



*Frequently Asked Questions*  
about the  
**Vermont Northern Lights Instructor Registry**  
for early childhood and afterschool instructors

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***What is it?***

The Instructor Registry is a web-based, searchable database that lists approved early childhood and afterschool instructors teaching in Vermont. Instructors apply on line and once approved, can choose to be listed in the registry. Approved instructors are listed as Affiliate, Certified, Master and Specialist levels.

***What is the purpose of the registry?***

It is to ensure that high quality professional development opportunities are available statewide to individuals working with children/youth or on behalf of children/youth.

***Why would I want to apply?***

Resource Development Specialists and others are required to use Instructors in the Registry. It is also a resource for those who recruit instructors, such as Starting Points Network Leaders, Program directors and others. The Instructor Registry promotes its members. You can also choose to be in the Registry without a public listing. As a member of the registry you get information about professional development for instructors and special discounts at some events.

***Who is in the Instructor Registry?*** Since it began 18 months ago, there are almost 200 instructors from every region of Vermont and at every level of the registry. There are also some instructors from other states who want to teach here in Vermont. Instructors in the Registry have credentials such as CDA, nursing and social work and degrees including Associate, Bachelor's, Master's, and Doctorate.

***Who sees the Instructor Registry?***

Anyone! The Instructor Registry is an interactive, public web site. Go to <http://northernlightscdc.org> and click on Instructors to learn more.

***Since the instructors are approved in the Instructor Registry, I don't really need to interview them before I hire them, right?***

Incorrect. The Instructor Registry does not take the place of a typical hiring process, but it can help you locate a pool of instructors who might be right for your opportunity.

**Questions? Call Maureen Young - McCarthy at  
802-885-8374 or email: [Maureen.Young-McCarthy@ccv.edu](mailto:Maureen.Young-McCarthy@ccv.edu)**



*Frequently Asked Questions*  
about *applying* to the  
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***How do I apply?***

Use the online application. Go to <http://northernlightscdc.org> and click on Instructors. Complete the easy step by step process. Questions? Stuck? Contact Maureen at the bottom of this page. The Approval panel reviews applications every six weeks. Your approved application becomes your profile in the Instructor Registry itself.

***Is there a fee to join and/or renew?***

No. In other states, there is a fee of \$30 or more to join their registries.

***What if I can't finish my application and need to come back to it?***

Not a problem. Your online application is saved as you complete each screen. Because you start by creating a log-in with your email and password, you can close the window and come back to your application at anytime – just log in again.

***Do I need to have a BFIS Quality and Credential ID to apply?***

No. Once you are approved as an Instructor we will help you get a BFIS ID so you can see what professional development opportunities are available in the state for early childhood and afterschool professionals.

***Can I apply if I want to be an instructor but don't have much experience?***

Yes. Less experienced instructors choose another more experienced instructor who is already in the registry to mentor them. As you gain experience, you can change your designation as an instructor.

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

Yes. In fact, if you have taught a course at a higher education institution in the past three years, your application process will be streamlined. Higher Education faculty who want to teach through other venues, are encouraged to apply.

***Is the Instructor Registry available to out-of-staters?***

Yes. Many instructors who live in other states have already joined.

***What benefits do I get by joining?***

You join the only organization in Vermont specifically geared to professionals in this role. If you choose to have your name listed publicly, you increase the opportunity for sponsors to find and hire you to teach. Instructor Registry members receive invitations to attend professional development opportunities just for instructors like yourself.

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