

# **Instructor Registry**

## **for instructors of early childhood and afterschool professionals**



### **What is the Instructor Registry?**

The Instructor Registry is a web-based, searchable database of approved instructors teaching adults about the early childhood and afterschool fields. Instructors apply online and once approved, can choose to be listed in the public Registry. There are five types of instructors in the Registry.

### **Instructor Levels**

<b>Type of Instructor</b>	<b>Required Educational Background</b>	<b>Required Instructional Experience</b>	<b>Function within the Instructor Registry</b>
<b>Affiliate I</b>	*Any level of completed education or related coursework in early childhood education, afterschool services or a related field.	24 hours or less of adult instruction in the last 3 years	Works with the support of a Master or Certified Instructor
<b>Affiliate II</b>	Associate's degree in early childhood education, afterschool services or a related field. OR Associate's degree in an unrelated field with a minimum of 9 related college credits and three years of experience in early childhood education or afterschool services.	25 hours or more of adult instruction in the last 3 years	Works with the support of a Master or Certified Instructor
<b>Certified</b>	Bachelor's degree or above in early childhood education, afterschool services, or a related field. OR Bachelor's degree in an unrelated field with a minimum of 15 college credits and three years of experience in early childhood education or afterschool services.	25 hours or more of adult instruction in the last 3 years	Offers instruction alone. Supports Affiliate I, Affiliate II, and Specialist I Instructors
<b>Master</b>	Master's or Doctoral degree in early childhood education, afterschool services or a related field. OR Master's or doctoral degree in an unrelated field with a minimum of 15 college credits and three years of experience in early childhood education or afterschool services.	45 hours or more of adult instruction in the last 3 years	Offers instruction alone. Supports Affiliate I, Affiliate II and Specialist I Instructors
<b>Specialist I</b>	Any level of education in a non-related field with specialization in a specific knowledge area.	9 or fewer hours of adult instruction in the last 2 years	Works with the support of a Master or Certified Instructor
<b>Specialist II</b>	Any level of education in a non-related field with specialization in a specific knowledge area.	10 hours or more of adult instruction in the last 2 years	Offers instruction alone

\*Minimum of a High School Diploma or GED

### **Why is the Registry important?**

The more access there is to high quality instructors, the better professional development opportunities there are throughout Vermont. It is a resource for sponsors of professional development such as conference coordinators, network leaders and program directors. Child care support agencies and others are required to use instructors from the Registry.



*"When I joined the Instructor Registry I received a pin and ribbon that I wear when I instruct at conferences. I enjoy being notified of opportunities to network with other instructors and of classes I can take about teaching adults. I feel part of a special group."*

### **Did You Know...?**

- Over 250 instructors from VT and other states have joined the Instructor Registry since it began in 2006. Instructors have backgrounds in over 25 different areas of knowledge or disciplines.
- The Registry lets you search for both early childhood and afterschool instructors.
- You can search for instructors by region, core knowledge area, instructor level or name.

**Vermont Northern Lights Career Development Center**  
<http://northernlightscdc.org>  
**Phone: (802)828-2876**

*See the reverse side for more information on how to join the Instructor Registry*

# ***Instructor Registry*** ***for instructors of early childhood and*** ***afterschool professionals*** *(continued)*



## **How do I apply?**

Use the online application! Click on *Instructors* on the Northern Lights website <http://northernlightscdc.org> and follow the Instructor Registry Application link. You will be taken through a step by step process. A hard-copy of the application is also available on our website.

## **What else will I need to submit?**

Follow the instructions on our website for sending a copy of your resume, transcripts, credentials or diploma to Vermont Northern Lights. Call us if you need some help. Applications and supporting documents are reviewed by an approval panel every six weeks.

## **Is there a fee to join?**

No! Other states charge a fee to join their instructor registry. Vermont does not.

## **Can I apply if I am an aspiring instructor without much experience?**

Yes. Less experienced instructors apply as an Affiliate or Specialist I Instructor, and choose a Certified or Master Level instructor from the Registry as their Supporting Instructor. Instructor support resources are available on the *Instructors* page of the Northern Lights website. As you gain more experience, you can be approved at a higher level.

## **Should I apply if I already teach in a higher education institution?**

Yes. If you have taught a course at a higher education institution in the past 3 years, your application process will be streamlined.

## **How do I update or renew my application?**

Approved instructors can update their applications at any time. Instructors at all levels need to renew their application every three years. Instructions and resources for updating and renewal are available on the *Instructors* page of the Northern Lights website.

## **Did you know...?**

One requirement to be in the Registry is to complete training on teaching adults. Northern Lights offers this training.

## **Benefits to Joining the Instructor Registry:**

- It is the only registry in Vermont specifically geared to professionals in early childhood and afterschool fields.
- If you choose to list your profile publically, you enjoy free marketing and advertising.
- Instructors in the registry receive regular invitations to professional development opportunities for them.



## **Need Help with your application?**

Call the special *Instructor Registry* line: **(802) 885-8374**

**Northern Lights Career  
Development Center  
CCV—PO Box 489  
Montpelier, VT 05601**