



Sponsor Checklist

Updated August 2026

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.

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 or Community of Practice

- ☐ Select a topic based on need and interest
- ☐ Be sure your topic meets one or more of the [Unified Core Knowledge Areas](#)
- ☐ If planning a Community of Practice, see the [CoP Resource Page](#)
- ☐ Select an instructor/facilitator to lead your training or community of practice
 - Search the [Instructor Registry](#) to ensure they are qualified
 - If they're not in the registry, encourage them to contact Northern Lights for support
- ☐ Work with the instructor/facilitator to determine the date, length of training, start time, end time, location and format (in-person, online real-time, hybrid)
- ☐ Determine if your training or community of practice will be OPEN to the public (listed in the training calendar for anyone to register) or CLOSED for a private group
- ☐ Determine your audience: geographic (local, regional, statewide); level of training (introductory, intermediate, advanced); role in the field
- ☐ If open to the public, determine how people will register (by email, phone, online platform)
- ☐ Determine how you will collect the information needed for submitting attendance to Northern Lights (legal name, BFIS #, employer, mailing address, email, phone)
- ☐ Determine who will be the contact person and the way interested participants should contact them (phone/email)
- ☐ For a training, ask the instructor to provide:
 - Learning objectives for the training
 - A brief description (should include the learning objectives, audience for the training, and brief information about the training content)
- ☐ For a Community of Practice, ask the facilitator to provide:
 - A brief description of the topic to be explored, including who should participate
- ☐ Review the [CDD criteria for Advanced Specialized Care](#) trainings to see if this training might meet the criteria.

Step 2: Submit Training/CoP to Northern Lights Calendar (Optional)

- ❑ **If your event is OPEN to the public**, visit [the Training Submission page](#) and enter the details below for your training or CoP. Northern Lights will review your submission and post it in the training calendar within 3 business days. We recommend submitting your training at least 3-4 weeks prior to the start date to give people time to find it and register.
 - Gather the following details for your submission:
 - Title (should reflect content and be brief, if possible)
 - Description
 - Date (or dates, if multiple)
 - Start and End times
 - Location: Town, County and State
 - Format (in-person, online real-time or hybrid)
 - Total number of training hours
 - Cost, if applicable
 - Name of the instructor or facilitator
 - 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 or CoP
 - Audience (role in the field)
 - Level (intro / intermediate / advanced)
 - Any special topics (e.g. Advanced Specialized Care, First Aid/CPR)
 - Any other notes (e.g. location, parking, meals, logistics)
- ❑ If the date, time, hours, or location of your training change at any point after you've submitted the training to the Northern Lights Calendar, please email northernlights@ccv.edu as soon as possible with the details of the change.

NOTE: if you are offering a CoP for the first time, complete the CoP planning form and connect with a Resource Advisor before submitting to the calendar.

- ❑ **If your event is CLOSED to the public**, you do not need to submit anything ahead of time. Please do not use the online submission form to submit events for private groups (we do not want closed trainings or CoPs to appear in the calendar).

Step 3: Create Training Documentation

- ❑ Enter the training information on the Documentation of Professional Development (DPD) form and make copies (one per participant). Either the sponsor or instructor can sign the DPD form.
- ❑ Create the Attendance sheet for the training. You can use the Word or the Excel spreadsheet version, which can be found in the "Resources" section of the Sponsor Portal. If you use Google Sheets, please convert your files to .xlsx (Excel) format before submitting to Northern Lights.



- ☐ Complete the Sponsor Submission Worksheet, making sure the training information (title, dates, times, etc.) matches on all documents (DPD, Attendance, and Sponsor Submission Worksheet). The information on the Sponsor Submission Worksheet will be entered using the online submission form in the Sponsor Portal after the training.
- ☐ Create a training evaluation for your training and make copies (one per participant). Or, if your training is online, use an electronic format to distribute and collect evaluations. We encourage you to use evaluations for your feedback and reflection of the training – these should not be shared with Northern Lights.

Step 4: At the Training

- ☐ Share any attendance and participation requirements with participants at the beginning.
- ☐ Share required information with training participants:
 - We are a Northern Lights-approved sponsor so we will submit attendance for this training to Northern Lights. Northern Lights will use our attendance list to enter the training into your BFIS account. **Do not submit your DPD form to Northern Lights.**
 - *If attendees are filling out the attendance sheet themselves:* Please write clearly and include your BFIS Quality & Credential number if possible. This helps Northern Lights verify attendance and add it to accounts.
 - This training will appear in your BFIS Quality & Credential account about 4-6 weeks after it is sent to Northern Lights. If you don't see it in your BFIS account after 60 days, contact your Northern Lights Resource Advisor for assistance.
 - After the training, you will receive a Documentation of Professional Development form, also called a DPD form. This is for **your** records only. **Please do not send it to Northern Lights.**
- ☐ If in-person, ensure all participants are listed legibly and all fields are completed on the attendance sheet. If you pre-populated the form, they can just initial to confirm attendance.
- ☐ If online, we recommend taking attendance at the beginning and at the end of the training.
- ☐ If anyone listed on your attendance sheet did not attend, please cross their name out or clearly mark that they did not attend.
- ☐ There are multiple ways to take attendance online (introductions; roll call; polls; chat box; exit questions, Zoom usage report) – please verify attendance using your preferred method and mark the final attendance on your attendance sheet.
- ☐ Double check completed attendance sheet for accuracy and readability.
- ☐ Use the completed attendance sheet to write participant names on all of the signed DPD forms.



Step 5: At the end of the Training

- ☐ If in-person, distribute a DPD form to each participant who stayed for the full training.
- ☐ If online, email a DPD form (in PDF format) to each participant who stayed for the full training.
- ☐ Distribute and collect training evaluation forms for your own reference.
- ☐ Share evaluation results with instructor.

Step 6: After the Training

- ☐ Double check that your Attendance is accurate and that all the information (title, date, times) matches the DPD form and your Sponsor Submission Worksheet.
- ☐ Double check that the Instructor is not included in your list of attendees.
 - Note: the instructor cannot be listed on the attendance and get PD hours for attending the training they are teaching.
- ☐ Sign in to the [Sponsor Portal](#) using the username provided to you by Northern Lights.
 - If you need any assistance accessing your account, please contact [Northern Lights](#).
- ☐ Once logged in to the Sponsor Portal, click the “Attendance” tab and complete the digital attendance submission form.
 - Use the information from your Sponsor Submission Worksheet to complete the digital Attendance Submission Form.
 - Attach your attendance file on the second page of the digital Attendance Submission Form.
 - You will receive a confirmation email after you have submitted the completed form.

TIP: *Participants often contact Northern Lights to ask why specific trainings are not yet entered into their BFIS accounts. Please send your documentation immediately after your training so we can enter the training hours into your participants’ BFIS accounts as quickly as possible.*