

BBF Professional Preparation and Development Committee

Meeting Notes 4/21/2026

Meeting Attendees: Hailey Paschold, Margaret Barch-Pearsall, Amelia Struthers, Elise Doner, Joanna Houston, Ammie Collins, Becky Millard, Tia Fotion, John Cipora, Staci Otis, Adri Taylo-behrman, deb Grennon, Sonja Bracey, Cynthia Greene, Tiffany Miller, Ali Dieng, Paula Nadeau, Patricia Pawlik, Dawn Rouse

Meeting Summary:

10:00-10:10 Introductions

10:10-11:00 Northern Lights Annual Report (Becky)

11:00-11:15 Direct Send Transition (Becky)

11:15-11:30 Member Updates

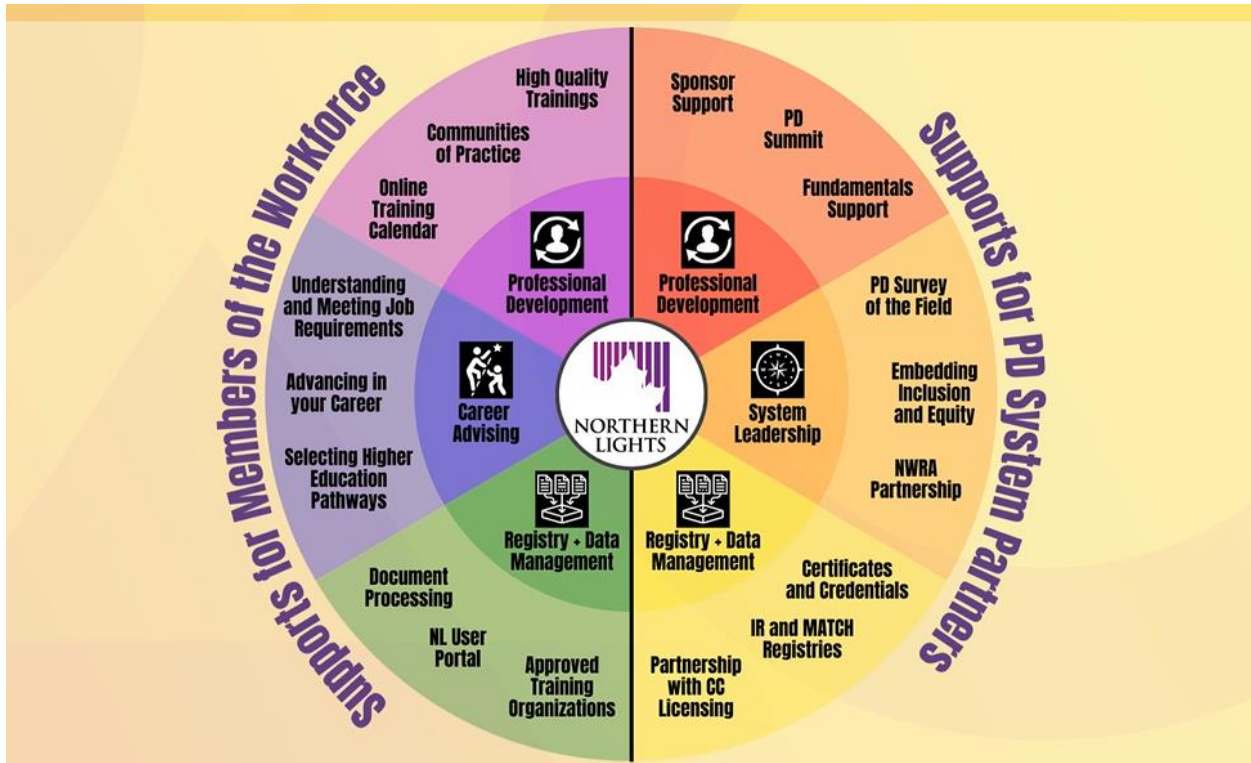
Northern Lights Annual Report



Northern Lights System of Supports



Support the field/workforce and PD system partners in many different ways



Northern Lights by the Numbers

2025

Attendees at Northern
Lights Trainings

2,476

195

Training Sections offered
by Northern Lights

51

Training Sections that met
Advanced Specialized Care



Professional
Development

Number continues to increase over the years. An array of introductory trainings that must be offered, we always have room to decide what additional PD opportunities we want to provide—we rely on pd survey, the field, and partners to determine what pd opportunities we provide.

Northern Lights by the Numbers

2025

Most Highly Attended NL Trainings in 2025

- 648 – Medication Administration
- 235 – Basic Specialized Care
- 209 – VELS Basics for Planning Curriculum
- 188 – Fundamentals for Early Childhood Professionals
- 148 – Introduction to Licensing
- 140 – Intro to Strengthening Families
- 102 – Challenging Behavior and DAP



Professional
Development

Several of these have particular requirements by CDD for staff members. VELS and Challenging Behavior and DAP do not have a licensing requirement for it.

Northern Lights by the Numbers

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580

Trainings Published in the NL Training Calendar



Professional Development

143 Active Sponsors of Professional Development
10 attended Sponsor Orientations

Published number represents not just NL trainings but also sponsor organizations

Northern Lights by the Numbers

2025

Career Advising Consultations provided **1,835**

↑ 19%

19% increase in consultations when compared to 2024



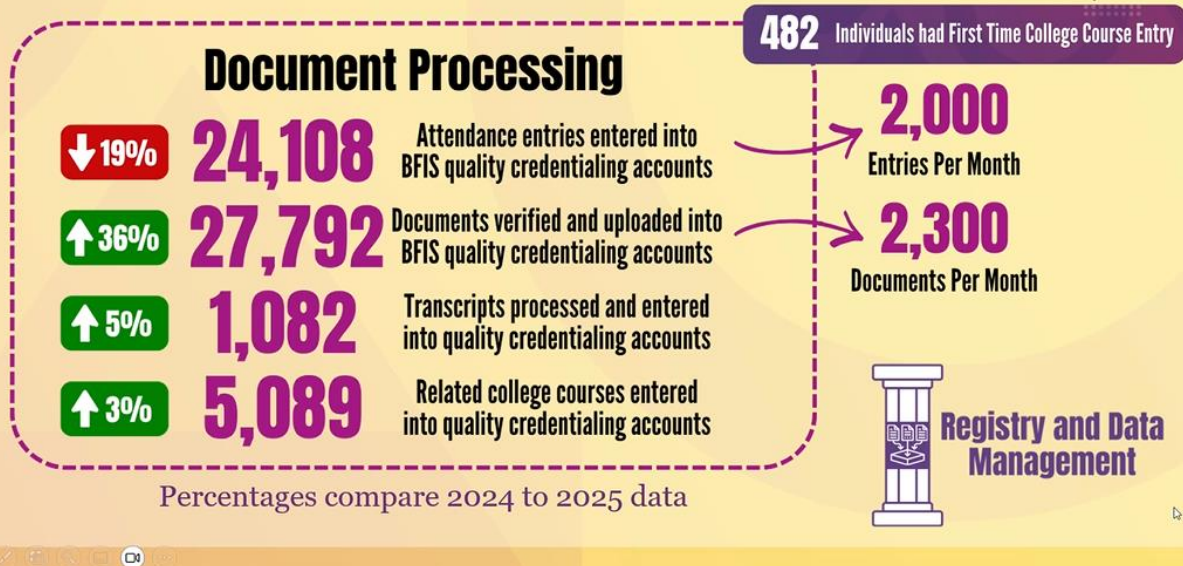
Career Advising



Individualized career advising across the field—education opportunities, requirements for job roles, career ladder. 19% increase when compared to 2024.

Northern Lights by the Numbers

2025



Our registry team is processing a lot of data. More people are choosing online any time training, which can impact the increase of processing and decrease in in person attendance. A solid number of people are registering for trainings but not attending, we are seeing lower percentages at this point and other pd providers are seeing similar—it is worth keeping an eye on why.

Do you keep data on if training has a fee and if that influences attendance? - Vast majority of NL trainings do not have a fee at this time—pre Covid was that when we had a small fee we found about 90% of registered folks would attend, with no fee it was 70% registered would attend. Not sure how data may shift for trainings that have a larger fee.

Northern Lights by the Numbers

2025

- 23** Early Intervention certificates issued
- 42** Program Director Credential certificates issued **↑ 112%**
- 57** Afterschool Pathways certificates issued **↑ 49%**
- 420** Early Childhood Career Ladder Level Certificates issued **↑ 13%**
- 191** Members of the Instructor Registry
- 11** Members of the MATCH Registry

Percentage increases comparing 2024 to 2025



Registry and Data Management

Northern Lights by the Numbers

2025

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- 42** Program Director Credential certificates issued **↑ 112%**
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Percentage increases comparing 2024 to 2025



Registry and Data Management

2024 is when bonus amount shifted

Northern Lights by the Numbers

2025

There is a strong preference for online opportunities, with access to in-person



Offering PD on weekdays at varied times best meets current needs



Professional Development Survey of the Field

Historically done survey late spring, we also share information with all sponsors so they know what the field is looking for. Preference for weekdays in the evening is not significantly hiring than weekdays.

Northern Lights by the Numbers

2025



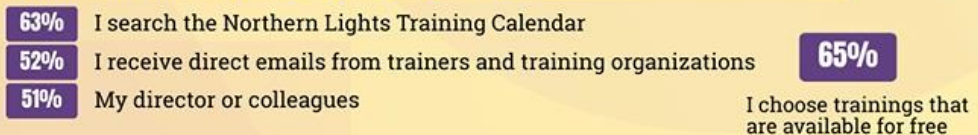
Top Five Training Topics Requested:

- 82% Responding to Challenging Behaviors
- 74% Strategies for Support and Inclusion of Every Child
- 73% Social and Emotional Learning and Development
- 73% Trauma Informed Practices
- 72% Effective Communication with Families + Colleagues

People find PD opportunities using the NL training calendar, direct emails, and recommendations from people they know



System Leadership



John- These Top Five align closely with what I'm finding as core interests in my adult undergraduate students.

Were there significant changes to the instructor registry, either increase or decrease? – instructor registry has stayed fairly steady. In general, added percentages when they seemed significant. Within last few years, did a check if they still wanted to be included in instructor registry.

Could this also be related to CLASS and QRIS shift in focus?- Some of these areas do align with focus in CLASS and STARS has set as key priorities/areas for high quality programs. Can see the alignment, it is possible there are connections

Fundamentals Revision Project

Complete:

- Visioning, Design, and Pilot implementation of revised curriculum
- Revised curriculum now used for all NL offerings of Fundamentals

Coming Soon:

- Refinements to delivery guidance based on trainer and NL staff input
- TA for CTEs and other partners to implement revised curriculum

The diagram illustrates the timeline of the Fundamentals Revision Project. It consists of four numbered steps, each with a description and a corresponding time period in a purple box below it. A large red checkmark is superimposed over the entire diagram, signifying that the project is complete.

Step	Description	Time Period
01	Visioning Session State leaders and partners set the vision and key parameters for the revision.	May 2024
02	Design Team: Structure Create the proposed structure design for the revision.	Fall 2024
03	Design Team: Content Develop lesson plans and resources for implementation toolkit.	Spring 2025
04	Pilot Pilot implementation of revised training series.	Fall 2025

As identified in the Preschool Development grant, this is complete. Continuous quality improvement is a part of everything we do. We have all Ras supporting one or two sections of Fundamentals using the new curriculum, this semester is the first full roll out of it and we are learning a lot. We are experiencing full delivery, and we can continue to refine based off what we learn. NL DEI committee is looking at some of the material used and identifying if there are any unintended issues. Supporting our career and technical partners—they will often use the materials in different ways over the course of a school year and we're looking at how to support them.

NL User Portal

Access Your Northern
Lights Account

LOG IN TO YOUR ACCOUNT

Complete:

- ✓ • Registration for all NL trainings and CoPs including Fundamentals
- Direct Send documents to NL
- Online application for Career Ladder Level Certificates

Coming Soon:

- Sponsor portal for online submission of attendance
- Full implementation of Direct Send for document submission (May 2026)

Future Development:

- Online application for Program Director Credential
- User-Friendly Instructor and MATCH Registries

NL Equity and Inclusion Toolkit

Complete:

- ✓ • Development of Equity and Inclusion Tools
- Launched training opportunity for sponsors and trainers

Coming Soon:

- Tools will be mailed to all approved sponsors
- Ongoing support to implement use of the tools



As of Spring has launched, can attend pd opportunities on how to use the tools (Evaluating Professional Development for Equity).

RBPD Recognition in PD System

Complete:

- ✓ • Proposal for recognition of MATCH Activities in PD System
- Launched training opportunity for sponsors and trainers

In Process:

- Proposal is under discussion by CDD Leadership

Coming Soon:

- Anticipated pilot implementation of process with select partners
- Anticipated full rollout of process



MATCH (Mentoring, advising, technical assistance, coaching, helping).

Ali- LEARN program in Burlington—are there are similar programs?

Becky- there are a variety of ways to ensure PD credit, they can reach out to NL RA on how to support to get PD credit and support some of those smaller situations and happy to help what exists within the system.

Adri- LEARN is Burlington based, including Fundamentals and partners with one of the experienced Fundamentals instructors. LUND took it over and they are very much on track, they have 10-12 participants and provide translation services. NEK, Upper Valley and Brattleboro have similar programs around the state. If you hear about anyone interested in something like this, connect them with us at NL and we can support them and make sure it counts.

Maggie- When did the VELS Curriculum trainings launch (with 209 attendees)?

Becky and Amelia- designed in spring 2024 and some offered then, another design session and running in 2025.

Elise- Are there specific RBPD programs that are being considered to role out the pilot implementation?

Becky- proposing starting with staff hired to provide MATCH services, will depend what CDD thinks of proposal timelines

Deb- wondering about DEI materials mailed to sponsors, wondering how organizations with multiple trainers will receive materials?

Becky- It is a short, printable document but they can certainly ask for additional copies. Will also be available on our website once remediated for accessibility.

Amelia- highlight about equity tool training, something we've been excited about training for toolkit coming up May 13th. It is on the training calendar or contact Amelia for more information.

Direct Send Transition

In place since May 2025 and have a significant number of folks in the field who have created and sent in documents.



Why Change Things?

2024

20,408

Documents verified and uploaded into BFIS quality credentialing accounts

1,700
Documents Per Month

↑ 16%
from 2023

2025

27,792

Documents verified and uploaded into BFIS quality credentialing accounts

2,300
Documents Per Month

We need to make a shift in our process to receive documents for our team to process and field has documents processed in a timely manner

Streamlines Identity Verification

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 Name (Printed) _____ Last Name (Printed) _____
Address _____
City _____ State _____ Zip _____
Work Email _____ BFIS Quality and Credential Number _____

What Are You Sending? (check all that apply)

- Training Certificates - In order to be verified, 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 Sours

Double Check Before Sending

- Make sure the documents you are sending are not already in your Quality and Credential Account
- If you have already submitted a document but it is not yet in your account, DO NOT RESEND
- Make sure any transcripts are either official or unofficial copies from the college registrar. We are not able to accept grade reports or printouts from a student portal
- Do not send any PDF 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://northernlightsccv.org/about-us/contact-us/>

Where to Send Your Documents

EMAIL: professional.development@ccv.edu (PDF documents strongly preferred)
MAIL: Northern Lights at CCV
Continuity 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: []@gmail.com [switch](#)

Account: []

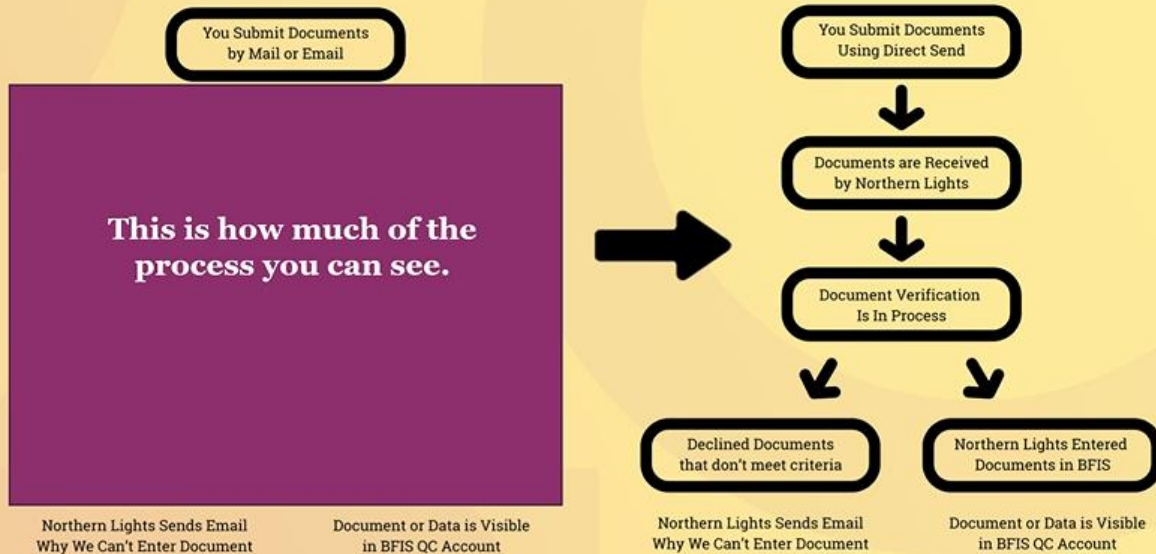
Temporary PIN: []

Birthdate: [] [] []

Login

Field does not need cover sheets, it is mobile friendly

Makes the Process Visible to You



1 Visit

<https://northernlightscv.org>

3 Login or Create



Roles Career Development Training

Northern Lights Account

Returning users:
Log in to continue an application.

First-time users:
Create an account to start a new application.

2 Click

Access Your Northern Lights Account

LOG IN TO YOUR ACCOUNT

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

Using Direct Send

Submit Documents

[Return to Northern Lights Account Home](#)

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

Attach your Documents

College and University Transcripts:
 No file chosen



Direct Send

Sign up for Trainings

My Registered Trainings

RECEIVED Documents

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

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

2. Click "choose file" to attach the document

3. Click "submit"

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.

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- Educator License
- Certifications/Credentials
- Training Certificates
- IPDP (Individual Professional Development Plan)
- Resume
- Other

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



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:

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.

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- Educator License
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- 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 or based on requests from Child Care Licensing

RECEIVED Documents

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IN PROCESS Documents

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

Track Document Status

Select Documents to Submit

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Submit

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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](#)

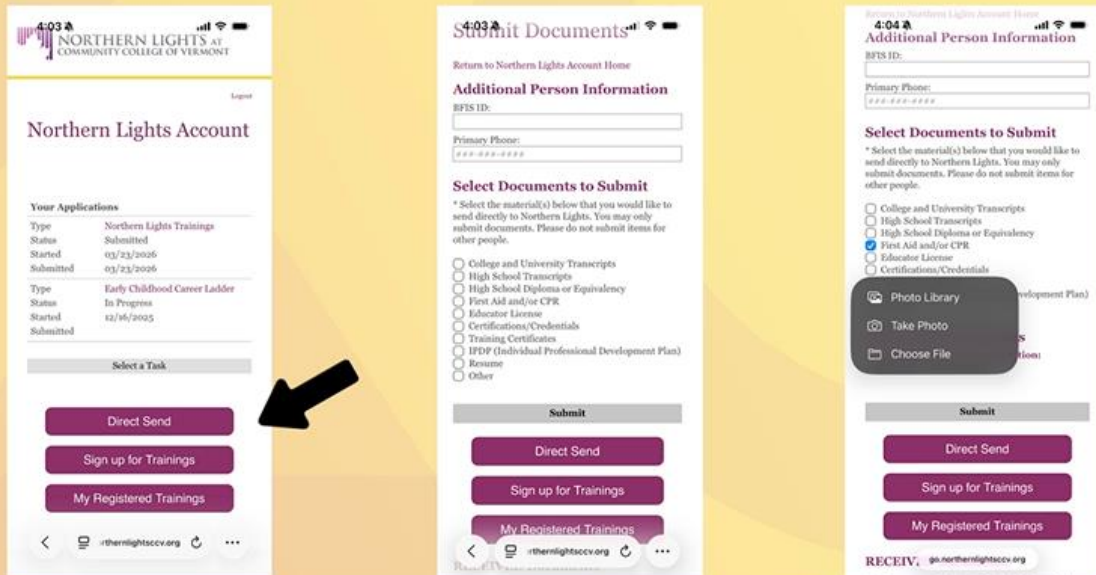
DECLINED Documents

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...](#)



Direct Send on Mobile



? Q: Can I attach and send multiple documents at once?
A: Yes! See our website for materials explaining how.

? Q: Will I receive an email notification when I submit a document?
A: Yes! The document will also appear in your account as “received.”

? 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.

In Process: Public Schools and Large Programs

Public Schools

- Process will allow designated public school staff to submit documents on behalf of certain staff members based on their role and/or contract requirements

CBCCPP and Afterschool Programs Licensed for 100+

- Process will allow designated program administrators to submit documents on behalf of certain staff members
- There will be a form organizations can use to request participation if they own multiple programs that are collectively licensed for 100+

Actively in process. We are hearing programs that can see this as a challenge for large programs or programs with multiple sites.

Elise- In the Direct Send process, can the user check a box to have their PD assessed for ASC?

Becky- not necessary for this to be the case because we review everything for ASC

Link to Direct Send Resources: <https://northernlightscv.org/direct-send-resources/>

Resource advisors offering trainings on Direct Send for frontline staff. Becky is offering a couple of webinars for program leaders.

Joanna- we use a lot of substitutes, ranging them to do this could be a challenge. Becky- substitutes are also on our minds.

Deb- This will be the only process for people to submit documents?

Becky- Yes, as of May 4th.

Adri- RAs are available online and can also visit programs to assist in person.

Member Updates

Professional Development Survey of the field is open, scheduled to close April 30th, it can be kept open a bit longer if needed. Would like to close it so data is available for PD Summit 5/29- more important to have robust sample size.

5/29 is the Professional Development Summit, two tracks are available. It will be held at CCV Winooski, invitations are coming soon.

Cynthia- Shelburne Farms- course Cultivating Joy and Wonder is available, can be taken for credit or hours, for VT educators people can basically take it for free. It is a week long course in July. Still have some openings available.

[Cultivating Joy and Wonder Information Link](#)

Adri- Attendees who may need interpreter services-

Trisha- have not encountered this, have encountered accommodations for other reasons.

Do we ask prior to training if any accommodations and what we can do for successful inclusion and what opportunities exist to support them.

Joanna- Carrie Becker may be offering some online anything in other languages

CCV launched new multi lingual teaching initiative, VTAEYC connecting

Dawn- West End is offering PITC in Spanish

Paula- RFP submissions are being reviewed for the VTAEYC annual Conference in Killington [2026 VTAEYC Annual Early Childhood Education Conference Request for Proposals](#)

Deb- interested to see data from PD survey. FCF is navigating meeting different levels of skills in programs to roll out what people need.

Daw- Reggio Conference is coming up in June 25th-27th- VT CDD has been available to sponsor 60 educators.