

## Early Childhood Workforce Registry

### Course Approval Planning Template

May 2025

Both Level 1 and 2 courses must include the following information when submitted for approval.

**Title:** *(This will appear publicly on the online training calendar.)*

**Course Type:** *(Select "Approved Clock Hours")*

**Course Level:** *(choose one)*

**Level 1 Basic Licensing:**

*Level 1 training must include at least one learning objective and an assessment but does not require an assessment rubric. May be taught by a trainer who does not have current Registry trainer approval. Level 1 courses are accepted for annual childcare licensing hours and, if completed after July 1, 2023, apply to attendee's advancement on the Career Pathways.*

**Level 2 Professional Training:**

*Level 2 training must include at least two SMART learning objectives, details about course learning activities, measured course assessment, assessment rubric, a course outline with references used to develop the course, and must be taught by a trainer with current Registry trainer approval. Level 2 courses are accepted for annual childcare licensing hours as well as toward the attendee's advancement on the Career Pathways and other professional qualifications.*

**Description:**

*This will appear publicly on the online training calendar. Clearly describe the course content to potential attendees and what they will gain by completing the training. NOTE: Registry staff does not edit submitted text.*

**Learning Objectives:**

*The Learning Objective is the most important aspect of the course. This is a description of what attendees will be able to do at the end of the training as demonstrated by objectively measured behavior. All courses must include at least one learning objective/outcome that meets the SMART protocols. (Level 1 requires 1 objective and Level 2 requires at least 2 objectives.) Courses that do not include SMART learning objectives will be returned for revisions. Refer to How to Write Learning Objectives for more information.*

**Assessment of Learning Objectives:**

*Describe the assessment used to determine if the attendees achieved the learning objective. How will attendees demonstrate their ability to perform the content you taught? The assessment must be objective, replicable, and measurable.*

**Course Category:** *(choose one)*

*This is an important selection because it determines how the clock hours will appear for the attendee on their Learning Record and how/if it will be counted toward the national CDA Credentialing process.*

**Infant/Toddler**

*Select if the content is focused on children ages 0-35 months*

**Preschool**

*Select if the content is focused on children ages 3-5 years*

**Early Childhood**

*Select if the content is focused on children across the Early Childhood developmental period 0-8 years*

**Elementary K-G3**

*Select if the content is mostly applicable to children across the elementary years K-G3 (ages 6-8)*

**Elementary G4-6**

*Select if the content is mostly applicable to children across the elementary years G4-6 (ages 9-12)*

**Business**

*Select if content is not about children but rather is focused on business practices.*

**Classroom Hours:**

*Total clock hours attendees will earn for completing the course. Only direct instructional time may be counted. No clock hours can be included for self-study, reading or completing assignments on one's own time, coaching or other one-on-one support, etc.*

**Core Competency Area:**

*Select the most applicable ND Core Competency Area(s).*

**CDA Subject Area:**

*The system will automatically select the CDA Subject Area that best matches the Core Competency Area you selected.*

**Target Audience:** *(choose all that apply)*

Administrators  
Directors  
Center staff  
Family/Group  
Head Start  
Consultants  
Trainers

**Ages Addressed:** *(choose all that apply)*

Infants (0-17 months)  
Toddlers (18-35 months)  
Three Year Olds (starting at 36 months)  
Four Year Olds (starting at 48 months)  
Five Year Olds (starting at 60 months)  
Elementary (6-12 years)  
Adults

## **Level 2 Additional Requirements**

### **1. Prerequisites:**

*List any prerequisites or advanced preparations required for participants of this training.*

### **2. Outline of Training Content, Training Methods and Training Timeline:**

*Show how the content connects to attendee's job performance and their ability to do their jobs effectively. How is it relevant for the intended audience? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.*

### **3. Training Activity:**

*Provide examples of training activities and describe how the activities will teach toward the learning objective to ensure that attendees can successfully meet the objective by the end of the training.*

### **4. Assessment of Learning Objectives:**

*Provide the assessment(s) used to determine if the attendees achieved the learning objective. How will attendees demonstrate their ability to perform the content you taught? The assessment must be objective, replicable, and measurable.*

*Provide the rubric used to evaluate/score/grade the course assessment. The rubric must be specific to the course learning objective(s).*

### **5. Training Materials List:**

*List any course materials attendees will need to complete the training.*

### **6. Training Evaluation:**

*Optional - provide an form for attendees to provide feedback on the training.*

**7. Major resources used to develop the training:**

*List all major resources and references that were used to develop the training or shared during the training. Provide titles, authors and sources.*

**8. Authorized Trainers:**

*All Level 2 courses must identify the pre-approved trainer who will deliver the training. The trainer must have current Registry trainer approval as a Content Specialist or Early Childhood Trainer. You will need the trainer's name and Registry ID#.*