;
4. If the organization and training meet the criteria, the organization will be approved and listed on the Northern Lights website.

Criteria for Approval of Online Non-Credit Training

1. Training content relates to one or more of the core knowledge areas¹ for early childhood or afterschool professionals;
2. Training is relevant for early childhood and/or afterschool professionals (relates to the appropriate age range of children);
3. Training content is grounded in research and follows developmentally appropriate practices;
4. Training has clear, measurable learning objectives that define the content and evaluation of the participant's experience;
5. Training provides documentation to each participant that includes the four criteria required for verification: Name and logo of the organization; training title and description of training content; date, time, and total training hours; and name of participant.
6. Training incorporates adult learning principles: the learning engages the student, is individualized, requires reflection by the learner, and is interactive.
7. The participant's learning is evaluated and the organization provides clear and specific evidence of successful completion of the training;
8. For instructor-led trainings (with an instructor directly teaching the participants), the organization must provide information about the qualifications of the online instructor. This criterion does not apply to online, instructor-led trainings offered through appropriately accredited institutions of higher education²;
9. Online training that provides Continuing Education Units approved by IACET and online training offered by an accredited institution of higher education are automatically approved by Northern Lights at CCV, if they meet the other criteria listed above.

¹ <https://northernlightscv.org/career-development/competencies-standards/>

² Northern Lights at CCV typically requires institutions of higher education to be accredited by an organization recognized by both CHEA and DOE. More detail is available at: <https://www.chea.org/>.



Institutions of Higher Education or IACET-Accredited Organizations

Online trainings offered by an accredited institution of higher education or by an IACET-Accredited organizations are automatically approved by Northern Lights at CCV, if the institution or organization also meets all of the criteria listed above. Please contact Northern Lights if you believe you meet the criteria for automatic approval.

All Other Organizations

All organizations who are neither an institution of higher education nor IACET-Accredited must complete the full Request for Approval for Northern Lights at CCV.

To submit a Request for Approval, visit: <https://www.surveymonkey.com/r/NLOnlineRFA>. Northern Lights will make every effort to review and respond to Requests for Approval within 60 days.

Below you will find the questions asked on the online form. We encourage you to create a document with your answers and then paste them into the appropriate sections of the Request for Approval form.

1. Access to Free Training for Review

Please provide directions for how our 3-4 member review team should access the free module.

2. Core Knowledge Areas

Please attach a document that lists the trainings or modules you wish Northern Lights to approve and includes the following:

- a. core knowledge area(s) addressed by each training or module
- b. audience(s) for which each training or module is appropriate; and
- c. any additional notes about the training or module.

For any trainings designed for early childhood professionals, please reference the early childhood core knowledge areas listed below. For any trainings designed for afterschool professionals, please reference the afterschool core knowledge areas listed below:

Vermont Core Knowledge Areas for Early Childhood Professionals	Vermont Core Knowledge Areas for Afterschool Professionals
<ul style="list-style-type: none"> 1. Child Development 2. Families and Communities 3. Observing and Assessing 4. How we Teach 5. What we Teach 6. Healthy, Safe Environments and Nutrition 7. Professionalism 8. Program Organization 	<ul style="list-style-type: none"> 1. Child and Youth Development 2. Families and Communities 3. Curriculum and Learning Environment 4. Health and Safety 5. Professionalism and Program Organization

3. Grounded in Research

Please describe how your training is grounded in research and follows developmentally appropriate practices.



4. **Identified Learning Objectives**

Please list the learning objectives for this training.

5. **Training Documentation**

Training participants must receive documentation includes the four criteria required for verification: Name and logo of the organization; training title and description of training content; date, time, and total training hours; and name of participant. Please describe how your training completion documentation includes these components or attach a sample

6. **Evaluation of Learning**

How is the participant's learning evaluated? Please describe how your organization provides clear and specific evidence of successful completion of the training including the pass rate for successful completion of any quizzes.

7. **Instructor-Led Training**

For instructor-led trainings, please provide the following information:

- a. Instructor qualifications to teach this content;
- b. Instructor qualifications to teach in an online format;
- c. Number of students on the instructor's caseload at any one time;
- d. Whether or not the instructor is a member of the Vermont Instructor Registry and if so, at what level.

8. **Availability of CEUs**

If CEUs are awarded for successful completion of any/all of your trainings or modules, please provide the following information. Are the CEUs you award:

- a. Approved by IACET?
- b. Approved by an appropriately accredited institution of higher education (please include the name of the institution)?
- c. Approved by another organization (please include the name of the organization)?

9. **Optional Information**

The following information is optional, but it is helpful to our review team if you are able to provide any/all of the following:

- Work setting of the target participants for the training (family child care, center-based child care, Head Start, public school, home visitor, etc);
- Modalities included in the training (writing, narration, videos, graphics, etc.)
- Reading level of the training
- Training level (introductory, intermediate, advanced)
- Education and credentials of the person(s) who designed the course content
- Continuing Education Units awarded or other relevant content
- Training cost
- Operating system and Internet speed requirements
- Approximate time needed to complete training