

Professional Development within the Bright Futures Information System (BFIS)

What is the Bright Futures Information System?

BFIS is a Vermont online data management and information system. BFIS helps families, childcare providers and others find and use information about statewide child development systems and services.

Professional development is housed in two places in BFIS: the *Course Calendar* and your personal *Quality and Credential Resume*. Northern Lights is charged with verifying and entering data into these parts of BFIS.

Why is BFIS helpful for professional development?

BFIS can make your life easier!

- Professionals - such as child care providers and teachers can find information about trainings and courses offered, can keep track of their own professional development, and share it when they want to be recognized or evaluated.
- Sponsors who offer professional development can announce their activities statewide on *Course Calendar* and help participants to keep track of their professional development in the *Quality and Credential Resume*.

BFIS is for people like you!

- Dale offers workshops and courses to her staff and the community. She sends an email with training activities to Northern Lights to enter into the *BFIS Course Calendar*, and after the training sends attendance to Northern Lights to post into each participant's *Quality and Credential Resume*.
- Rosa operates a registered home child care. She uses *Course Calendar* to look up the workshops she wants to take and after taking them, she sees them recorded in her *Quality and Credential Resume*. Her CPR certificate and CDA is also listed in her *Resume*.
- Richard is an afterschool program coordinator. He sent his college transcripts to Northern Lights to verify and enter into his *Quality and Credential Resume*. He requires his staff to all have a *Quality and Credential Resume* in BFIS too! Their professional development information can now be easily accessed by BFIS administrators for licensing, credentialing and program accreditation. This means less paperwork for everybody!!



"I make sure the orientation I give each new staff person in my program includes information on BFIS and getting their own password and log in."

Did You Know...?

- Sponsors of professional development can advertise their training statewide for free!
- Each staff person of a VT regulated child care program has a BFIS account with their *Quality and Credential Resume*. Other professionals can request one.
- You can create your own IPDP (Individual Professional Development Plan) within your *Quality and Credential Resume*

FIND Bright Futures!

brightfutures.dcf.state.vt.us/

How Do I create a password and login to my *Quality and Credential Resume*? Go to:

<https://bfishelp.ahs.state.vt.us/>

Or call 1-800-649-2642



Bright Futures

Child Care Information System

Vermont Northern Lights Career Development Center

<http://northernlightscdc.org>

Phone: (802)828-2876

See the reverse side to join
the BFIS Professional
Development Loop!

Join the *BFIS Professional Development Loop!*



First, all sponsors get an individual orientation from Northern Lights staff before they start using the “Loop”.

Here is how **SPONSORS** use the **BFIS Loop!**

1. Select approved instructors from *Vermont’s Instructor Registry* on the Northern Lights website.
2. Send information about your upcoming professional development opportunities to Northern Lights. We’ll post it in the BFIS statewide *Course Calendar*.
3. Fill out a *Documentation of Professional Development* form and distribute a copy to each training participant.
4. Use the *BFIS friendly Attendance form* at each training session and send the completed ones to Northern Lights. We will enter the information into each participant’s *Quality and Credential Resume*, which is linked to the *Course Calendar*.

Here is how **INDIVIDUALS** benefit!

- ◆ Use the BFIS *Course Calendar* to find workshops, classes and conferences.
- ◆ Get a password and user name from BFIS so you can see your *Quality and Credential Resume*. Then track:
 - Your credentials
 - Completed education and degrees
 - Workshops taken
 - Current IPDP
- ◆ Let Northern Lights track your attendance!
 - *If you attend a training in the BFIS loop*, then your attendance will be entered into your *Quality and Credential Resume*. Just look on line to find it!
 - *If you attend a training outside of the BFIS loop*, we can still help you. Send Northern Lights a copy of the professional development documentation that you received at the training. This will verify that you attended the event so we can add the information to your *Quality and Credential Resume*.

Look on the Northern Lights Website for help!

<http://northernlightscdc.org>

- *Bright Futures Information System (BFIS)*

About the **COURSE CALENDAR**

- *Finding Professional Development*

About your **QUALITY AND CREDENTIAL RESUME**

- *Tracking your Professional Development*

Just for **SPONSORS**

- *Sponsors of Professional Development*

Where to find **INSTRUCTORS?**

- *Instructors*

Did you know...?

To **VERIFY** that you attended any professional development activity Northern Lights needs documentation with:

1. Title and description
2. Date, time and total hours
3. Sponsor
4. Signature of sponsor or instructor
5. Your name



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