

Submitting Training Documentation

Guidance for Vermont Schools

Purpose: To provide a streamlined documentation process for school district personnel working in programs licensed by the Child Development Division who are required by child care licensing regulations to complete annual professional development.

Northern Lights at CCV works in partnership with the Child Development Division to verify and enter training data into individual quality credentialing accounts within the broader Bright Futures Information System (BFIS).

BFIS Quality Credentialing Account



<https://dcf.vermont.gov/childcare/providers/bfis>

A BFIS Quality Credentialing account is where teachers and other school district staff working in programs licensed by the Child Development Division can save their professional development information and access their record check results. These accounts allow staff additional resources, such as a place to maintain their personal professional development plans.

Submitting Documents to Northern Lights at CCV



professional.development@ccv.edu

Northern Lights at CCV PO Box 489 Montpelier, VT 05601

When you need to send transcripts, educator licenses, first aid/CPR certification, or other professional development documents to Northern Lights, you can either send them by email or postal mail. If you have any questions about what documents to send or how to send them, please contact your Northern Lights Resource Advisor.

Northern Lights Resource Advisors

Northern Lights at CCV Resource Advisors are available to support all early childhood and afterschool professionals across the state of Vermont, including those working for school districts and independent schools. The Resource Advisors are listed below based on the locations of CCV centers across the state – choose whichever Resource Advisor is closest to you:

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Streamlined Process for Schools: Step-By-Step



School Districts can now use a new online process to submit professional development documentation for school district personnel working in programs licensed by the Child Development Division who are required by child care licensing regulations to complete annual professional development.

The following information will be entered into the individual's Bright Futures Information System (BFIS) Quality Credentialing accounts:

- ➔ *Professional development title*
- ➔ *Brief description of professional development. Please include whatever detail you think will be helpful. This helps us determine if the training might meet other requirements in the system (e.g. Advanced Specialized Care).*
- ➔ *When did the professional development take place (date and total number of hours). Please do not include lunch or other breaks into the number of training hours*
- ➔ *Name of school district / supervisory union offering or sponsoring the professional development*
- ➔ *Person completing this form (name, email address, phone number). This enables us to know who to contact if we have any questions about your submission*
- ➔ *Professional development type (in-person, online real-time, hybrid [part in-person, part online in real time], other)*

Please complete and submit an attendance document. For your convenience you may use the Northern Lights template, "School District Professional Development Attendance Form".

If your school district has a standard PD attendance document, please make certain that the following information is included:

- Title of PD
- Date of PD
- Name of school district / supervisory union offering or sponsoring the PD
- Your name



For all attendees, please be sure to include the following information:

- Attendee's full first and last name
- BFIS Quality Credentialing ID #
- Home address
- Include the regulated child care program's name as listed in BFIS for any participants who are employed by a partner program.

Submission Form: <https://www.surveymonkey.com/r/B3WG2SG>