Sponsor Checklist

Updated January 2024

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 [1]
- ☐ If planning a Community of Practice, see: https://northernlightsccv.org/resources/cop/
- ☐ 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, as 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 https://dcf.vermont.gov/cdd/professional-development/scc_requirements

[1] https://northernlightsccv.org/career-development/competencies-standards/

Step 2: Submit a Training or Community of Practice

- Gather the following details:
  - 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 your event is OPEN to the public, visit https://northernlightsccv.org/training/training-submission/ and enter the detail 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.

  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. Complete the Training Submission Worksheet and submit it with your completed Attendance form after the event happens. 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 form for the training. You can use the Word document version or the Excel spreadsheet version. If you use Google docs, please convert your files to Excel before submitting to Northern Lights.

- ☐ Complete the Training Submission Worksheet, make sure the information (title, dates, times, etc.) match exactly on these three documents (DPD, Attendance & Sponsor Training Worksheet).
- ☐ Create a training evaluation for your training[2] 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 as best practice, for your benefit only, not to be shared with Northern Lights.
- ☐ 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 northernlights@ccv.edu as soon as possible with the details of the change.

Step 4: At the Training

- ☐ Share any attendance and participation requirements with participants at the beginning.
- ☐ 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. Northern Lights will use our attendance list to enter the training into your BFIS account. Do not submit your DPD form to Northern Lights.
  2. [If attendees are filling out the attendance form themselves] – Please write clearly and include your BFIS Quality and Credential number if possible. This helps Northern Lights verify attendance and add it to accounts. [Note: the instructor cannot be listed on the attendance and get PD hours for attending the training they are teaching].
  3. This training will appear in your BFIS Quality in Credential account about 4-6 weeks after I send it to Northern Lights. If you don't see it in your BFIS account after 60 days, contact your Northern Lights Resource Advisor for assistance.
  4. After the training, you will receive a Documentation of Professional Development form, also called a DPD form. This is for <u>your</u> 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 form. If you pre-populated the form, they can just initial to confirm attendance. Make it clear if anyone on your attendance list did not attend.
- ☐ If online, we recommend taking attendance at the beginning and at the end of the training. There are multiple ways to take attendance online (introductions; roll call; polls; chat box; exit questions, Zoom usage report)
- ☐ Double check completed attendance form for accuracy and readability
- ☐ Use the completed attendance form to write participant names on all of the signed DPD forms.

[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 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: Sending Documentation to Northern Lights

- ☐ Double check that your Attendance is accurate and that all the information (title, date, times) matches the DPD form and your Training Submission Worksheet.
- ☐ Double check that the Instructor is not included in your list of attendees.
- ☐ Email your Attendance and Training Submission Worksheet to professional.development@ccv.edu and include the title and date in the subject line.

PRO 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.*