

Early Childhood Workforce Registry

Accepted Training Guidelines

April 2025

Accepted Training is training delivered by a known and respected organization at the regional or national level that ***is intended for the early childhood and school-age workforce***. Training provided by these organizations that has not been pre-approved by the Registry may meet the approval criteria for training and a request can be submitted to add the training to your record.

You must have a current account at the Registry to add accepted training to your record. Please read this entire document to understand the policies and procedures.

Accepted Training Organizations

The Registry will accept early childhood/school-age related training from:

1. Accredited colleges and universities.
2. Federal and North Dakota state agencies when specific to early childhood care and education
3. IACET accredited organizations
4. Nationally recognized organizations listed in the chart below
5. Organizations registered with the National Workforce Registry Alliance
6. Publishers of curriculum or assessment tools recognized by Bright&Early ND

Type of Training Organization	Accepted Training Sponsors
Accredited colleges and universities	<p>Credit-bearing college courses, taken from accredited colleges and universities both in-state and out-of-state in which the content is 80% or more focused on early childhood education and/or child development. A letter grade of "C" or higher is required. *</p> <p>The Registry will also accept University Extensions and programs of Colleges and Universities when the material is designed for or specific to the early childhood or school-age workforce:</p> <ul style="list-style-type: none"> • Better Kid Care – Penn State Extension • Center for Early Education and Development (CEED) – University of Minnesota • Center for Inclusive Child Care (CICC) – Concordia University • Center on Social and Emotional Foundations of Early Learning – Vanderbilt University • Frank Porter Graham Child Development Institute – University of North Carolina • McCormick Center for Early Education Leadership – National Louis University • National Technical Assistance Center for Children's Mental Health – Georgetown University <p><i>*The Registry only accepts official transcripts sent directly to the Registry from the institution that issued the credits and/or degree. Student copies, sealed copies from the student, or copies that have been on file with an employer will not be accepted.</i></p>
Federal and North Dakota state agencies	<p>Federal agencies, military branches, and state agencies when the material is designed for or specific to the early childhood or school-age workforce:</p> <ul style="list-style-type: none"> • Bright Futures – American Academy of Pediatrics • Child and Adult Care Food Program (CACFP) • Early Educator Central – US Department of Health and Human Services (DHHS), Administration for Children and Families (ACF)

	<ul style="list-style-type: none"> • Head Start National Center on Quality Teaching and Learning • North Dakota Department of Health and Human Services (HHS)* • North Dakota Department of Public Instruction (DPI)* • North Dakota Kindergarten Association* • North Dakota 21st Century Community Learning Centers* <p><i>*Training sponsored by these in-state organizations must be pre-approved by the Registry and have a Registry Event ID# to be accepted. If the event was not pre-approved, the Registry will assume that the organization did not intend the event for the early care and education audience and will not add the training to an individual's record after the fact. Contact the organization for more information about their status as an approved Registry training sponsor.</i></p>
IACET Accredited Organization	<p>Organization must be currently accredited by the International Association for Continuing Education and Training (IACET). The training must be specifically designed for the early childhood workforce and applicable to North Dakota. *</p> <p><i>*Tracked in clock hours only. See information on CEUs below.</i></p>
Nationally Recognized Early Childhood and School-Aged Organizations	<ul style="list-style-type: none"> • American Montessori Society (AMS) • Association Montessori International (AMI) • BUILD Initiative • Child Care Aware of America • Council for Exceptional Children (CEC), Division for Early Childhood (DEC) • HighScope Educational Research Foundation • MACTE Accredited Montessori Teacher Education Programs • Military Child Education Coalition (MCEC) • National After School Association • National Associate for Child Care Providers (NACCP) • National/Regional Association for the Education of Young Children (NAEYC/AEYC) • National Association for Family Child Care (NAFCC) • National Black Child Development Institute (NBCDI) • National Head Start Association (NHSA) • Smart Start (National Technical Assistance Center) • Teachstone • West Ed (Program for Infant Toddler Caregivers - PITC) • Zero to Three
Publishers of Bright&Early Recognized Curriculum or Assessment Tool	<p>Review the current list of Bright&Early ND approved assessment tools and aligned curriculum</p> <ul style="list-style-type: none"> • Environment Rating Scale Institute (ERSI) • Teachstone <p><i>*See information on other curriculum products below</i></p>

Clock Hours versus CEUs (Continuing Education Units)

The Registry tracks training in clock hours. Some training organizations offer CEUs in addition to clock hours, often for an extra fee. However, because there is not one agreed upon standard for organizations that use the term CEU, and there is no governing or accrediting body to regulate how CEUs are issued, the term CEU may be used to mean different things. The Registry is unable to determine the validity or equivalency of CEUs from one organization to another with the exception of CEUs issued by an accredited college/university. When the Registry receives documentation of CEU training, the CEU training will be entered on your record as one (1) CEU = ten (10) clock hours.

How to Add Accepted Training to Your Registry Record

Log in to your Registry account and complete the *Individual Request for Training Approval* form found on the training tab of your account. Requirements are:

- Attend the entire event and successfully complete the requirements to receive credit
- Submit to the Registry, **within three (3) months of the end of the event**, verifiable proof of attendance and completion in the form of a certificate or other verifiable documentation that includes:
 - Your name
 - Title of the event
 - Name and logo of the organization that delivered the training
 - Name of the trainer, if applicable
 - Date of training completion
 - Total number of clock hours earned. A minimum of 1 hour is required
- Upload all additional required documentation such as training syllabus, outlines, etc.

Certificates alone may not be adequate proof of attendance. When unclear, the training sponsor must be able to verify your attendance with your signature on the attendance sheet for the event. NOTE: Registration payment is not acceptable verification of attendance.

Training is tracked in 30-minute increments (e.g. 1 hour, 1.5 hours, 2 hours, etc.) and is always rounded down. EX: training request for 1.75 hours will be rounded down to 1.5 hours

A maximum of 10-clock hours of training completed on one day can be accepted.

All training is assigned a North Dakota Core Competency Area. If the Registry is unable to determine the appropriate competency area, the training will be classified as Competency Area VIII: Professionalism.

Not Accepted

Submitting a request does not guarantee that the training event and hours will be added to your record. The Registry reserves the right to verify authenticity and attendance by contacting the organizations directly, and to deny any request that does not meet the criteria. The following will not be accepted:

- Self-signed and hand-written certificates
- Estimated or approximated clock hours
- Training sponsored by organizations not on the Accepted Training list
- Training completed more than three (3) months prior to the date your request is submitted. The only exception is training listed on another state Registry Learning Record (see section below).
- More than 10-clock hours of training completed in one day
- Training taken for CPR and/or First Aid certification
- Webinars, even when they are delivered by an organization that otherwise meets the approval criteria.
- Mentoring, coaching, or consultation
- Training unique to a particular employer such as for insurance purposes
- Training designed primarily for parents, or focused on children older than twelve (12) years of age

- Training taken for teacher re-certification, foster care licensing, and other non-ECE recertification and/or licensure, or designed for other disciplines such as physical or occupational therapy, hearing and language disorders, therapeutic intervention, counseling, social work, family wellness, and so on.
- Training sponsored by a Registry approved training organization that was not submitted by that organization for pre-approval. The Registry will assume if it was not pre-approved that it was not meant for the early childhood workforce.

Curriculum Products

Hours obtained for implementing curriculum cannot be counted as childcare training hours. Implementation of curriculum is viewed as a function of your job. The selection of a particular curriculum product is an individual business decision made on a program by program basis. The decision to select and implement a specific curriculum product is your program's prerogative, but it will not be considered training.

Training focused on curriculum ideas delivered by a Registry accepted training sponsor may be submitted for approval.

Special Considerations

1. Conferences

If you attend a regional or national conference sponsored by an organization on the Accepted Training list, you may submit it using the *Individual Request for Training* form, just as you would for other Accepted Training. However, there are a few additional considerations for approval of conferences:

- Submit only one request per conference, for the total number of hours of attendance. DO NOT submit separate requests for each conference breakout session.
- Conference certificates must include the same information required for all Accepted Training. Generic conference certificates that do not verify the actual number of hours you attended will not be accepted
- Self-signed or attendee "fill-in-the-blank" certificates will not be accepted for any conference
- For conferences without breakout sessions, attendance at the entire event is required and must be verified to be added to your record
- For conferences with break-out sessions, the certificate must clearly indicate the sessions you attended and the clock hours for each session, with stickers or presenter signatures. If the certificate provided by the training sponsor does not include official verification of the sessions you attended, the conference will not be added to your record
 - Only the hours you actually attended and that are verified by the conference sponsor will be added to your record
 - Conference breakout sessions of less than one hour in length will not be accepted. Hours will be accepted in 30-minute increments (e.g. 1 hour, 1.5 hours, 2 hours, etc.)
 - Clock hours will be rounded down to the closest 30-minute increment (e.g. 1.75 hours will be rounded down to 1.5 hours)
 - A conference brochure showing the breakout sessions and presenters must be uploaded as part of the Individual Request for Training Approval form

- Conferences approved or tracked through another state registry/professional development system may be documented with the individual's official learning record from that state's registry showing the title, date, training sponsor, event ID#, and clock hours awarded. Record should be narrowed by date range to show just the time period in which the training was completed.
 - In cases where the event certificate is unclear or does not meet the Registry requirements for training approval, your Learning Record from the other state's registry will be required to verify attendance and the number of clock hours you earned
- Conferences are always assigned to ND Core Competency Area VIII: Professionalism and Leadership
- Conferences designed for other disciplines (see the "Not Accepted" section above) will not be added to your record

2. Other State Registry Systems

Training verified with a Learning Record from another state Registry system can be added to your Registry record using the *Individual Request for Training Approval* form as follows:

- The Learning Record must include verifiable identification including your full name, email address, and other identifying information.
- Only training completed in the past twenty-four (24) months can be submitted
- If you submit one request with your entire Learning Record attached, the Registry will enter it on your Registry record in blocks of training clock hours by calendar year with a completion date of the last training listed for that year. The block of training will be assigned the ND Core Competency Area: Professionalism.
- To have individual trainings you completed in another state added to your Registry record as separate trainings, submit a separate request for each training and upload your Learning Record with each request. Each course will be evaluated separately.

NOTE: College courses listed on another state's registry record will be entered on your Registry record as Level 1 training. If you wish the course to be added to your Registry record as Level 3 For Credit training, you will need to have an official transcript sent directly to the Registry from the college/university that issued the credits.