



Recognized Communities of Practice in Vermont *Updated 11/16/23*

A community of practice (CoP) is a multi-session, facilitated conversation among members of a particular group with a goal of creating positive change related to an area of common interest. A Recognized Community of Practice is a type of CoP that is recognized by the Child Development Division as meeting criteria for participation to count toward professional development hours for Child Care Licensing. Effective January 1, 2024, an approved sponsor may choose to offer a Recognized Community of Practice.

Recognized Community of Practice criteria:

- May only be offered by an approved sponsor of professional development; and
- Must include a minimum of four sessions (at least 6-8 sessions are recommended); and
- Facilitator must meet the following minimum qualifications:
 - At least an associate degree, and
 - At least five years of experience in their area of expertise, at least two of which were in a supervisory, coaching, consulting, or leadership role, and
 - Completed coursework or training in facilitation, mentoring, coaching, and/or consulting, and
 - Completed State-identified community of practice facilitation training (will be available beginning in early 2024).
- Facilitator must be listed in the Instructor Registry as a CoP Facilitator
- Sponsor must verify and submit attendance to Northern Lights

Process for Offering a Recognized Community of Practice:

1. Sponsor identifies facilitator(s) and completes the Recognized CoP Form.¹
 - a. The first time a sponsor offers a Recognized CoP, they are required to complete and review this form with their Northern Lights Resource Advisor before completing any additional steps.
2. If Sponsor wants their CoP to be listed in the online training calendars, they should also complete the Submit a Training form on the Northern Lights website.
3. Sponsor holds their Recognized Community of Practice, guided by the identified facilitator(s).
4. Sponsors complete the Recognized CoP attendance form and submit it to Northern Lights at CCV after their CoP ends, or quarterly for ongoing CoPs.
5. Northern Lights will enter professional development documentation into individual accounts

¹ If Sponsor has any questions about whether their CoP meets the criteria to be Recognized, they should contact their Northern Lights Resource Advisor for advice



Recognized Community of Practice Form: Preparation Form

Complete before offering your CoP

Sponsor Name:	
Sponsor Contact:	
CoP Facilitator Name:	
CoP Title:	



Topic: Communities of practice are formed to explore a topic or area of shared inquiry. This often includes the key issues the group plans to learn about and explore. The topic should be connected to a purpose or positive change - groups should define what is the end they hope will result from this CoP.



Community: Some communities of practice form within already established groups such as a Vermont Early Childhood Network. Others form around a particular topic of interest or a community challenge. Groups should identify who will be invited to participate in this community of practice. The members may share a role, a level of experience, or another common factor.



Resources and Activities: Identify what resources and materials you'll need to be successful. This may include kickoff trainings, data detailing a particular challenge, examples of best practices, guest speakers, links to resources, etc. You should also describe the types of resources and materials you will use during the community of practice to support learning and growth, and the types of end product materials your community of practice will create.

Topic:

Community:

Resources and Activities:

Core Knowledge Area:

Please describe how you will evaluate the effectiveness of this CoP: