

CONNECT WITH YOUR RESOURCE ADVISOR

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[https://northernlightscv.org/
about-us/contact-us/](https://northernlightscv.org/about-us/contact-us/)

Northern Lights at CCV

The hub of Vermont's early
childhood professional
development system

Providing services and
supports for the
early childhood and
afterschool workforce

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NORTHERN LIGHTS AT
COMMUNITY COLLEGE OF VERMONT

WHAT TO SEND TO NORTHERN LIGHTS

northernlightscv.org



Before you Send:

1 Check the DO and DO NOT send lists to make sure you **should** send the document to Northern Lights

2 Log into your BFIS Quality and Credential account. Check the Education, Credentials, and Professional Development tabs to see if the training or coursework has already been entered in your account

3 If you decide this is a document you should send, be sure to also fill out a Verification Cover Sheet and send it to Northern Lights with the document.

Sponsored Trainings

Some individuals and organizations sign an agreement with Northern Lights to be a *sponsor*. Approved sponsors can submit training attendance directly to Northern Lights and you don't have to send anything!

Pro Tip: Always ask if a training is offered by an approved sponsor - if it is, you don't have to send a certificate to Northern Lights!

DO Send:

- Official or Unofficial Transcripts issued by your college registrar
- Training certificates
 - For in person trainings offered by someone who is not an approved sponsor
 - For approved online trainings
- Level certificate applications
- CPR / First Aid certification cards from in person trainings or from in person skills checks
- Educator's License **NOTE:** We must **also** receive an official or unofficial transcript and/or a copy of your diploma with your license
- High School diploma and/or resume (if needed for child care program licensing)

DO NOT Send:

- Grade printouts
- Documentation of Professional Development (DPD) forms
- Any documents already entered into your BFIS Quality and Credential account
- CPR or First Aid certification from online trainings - online trainings must be paired with an in person skills check to meet the criteria
- Record Check Forms for staff (send these directly to CDD)
- Program-specific documents such as employment applications

24,395

Total documents were received from individuals in 2018-2019



75%

Of these documents **could not** be uploaded because they didn't meet the criteria

If you have any questions about documents on this list please talk to your Northern Lights Resource Advisor