



NORTHERN LIGHTS AT
COMMUNITY COLLEGE OF VERMONT

The Northern Lights User Portal

Set up your Account

Register for Trainings

Use Direct Send

The Northern Lights Portal

Will allow you to:

- Register for Northern Lights trainings
- Submit documents to be verified and entered into your BFIS account (“Direct Send”)

Creating a Northern Lights Account

[Roles](#)[Career Development](#)[Training](#)[Resources](#)[About Us](#)

Northern Lights Account

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

[About Us](#) [Resources](#) [Training](#) [Career Development](#) [Roles](#) [Contact](#)

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[Accessibility Policy](#)

[Privacy Policy](#)

[Credits](#)

Create your Northern Lights at CCV Account

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate



Continue

Setting up your account

- A Temporary PIN will be sent to the email address that you entered. Check your email (including spam/trash folders) and enter the PIN into the box titled “Temporary PIN”. Input your birthdate again and click “Login”
- Create a new password for your Northern Lights Account. Once you have created a password that meets the criteria listed, enter it into
- “New Password” and “New Password (again)” boxes, then click “Set Password”
- **Congratulations, you’ve set up your account!**

Complete the Training Application

Once you have created your Northern Lights account, you will need to complete the Training Application before you are able to register for Northern Lights trainings.

This application only needs to be completed **once** and takes about 5 minutes to complete.

What is Direct Send?

Direct Send allows you to log into your Northern Lights User Portal and submit professional development documents directly to Northern Lights for processing.

Direct Send:

- Provides a safe and streamlined way to submit documents to NL
- Removes the need for Verification Cover Sheets
- Makes the document verification process visible to users

Select a Document to Send to NL

Additional Person Information

BFIS ID:

Primary Phone:

###-###-####

Submit Documents

Sign up for Trainings

My Registered Trainings

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

- ☒ College and University Transcripts
- ☐ High School Transcripts
- ☐ High School Diploma or Equivalency
- ☐ First Aid and/or CPR
- ☐ Educator License
- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- ☐ Resume
- ☐ Other

1. Check the box for the type of document you are sending

Attach your Documents

* College and University Transcripts:

Choose File TEST College Transcript.docx

2. Click “choose file” to attach the document

Submit

3. Click “submit”

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

View the Documents in “Received”

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

- ☐ College and University Transcripts
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- ☐ Educator License
- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- ☐ Resume
- ☐ Other

Submit

**When you see documents here, they
have been received by Northern Lights**



Documents are processed in the order they are received

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

- Download First Aid and/or CPR Certification -- 05/06/2025
- Download Individual Professional Development Plan (IPDP) -- 05/06/2025
- Download Training Certificate -- 05/06/2025
- Download Transcript (College/University): Pending Verification (UNOFFICIAL) -- 05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

You Can View Document Status

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

- ☐ College and University Transcripts
- ☐ High School Transcripts
- ☐ High School Diploma or Equivalency
- ☐ First Aid and/or CPR
- ☐ Educator License
- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- ☐ Resume
- ☐ Other

Submit

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

- [Download Transcript \(College/University\): Pending Verification \(UNOFFICIAL\) -- 05/06/2025](#)

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

- [Download First Aid and/or CPR Certification \(VERIFIED\) -- 05/06/2025](#)
- [Download Individual Professional Development Plan \(IPDP\) \(VERIFIED\) -- 05/06/2025](#)

ENTERED Documents

Your documents that have been ENTERED into BFIS by the Northern Lights at CCV Team within the last 90 days:

- [Download Training Certificate \(VERIFIED\) -- 05/06/2025](#)

DECLINED Documents

Your documents that the Northern Lights at CCV team is unable to accept from the last 90 days:

- [Download DECLINED Document - - 05/06/2025, Not Approved Organization...](#)



RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

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IN PROCESS Documents

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No need to include a signed verification cover sheet if you use direct send!

Northern Lights Verification Cover Sheet

Submit a completed copy of this form and any documents you wish to enter into your Bright Futures Information System (BFIS) Quality and Credential Account. This form must be signed by the individual whose documents are being submitted, not by a program director. We cannot accept documents without this form. You may attach multiple documents to this form.

I understand that Northern Lights will only enter verifiable, authentic information into my BFIS Quality and Credential Account. If I work at a regulated child care program, I understand my employer has access to view my professional development, education, and credentials, including any scanned transcripts in my BFIS Quality and Credential Account.

SIGNATURE

First and Last Name (Printed)

Phone

Address

Work

BFIS Quality and Credential Number

What Are You Sending? (check all that apply)

- ☐ Training Certificate - In order to be verified, all official or Unofficial Transcript - must be training certificates must include:
 - Title and short description
 - Training dates, time, and number of hours
 - Sponsor name and logo/letterhead
 - Your name
- ☐ Check here to request review of documents for Specialized Care hours

Double Check Before Sending

- Make sure the documents you are sending are not already in your Quality Credential Account.
- If you have already sent a document but it is not yet in your account, DO NOT RESEND.
- Make sure any transcripts are either official or unofficial copies issued by the college registrar. We are not able to accept grade reports or printouts from a student portal.
- Do not send any DPD forms.
- If sending CPR or First Aid cards, be sure to send copies of both the front and back of the cards.
- Make sure any PDF documents are unlocked before sending.
- Make sure you are not sending Google Documents or links to documents.

If you have questions about any of the above, contact your Northern Lights Resource Advisor
<https://northernlightscv.org/about-us/contact-us/>

Where to Send Your Documents

EMAIL: professional.development@ccv.edu
(PDF documents strongly preferred)

MAIL: Northern Lights at CCV
Community College of Vermont
PO Box 489
Montpelier, VT 05601



Updated 9/22/21



NORTHERN LIGHTS AT
COMMUNITY COLLEGE OF VERMONT

Roles

Career Development

Training

Resources

About Us

Northern Lights Account

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

Email

Account

Temporary PIN

Birthdate

Login

@gmail.com 

Protects Your Data

- Email is often an insecure way of sending personal data
- Many people use unsecured internet like public WiFi
- Many older transcripts have full SS# printed on them

Direct Send allows you to log into your Northern Lights Account and safely attach and submit your documents - no email needed!
No verification cover sheet needed!

Direct Send on Mobile

7:02

go.northernlightssccv.org

NORTHERN LIGHTS AT
COMMUNITY COLLEGE OF VERMONT

Ammie Collins Logout

Northern Lights Account

Your Applications

Type	Northern Lights Trainings
Status	Submitted
Started	03/11/2025
Submitted	03/11/2025

Select a Task

Submit Documents

Sign up for Trainings

My Registered Trainings



7:03

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Additional Person Information

BFIS ID:

Primary Phone:

Select Documents to Submit

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- ☐ College and University Transcripts
- ☐ High School Transcripts
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- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- ☐ Resume
- ☐ Other

Submit

Submit Documents

Sign up for Trainings

My Registered Trainings

RECEIVED Documents

Your documents RECEIVED by the Northern Lights

7:04

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Additional Person Information

BFIS ID:

Primary Phone:

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

- ☐ College and University Transcripts
- ☐ High School Transcripts
- ☐ High School Diploma or Equivalency
- ☒ First Aid and/or CPR

Photo Library

Take Photo

Choose File

* First Aid and/or CPR Certification:

Choose File no file selected

Submit

Submit Documents

Sign up for Trainings

My Registered Trainings



Q: Can you attach and send multiple documents at once?

A: Yes! Type “Direct Send” in the search box on our website for materials explaining how.



Q: Can I use Direct Send from my smartphone?

A: Yes! You can attach files or photos from your smartphone.



Q: Will I receive an email notification when I submit a document?

A: Yes!



Q: Can I use Direct Send to send documents for someone else?

A: No. Direct Send requires you to sign into your own account (which verifies your identity) to send your own documents.

Need help?

Email: northernlights@ccv.edu

Phone: (802) 540-8168

Visit <https://northernlightscv.org/about-us/contact-us/>
to find the Resource Advisor in your region!