

Early Childhood Workforce Registry

April 2025

Trainer Approval

Requirement	Content Specialist	Requirement Met	Early Childhood Instructor - Experienced	Requirement Met	Early Childhood Instructor - Master	Requirement Met
Registry Status	Current Registry membership, with complete membership profile to include verified education, licensures, etc.	Yes No	Current Registry membership, with complete membership profile to include verified education, licensures, etc.	Yes No	Current Registry membership, with complete membership profile to include verified education, licensures, etc.	Yes No
	Complete Trainer endorsement application	Yes No	Complete Trainer endorsement application	Yes No	Complete Trainer endorsement application	Yes No
Career Pathways Placement	Current valid professional license, certificate, or credential in content area	Yes No	Category G or above	Yes No	Category H or above	Yes No
Professional Experience	Currently employed in a professional capacity in the field of specialization with at least 4000 hours (2 years) of related work experience	Yes No	4000 hours (2 years) working directly with young children ages 0-8 years in an Early Childhood or approved setting (e.g., Pre-K, early intervention, after-school care, etc.)	Yes No	6000 hours (3 years) working directly with young children ages 0-8 years in an Early Childhood or approved setting (e.g., Pre-K, early intervention, after-school care, etc.)	Yes No
Training Experience	N/A	N/A	Thirty (30) hours of training experience or higher education instruction in the previous five (5) years	Yes No	Forty-five (45) hours of training experience or higher education instruction in the previous five (5) years	Yes No
Training Level	Area of expertise only. Training level based on qualifications.	Yes No	Levels 1 and 2	Yes No	All levels	Yes No

	All Trainer Types	Requirement Met
Commitment to Standards	Current Trainer Agreement on file	Yes No
Resume and References	Current resume or CV	Yes No
	One (1) letter of reference from Supervisor/Employer	Yes No
	Two (2) letters of reference from professional colleagues attesting to your professional expertise and trainer competency	Yes No
Background Screening	If currently employed in a licensed or regulated Early Childhood setting in North Dakota, verification of valid criminal background check as required for compliance with ND Child Care licensing regulations	Yes No
	If currently employed as the director or owner/operator of a licensed or regulated Early Childhood setting in North Dakota, documentation from licenser verifying no high-level licensing violations in the past twenty-four (24) months	Yes No
Additional	Must reside and/or be employed in North Dakota or be employed by or contracted with an approved training sponsor organization.	Yes No
	Renewal Requirements	Requirement Met
Training Experience	Delivered at least fifteen (15) clock hours of training for adult learners or one (1) one-semester credit college course in the renewal period.	Yes No
Updated Documentation	Updated resume and references, as needed. Signed Trainer Agreement included in renewal application process.	Yes No
Continued Education	Ten (10) clock hours of ongoing professional development in the renewal period, ten (10) hours of recertification training in area of specialization, one (1) CEU from an accredited provider, or one (1) semester credit course from an accredited college.	Yes No

Individuals who do not meet these qualifications may be eligible to present Level 1 courses, which do not require a pre-approved trainer. For Level 1 courses, the trainer is approved on a one-time basis as part of the course Event approval.