



To: BBF Professional Preparation and Development Committee
From: Northern Lights at CCV
Re: Proposal for revision of criteria for online training provider approval in Vermont
Date: 2/18/20

Currently, if an organization who offers online trainings wishes to have those trainings approved in Vermont, they must submit their trainings for review by Northern Lights at CCV. All online training providers are initially reviewed by Northern Lights staff and based on this review, the approval process follows one of three possible paths:

1. After initial review, an organization whose trainings very clearly meet the criteria for approval in Vermont will be approved and added to the list of approved training providers.
2. If after initial review it is unclear whether or not an organization's trainings meet the criteria for approval in Vermont, they are submitted to a review team for deeper review. Each review team includes experienced early childhood educators with content-specific knowledge who will collectively determine if the training provider meets the criteria.
 - a. If the team determines the training provider meets the criteria, they will be added to the list of approved training providers.
 - b. If the team determines the training provider does NOT meet the criteria, they will be notified that they do not meet the criteria for approval and why.
3. After initial review, an organization who holds IACET¹ accreditation and whose trainings meet at least one of Vermont's core knowledge areas will be approved and added to the list of approved training providers.

As part of the review process, online training providers must provide the following: work setting of the target participants, modalities, reading level, training level, education and credentials of the person who designed the course content, cost, and approximate time needed to complete the training.

For an online training provider to be approved in Vermont, their trainings must meet the following criteria:

1. Training content relates to one or more of the core knowledge areas
2. Training content is relevant for early childhood and/or afterschool professionals
3. Training content is grounded in research and developmentally appropriate practices
4. Training has clear, measurable learning objectives
5. Training documentation meets Vermont's required documentation criteria
6. Training incorporates adult learning principles
7. Participants' learning is evaluated and the organization provides clear and specific evidence of successful completion of the training

¹ The International Association for Continuing Education and Training. IACET's mission is to advance the global workforce by providing the standard framework for quality learning and development through accreditation.
<https://www.iacet.org/standards/ansi-iacet-2018-1-standard-for-continuing-education-and-training/>



IACET Accreditation of online training providers uses the American National Standard Institute (ANSI)/IACET Standard for Continuing Education and Training. The ANSI/IACET Standard requires a systems approach to continuing education and that each of the standard categories be controlled within the applicant organization's management structure as an integral part of operating a continuing education and training department or program. The ANSI/IACET Standard measures all aspects of a continuing education and training provider's program development across nine internationally recognized categories:

1. Organization, Responsibility and Control
2. Learning Environment and Support Systems [VT 3]
3. Planning and Instructional Personnel [VT 6]
4. Needs Analysis
5. Learning Outcomes [VT 4]
6. Content and Instructional Requirements [VT 3]
7. Assessment of Learning Outcomes [VT 7]
8. Awarding the IACET CEU and Maintaining Learner Records [VT 5, 7]
9. Evaluation of Learning Events [VT 7]

The bracketed letters and numbers above indicate the alignment of the ANSI/IACET Standard with Vermont's criteria for review of online training providers. Overall, the ANSI/IACET Standard adequately addresses or goes beyond all criteria established in Vermont with the exceptions of the content-specific criteria. The two criteria not addressed in the ANSI/IACET Standard are those that address meeting Vermont's core knowledge areas and relevance to early childhood and afterschool.

Northern Lights at CCV proposes the following:

1. Remove the requirement for IACET accredited training organizations to explicitly apply for approval in Vermont.
2. Remove the requirement for IACET accredited training organizations to submit which core knowledge areas are met by their trainings

New Proposed Process

1. Northern Lights at CCV conducts a review every six months of IACET accredited training organizations listed on the IACET website
2. As part of the review, Northern Lights at CCV assesses which accredited training organizations offer trainings relevant to the early childhood and afterschool workforce based on the industry markers used by IACET (which include child care, childcare, early care and education, early childhood education, early education, and schools).
3. Northern Lights at CCV lists IACET accredited training organizations that serve the early childhood and afterschool workforce on the Northern Lights website Online Training page.
4. Northern Lights at CCV also publishes information for any IACET accredited organizations that have questions or that wish to request inclusion on the list of approved providers.