



CCV- PO Box 489; Montpelier VT 05601

Nancy.sugarman@ccv.edu Web: www.northernlightscdc.org

Phone: 802-828-2876 Fax: 802-828-2805

Sponsor Request for Approval
of Online non-credit coursework
for Early Childhood and Afterschool Professionals in Vermont
- please submit electronically to the email address above -
(Request a word version of this form from the email address above)

Sponsoring Organization:

Website:

Contact person:

- **Email:**
- **Phone:**

1. Module or session free of charge for Northern Lights staff to review

Please provide directions to access one or more modules or sessions free of charge, to enable Northern Lights to review at least one sample training session or module.

Directions to access module:

2. Relevancy: Training content is relevant for early childhood and/or afterschool professionals and addresses one or more of the five core knowledge areas.

(<http://northernlightscdc.org/career-pathways/professional-competencies-and-standards/> see *Core Competencies for early childhood professionals* and *Core Competencies for afterschool professionals*)

In the table below, please list the modules your organization offers sorted by the core knowledge areas. Then please check relevancy to afterschool and/or early childhood professionals. (See sample below) Do not list modules that do not fall within these knowledge areas or fields.

-- SAMPLE --

| Core Knowledge Areas | Afterschool professionals | Early Childhood professionals |
|--|---------------------------|-------------------------------|
| Child/Youth Development <ul style="list-style-type: none"> • Infant and toddler development • How brains work • Emotional development of the young child | X | X X X |

| | | |
|--|--|--|
| | | |
|--|--|--|

| Core Knowledge Areas | Afterschool professionals | Early Childhood professionals |
|---|----------------------------------|--------------------------------------|
| Child/Youth Development | | |
| Curriculum, Teaching and Learning Environments | | |
| Health and Safety | | |
| Families and Communities | | |
| Professionalism and Program Organization | | |

3. Research- based content:

What effective practices, current research and/or developmentally appropriate practices in the field were used as the basis for the training content?

4. Documentation: The completed section or course or module must provide documentation to each student that includes these five criteria:

- logo/letterhead and name of sponsoring organization
- title and description of training
- total hours and date(s) of training (and CEU if applicable)
- name of participant
- signature of instructor or sponsor

Students must be able to print this documentation. If possible, provide a sample.

5. Evaluation of learning:

How are the students' learning evaluated? What is the pass rate for successful completion?

6. Instruction:

Is there an instructor directly teaching the students?

If so -

- a) What are the instructor's qualifications to teach this specific content?
- b) What are the instructor's qualifications to teach online courses?
- c) How many students does the instructor have on her/his caseload at one time?
- d) Is the Instructor in the Vermont Instructor Registry? <http://northernlightscdc.org/your-role/adult-instructors/> YES NO
 - and if so, at what Level?

7. CEUs: Are Continuing Education Units (CEU's) awarded for successful completion?

- approved by IACET
- approved by an accredited higher education institution (Higher education institution must be currently approved to be accredited by both DOE and CHEA accrediting bodies)
- approved by other organization: _____

Other Information you want the reviewers to know

Optional Information, that will be helpful for students taking your training

The following information would be useful for students to know, when choosing an online course to take. Northern Lights will post this information with your website link, once approved.

- Work setting of the targeted student (i.e. family childcare, home visitor, school based program, early intervention, center based program, director, caring for infants, preschool, school age, etc.)
- Course Format(s) used: written words, narration, movies, graphics, etc.
- Reading level of the course or module
- Content level of training: introductory level, intermediate level, advanced level
- Education and credentials of the course content designer
- Cost
- Computer operating system requirements
- Time (range) required to complete course

Address questions to the contact below. Submit this form electronically with the requested materials to Northern Lights Career Development Center. Completed requests for approval will be reviewed when they are received, and approval will be issued within 30 days or less.

Nancy.sugarman@ccv.edu

Phone: 802-828-2876

Web: www.northernlightscdc.org

###