



Sponsor Checklist

Updated 4/17/19

This checklist is designed to provide a step-by-step guide for Northern Lights-approved sponsors to follow when planning and offering trainings in Vermont. If you are an approved sponsor but you would like a refresher orientation to the sponsor system, Northern Lights staff members are happy to schedule one for you.

Visit <https://northernlightscv.org/resources/secure-resources/> and enter your login credentials to access sponsor resources. If you can't remember your login information, or if you need any support, please reach out to your resource advisor or contact 802-540-8168 or northernlights@ccv.edu

Step 1: Plan a Training

- Select a training topic based on need and interest in your area
- Be sure your training topic meets one or more of the Core Knowledge and Competencies for Early Childhood Professionals or the Core Competencies for Afterschool Professionals¹
- Select a trainer/instructor to lead your training
 - Search the Instructor Registry to ensure they are qualified to lead the training
 - If they're not in the registry, encourage them to contact Northern Lights for support
- Work with the instructor to determine the date, length of training, start time, end time, and location for the training
- Determine who will be the contact person for the training, and the way interested participants should contact them (phone / email / both)
- Ask the instructor to provide:
 - Learning objectives for the training
 - A brief training description (should include the learning objectives, audience for the training, and brief information about the training content)
- Review the CDD criteria for Advanced Specialized Care trainings to see if this training might meet the criteria https://dcf.vermont.gov/cdd/professional-development/scc_requirements

Learning Objectives

- Great learning objectives focus on actions
- Plan to have approximately one learning objective per hour of training
- Use learning objectives to identify what participants will *do* in your training
 - Examples: practice, apply, analyze, evaluate, create, acquire
 - Avoid the word "learn" (you can't observe whether or not participants learn material)

Example 1: Participants will design and demonstrate an activity to engage children in learning about good nutrition

Example 2: Participants will analyze different infant and toddler learning spaces and discuss how well they support children's social-emotional development

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



Step 2: Submit a Training

- Gather the following detail so you can submit it using the online form [Northern Lights will enter it into the BFIS Course Calendar and the Northern Lights Training calendar]
 - Training name
 - Training description
 - Training date (or dates for each training session if there are multiple)
 - Start and end times
 - Town, County and State where training will take place
 - Training type (in-person, online, or hybrid)
 - Total number of training hours
 - Cost of the training
 - Name of the instructor
 - Contact name (who should participants contact with questions)
 - Contact phone number and email
 - Registration URL (if applicable)
 - Core Knowledge Area(s) addressed by the training
 - Audience for the training
 - Any special topics (e.g. Advanced Specialized Care, First Aid/CPR)
 - Any other notes (including exact location of the training, parking, meals, logistics)
- Visit <https://northernlightscv.org/training/training-submission/> and enter the detail about your training

Step 3: Create Training Documentation

- Create and sign the Documentation of Professional Development (DPD) form for the training and make copies (one per participant). Either the sponsor or instructor can sign the DPD form.
- Set aside one copy of your DPD form to send in to Northern Lights with your completed attendance
- Create the attendance form for the training

PRO TIP: *Make sure the DPD and Attendance forms use the exact same title, description, date, times, and other information from your online training submission form. The information must be identical in order for BFIS to connect the attendance to the training. If BFIS can't connect the two, your participants won't receive training hours.*

- Create the written training evaluation for your training² and make copies (one per participant)
- If the date, time, hours, or location of your training change at any point after you've submitted the training to Northern Lights, please email professional.development@ccv.edu with the details of the change. See the Pro Tip above for detail about why this is so important

² As of 4/4/19 there is no statewide training evaluation available to sponsors. As soon as one is available, Northern Lights at CCV will contact sponsors directly with detailed information



Step 4: At the Training

- Share required information with training participants:
 1. We are a Northern Lights-approved sponsor so we will submit attendance for this training to Northern Lights. Please do not send in any documents yourself.
 2. Please write clearly on the attendance form and include your BFIS Quality and Credential number if possible. This helps Northern Lights verify your attendance and add it to your account.
 3. This training will appear in your BFIS Quality in Credential account about two weeks after I send it to Northern Lights, so you can look for it in your account after _____ (date).
 4. Today we will give you a Documentation of Professional Development form, also called a DPD form. This is for your records only and should not be sent to Northern Lights
- Hand attendance form around to all participants so they can sign in
- Double check completed attendance form for accuracy and readability
- Use the completed attendance form to write participant names on all of the DPD forms. Be sure to also sign all DPD forms

Step 5: At the end of the Training

- Distribute DPD forms to each participant who stays for the full training
- Distribute and collect training evaluation forms; many sponsors ask participants to complete a training evaluation and only give the DPD form when they receive the completed evaluation
- Share evaluation results with instructor

Step 6: Sending Documentation to Northern Lights

- Email your completed attendance and a copy of your DPD form to Northern Lights at professional.development@ccv.edu Be sure to include the training title and date of the training in the subject line of your email.
- If you prefer to mail your documents, please mail them to Northern Lights at CCV 1197 Main Street Suite 3, St. Johnsbury, VT 05819

PRO TIP: *The sooner you send your documents to Northern Lights, the sooner we can enter them into BFIS. It takes us about two weeks to enter data so please send your documentation immediately after your training so we can enter the training hours into your participants' BFIS accounts quickly*