NORTH Dakota Be Legendary. | Health & Human Services

Early Childhood Workforce Registry Policy Manual

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Early Childhood Workforce Registry

Introduction

General Policies and Procedures

The Early Childhood Workforce Registry and its approval processes are designed to meet the needs of the early care and education workforce. At the same time, the Registry must adhere to high standards and ensure that its policies and procedures are clear, consistent, and congruent with state childcare licensing rules, federal directives, and national best practices for Registry systems.

System Design

The Registry is a member of the National Workforce Registry Alliance (NWRA), which has established best practice recommendations for state Registry systems. By following these practices, the Registry is aligned with other state professional development systems to support the state of North Dakota in reporting and aggregating its early childhood data nationally.

The Registry is also a member of the Registry Consortium, a group of states that operate using a specific database software product. This database is customized to meet the needs of North Dakota but collects and maintains its data to align with other state Registry systems.

Staff

Registry staff strives to be professional, courteous, and helpful. All staff have completed background checks to ensure that confidentiality and personal data gathered by the Registry is protected.

The Registry reserves the right to investigate any suspected fraud or misrepresentation. Staff, at their discretion, may reject documentation that appears altered and/or request additional documentation. Applicants who misrepresent themselves or their organization to obtain funding, Career Pathways placement, trainer approval, or RBPD Specialist approval may not be allowed to participate in future services and may be denied membership. The Registry reserves the right to inform ND HHS Sections and its partner grantees of all fraudulent and/or misrepresented documentation and activities.

Changes to Registry Policy

Policy may be updated from time to time. All changes are effective immediately when posted and apply to all access to and use of the website and Registry database thereafter. The date the Policy was last revised is identified.

Section 1: Participants

Individuals

All early childhood individuals can create a Registry account. After creation of an account, participants can also become a Registry member.

1. Membership in the Registry is voluntary.
   a. There is no membership fee.
2. Registry Membership requires that an application be completed and submitted online at www.ndgrowingfutures.org.
3. Membership applications are reviewed to determine the preparation and qualifications the individual has for employment in the field of early care and education as defined by the Career Pathways. A Career Pathways category designation is then awarded.
4. Individuals must submit documentation of valid early childhood credentials such as the CDA or Aim4Excellence Center Directors Credential and early childhood and/or child development formal coursework completed at higher education institutions to have them apply to a Career Pathway.
   a. The Registry will evaluate for-credit courses only when an individual has submitted an official transcript to the Registry as part of a membership application or renewal.
5. Membership applications are processed after 30 days whether or not individuals have provided documentation.
6. Any account without activity for two (2) years will be moved to a dormant status.

Trainers

Any individual who wishes to present training needs to meet the qualifications specified below.

1. For Level 1 Training, the trainer does not need to be a Registry pre-approved trainer. The information for the trainer(s) is submitted as part of the application for the event and the trainer is approved on a training-by-training basis. Required information:
   a. Name
   b. Employment history (last 10 years)
   c. Current certifications related to the content, if applicable
   d. Education
   e. Trainer's experience in the field related to the training content.

2. For Level 2 Training, the trainer must be Registry approved as an Early Childhood Instructor or Content Specialist.   A trainer application must be submitted via an individual's Registry account along with a membership application.
   a. Only Registry approved trainers may provide Level 2 Training.
   b. Trainers must be approved prior to submitting requests for training approval.
   c. Level 2 Training trainers must be current Registry members.
   d. Early Childhood Instructors must be placed on the Registry Career Pathways at Category G-J
   e. All trainers must sign the Registry Trainer Agreement. The Registry reserves the right to remove approval status from any trainer who is found to be in violation of the agreement terms and conditions.

f. Content Specialists must be members of the Registry but are not required to have a Career Pathways placement. They must have verified education and/or certification in the content area or curriculum they train.
    i. Content Specialists are approved to train in their area of specialization only.
g. Trainers are approved for a period of 2-years from the date of approval.
h. Trainers with expired trainer approval cannot submit requests for training approval or be assigned to present an approved training.
i. All approved trainers must have a current copy of their resume or CV on file with the Registry.
j. Trainers will be approved only to present training that correlates to their education and background.
k. Trainers must agree to abide by the ethical obligations and professional responsibilities document, NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators.
l. Trainer information is reviewed and compared to the trainer approval rubric: https://www.ndgrowingfutures.org/trainers

Individuals who have had a revoked ND HHS child care license will not be approved as a trainer.

Trainers cannot be added to the roster for training events where they are the trainer of record.

Trainers who fail to comply with the policies and procedures of the Registry or who act in ways that undermine the integrity of the Registry will have their approval status revoked.

RBPD Specialists

Relationship-based professional development (RBPD) is support focused on learning through one-on-one interactions between practitioners and coaches, specialists, and advisors.

1. Individuals interested in RBPD approval must be current members of the Registry with a complete professional profile that includes all education, certifications, and other professional qualifications, and employment verification. Training or preparation required for the endorsement must be verified on the Registry Learning Record prior to approval.
2. RBPD Specialists are approved in a variety of endorsements or areas of specialization. An RBPD Specialist must be authorized in one or more endorsement areas before they can be assigned to provide support to the Early Childhood workforce.

Primary RBPD Specialist:

Approval is for a 3-year period, after which approval must be renewed. Must meet the requirements: https://www.ndgrowingfutures.org/rbpd-specialists

Provisional RBPD Specialist:

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Approval is for a 1-year period. Two renewals are allowed after original approval for a maximum of 3 years. Must meet the requirements: https://www.ndgrowingfutures.org/rbpd-specialists

Misuse of the Registry   RBPD Specialists who fail to comply with the policies and procedures of the Registry or who act in ways that undermine the integrity of the Registry will have their approval status revoked.

Early Childhood Licensing Staff

ND HHS has designated the Registry as the state system for approving, tracking, and reporting training that is accepted for licensing. The Registry helps Early Childhood Licensing Staff simplify the license renewal process with easy on-line access to special reports designed just for Early Childhood Licensing Staff.

1. Early Childhood Licensing Staff has access to the Registry only for the purpose of verifying child care providers' training records.

Section 2: Training

The Registry administers the North Dakota early childhood training approval system, which operates under the direction of the North Dakota Department of Health and Human Services (HHS) Early Childhood Services division. HHS Early Childhood Services Policy 620-01-90-05 designates the Registry as the system for approval of all training provided to the early childhood workforce. Registry approved training can be accepted toward childcare licensing, progression on the Career Pathways, and participation in the Bright & Early ND quality rating and improvement system.

Training Policies

1. All training must be Registry approved before it is offered/presented.
2. Only approved training will be accepted toward license renewal or placement on the Registry Career Pathways.
   a. This includes training that is either publicly available on the Training Calendar or training presented in-house or for other non-public events.
3. Only approved Training Sponsor Organizations (TSO) can own courses and offer approved training events. A Training Sponsor Organization is a business or entity that provides quality professional development experiences to people working the field of early care and education.
   a. Before training can be submitted for approval, the business or entity must create a Registry organization account, be approved as a training sponsor, and have a current Training Sponsor Agreement on file.
      i. Training Sponsor Agreements are for a period of two (2) years and must be renewed.
      ii. Training sponsor organizations may be approved to deliver training in North Dakota when the organization meets the training sponsor approval criteria. The Registry reserves the right to deny approval to a training sponsor when criteria is not met.

Learning Management System

A learning management system (LMS) for online training delivery is available within the Insight data system. Any approved training sponsor can utilize the LMS for online training delivery upon request.

1. Utilization of the LMS requires that the organization have a STRIPE account to process credit card payments.
2. Courses must be formatted to be SCORM (Sharable Content Object Reference Model) compliant.

Training Approval Process

Training approval is a two-step system. First, courses are created and then events are scheduled for each course.

Courses

The course is the content of the training, including the description, learning objectives, curriculum outlines, and competency areas.

1. TSOs must submit each course separately via the Registry course approval process.
    a. All courses must meet the requirements in the training course approval rubric. https://www.ndgrowingfutures.org/training-sponsors
    b. The Registry reserves the right to not accept specific courses if the course content does not sufficiently apply to the early childhood workforce in North Dakota or that there is currently sufficient coursework available that covers these areas adequately for the specific training needs in the state of North Dakota.
    c. The Registry reserves the right to take up to six (6) weeks for processing course submissions. Submissions are processed in the order they are received. If the application is returned for revisions, the processing time begins on the date of resubmission. The TSO has the opportunity to make revisions twice before it is declined.

2. Webinars are not approved as training, unless the webinar is part of a larger structured learning experience. Webinar is defined as either a live or recorded presentation without any learning assessment.

Events

The event is the delivery of the course content, including the date, time, and location.

1. After a course is approved the TSO can schedule events.
    a. Events must be scheduled for dates that occur before the course expiration date.
    b. Events must be submitted at least 3 weeks in advance of the start date.
    c. Events must be scheduled for at least the number of approved clock hours.
    d. Approved events may be listed on the Registry training calendar.

2. TSO's are responsible for tracking and verifying attendance for events.
    a. Classroom (face-to-face) events require use of the Registry attendance sheet.
        i. The attendance sheet is available for printing in the event. It is prefilled with the event information.
    b. Events held using an online platform such as Zoom or Teams need to use the reporting tools available in the platform.
    c. Web-based events
        i. Events using the Insight LMS registration system can have automatic attendance verification for Level 1 courses. Level 2 courses require TSO verification.
        ii. The TSO must enter the attendance directly in the roster or use a data share. APIs, SFTPs, and LMS accounts are available for data shares.

3. Correspondence events require monthly or quarterly reports of attendance.
4. Attendance documentation must be uploaded to the event or emailed to the Registry.
5. The TSO must enter attendance in the event within 10 days after the completion of the event.
    a. Attendance can only be entered after the conclusion of the event for classroom and distance (Teams, Zoom) events. For ongoing events, attendance can be awarded when the attendee has completed their training.
    b. No partial credit can be awarded. Attendance at the full event is required.
        i. Attendees cannot miss more than 10 minutes of the event.
    c. An Application Programming Interface (API) or Secure File Transfer Protocol (SFTP) may be created to enter event attendance.
6. The length of the training event must be consistent with the number of hours approved (approval is for contact hours only; breaks and meals are not counted toward training hours).
7. Any changes to a scheduled approved training event must be reported to the Registry prior to the scheduled event.
    a. Changes include but are not limited to cancellations, changes in dates, times, or locations. Unexpected changes that occur during the training must be reported to the Registry office on the next business day.
    b. Unexpected changes include but are not limited to illness of the trainer that caused an early release or other unforeseen circumstances that prevented the training from being carried out in its entirety.
8. Training certificates, if offered, must include:
    a. Attendee's name,
    b. Title of the training
    c. Date of the training
    d. Number of clock hours
    e. Name of the sponsoring organization

Other Training Acceptance

Individuals who attend out-of-state training, that is not Registry pre-approved, and wish to have it added to their Registry record must submit an Individual Training Approval Request. Approval is given on a course-by-course basis. Approval of one course does not guarantee that other courses offered by the training entity will be approved.

Section 3: Organizations

An organization is a business or entity, such as a child care program, training sponsor, or child care association.

Organizations must meet one of the requirements below to have a registered account:

1. Providing direct early childhood services
2. Pursuing a ND HHS childcare license
3. Providing training for the field of early care and education
4. Early childhood state contracted agency

To request access to a Registry organization account, you must be the primary contact person (director, administrator, or owner) for the organization.

The person who creates the organization account is automatically designated as the profile owner.

Document Vault

Programs are responsible for protecting the privacy of the children and families they serve. Any documents uploaded to the Document Vault that lists or shows identifying information of children (names, photos of faces, date of birth information, etc.) should not be stored in the document vault.

Misuse of the Registry

Organizations who fail to comply with the policies and procedures of the Registry or who act in ways that undermine the integrity of the Registry will have their approval status revoked.

Child Care Programs

1. Licensed Programs are child care programs licensed by North Dakota Health and Human Services. This includes family, group, center, preschool, self-declared, and school-age programs. Head Start, tribal, and school district managed programs are also included.
    a. Licensed Programs
        i. Requests for organization accounts are reviewed by Registry staff.
        ii. Only one current ND HHS license number is allowed per organization account.
        iii. A new organization account is needed when the program has new ownership.
        iv. When the Registry receives information that a program's license is expired or that the program is closed, the organization account may be closed.
            1. If the Registry receives information that the program has a current license again, the account may be reopened.
        v. The organization's name needs to match the program's name on the license.
    b. Start Child Care – Pursing a child care license.
        i. Accounts are reviewed for current activity and may be closed after 2 years of inactivity.

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Training Sponsors

Training sponsors are businesses or entities that provide quality professional development experiences to people working the field of early care and education. They have requested and received approval to offer training for the early childhood workforce in North Dakota. They include child care programs, ND state departments, USDA food programs, professional development training providers, and others.

An organization account is required to submit training courses and events in the Registry.

(See the training sponsor requirements in the training section)

Section 4: Privacy Policy and Data Use

Registry Data Integrity

The Registry cross-checks documentation submitted by applicants for Registry memberships or training approval with outside organizations. Verifiable documentation is included on an individual's professional development record.

1. Personal data: Individuals are expected to submit and maintain accurate personal information. Records that are found to be inaccurate, incomplete, or falsified are de-activated.
2. Duplicate records: The Registry works to ensure that each person's record is their own and that it is complete using the individual's date of birth and last five digits of the social security number.
3. Training data: Trainers and training organizations must agree to abide by the policies and procedures established by the Registry approval system including the award of credit for training completion, attendance information, etc. and to submit to the Registry accurate information.
   a. The approved status of trainers or of a training organization is revoked if they are found to be in violation of Registry standards.
4. Data verification: The Registry utilizes secure procedures to protect data. Data collected directly from individuals is maintained in individual professional development records.* Accuracy and privacy are ensured using the record holder's birth date, last five numbers of the social security number, or the Registry ID number.
   a. For-credit coursework must be documented with official transcripts sent directly to the Registry office from the institution that awarded the credit. Credential and licensures must be verifiable with the organization that issued the credential/licensure (the Registry verifies the validity of CDA Credentials, Center Director Credentials, and ESPB licensures with the issuing organization).
   b. Paper copies of personal information received in the Registry office (such as official transcripts) are uploaded to the individual's account in digital form and then destroyed.
5. Program license information: The data is imported to the Registry directly from the ND Department of Health and Human Services Child Care Licensing unit. This information includes the program license number, business address and phone number, and license type. The Registry does not alter any of the program information.

*NOTE: State Child Care Licensers can view a record of an individual's completed training.

Privacy Policy

This Privacy Policy governs the way the Registry collects, uses, maintains, and discloses information collected from users of the Registry system. This Privacy Policy applies to the Registry website and to all services offered by the Registry.

Information Collection and Use

Early Childhood Workforce Registry

Personal identification information is collected from individuals in a variety of ways including, but not limited to individuals logging in to the database, filling out forms, and in connection with other activities, services, features, or resources made available through the Registry system.

Individuals applying to become members or approved trainers are asked for their name, address, personal and work phone numbers, personal email address, birth date, and last five digits of their Social Security number.

- Information can be used to make reports, do research, do audits, evaluate Registry programs, and for other administrative purposes.
- Non-personal identification information about individuals may be collected whenever they interact with the Registry. Non-personal identification information may include the browser name, the type of computer and technical information about the means of connection to our website, such as the operating system and the Internet service provider utilized and other similar information.
- Appropriate data collection, storage and processing practices and security measures are used to protect against unauthorized access, alteration, disclosure or destruction of personal information, username, password, and data stored on the site.
- Only authorized staff has access to Registry information.

The Registry does not sell, trade, or rent members personal identification information to others. Member contact information is not shared with any commercial entity.

- Generic aggregated demographic information, not linked to any personal identification information, is shared for state and federal reporting purposes. The Registry cannot use personal information for any purposes other than those explained in this policy without written consent.

Information may be shared with agencies and entities who need the information to do their jobs, such as:

- North Dakota Department of Health and Human Services
- Personnel of the state quality rating and improvement system, Bright & Early
- Personnel of the North Dakota Department of Public Instruction
- An individual's verified employer
- Any agency or entity authorized by law to receive the information
- Contractors
- Researchers conducting evaluations of the early childhood workforce

The Registry will not share personal account information unless verbal permission is given. The Registry will confirm the person's identity prior to sharing any information.

Email Security
Emails received with attachments only will be deleted and no response will be sent. To assure documents are accepted, information must be included in the subject line and in the body of the email.

Acronyms

A4X – Aim 4 Excellence Center Director's Credential

API – Application Programming Interface

CDA – Child Development Associate

FTP – File Transfer Protocol

IACET – International Accreditors for Continuing Education and Training

LMS - Learning Management System

NAEYC – National Association for the Education of Young Children

NWRA - National Workforce Registry Alliance

RBPD - Relationship-Based Professional Development

SCORM - Sharable Content Object Reference Model

SFTP – Secure File Transfer Protocol

TSA – Training Sponsor Agreement

TSO – Training Sponsor Organization