



# Professional Development Guide

*2018-2019*

*Updated August 2018*



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**Child Care Aware® of North Dakota has training options to meet your needs!** Child Care Aware® develops and delivers training to help you strengthen your skills, earn advanced credentials and grow your career.

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Partnering for quality with:






Growing Futures sets and maintains standards for training provided by a variety of training organizations for license renewal and professional development. Child Care Aware® aligns all of its training to Growing Futures standards, and follows the same approval process as all other training organizations.



Child Care Aware® provides training that meets the Professional Development standards identified by Bright & Early North Dakota. Child Care Aware® also partners with Bright & Early to provide coaching and support to early care and education programs working toward quality rating and school readiness.

- 1 Identify your training and professional development needs.
- 2 Determine which trainings best meet your needs by using the key on the following pages.
- 3 Learn more about each training and register by logging in to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and using the Statewide Training Calendar.

## Training Types

Training Type	Look for Training Marked With	Description	Delivery Method
e-Learning		e-Learning courses are online self-paced courses that are available 24/7.	Online, e-Learning
Eager-to-Learn		Eager-to-Learn courses are instructor-led, online courses with weekly chat sessions, message board postings and email reflections.	Online, instructor-led
Face-to-face		Face-to-face events give you the opportunity to interact with leading experts in the early care and education field as they present the latest trends, research and hot topics.	Classroom

## Training Levels

Growing Futures has designated two levels of training to allow you to choose the type of training that matches your career goals. Child Care Aware® offers both levels of training.

Tier	Description
Registered	Registered training is for license renewal only. It does not apply toward Career Pathways placement, CDA credentialing, or participation in Bright & Early. This level of training is short, disconnected, and not part of a focused program of professional preparation.
Career Pathways	Career Pathways training is designed for career preparation and advancement. It applies to license renewal as well as to Career Pathways placement, CDA credentialing and participation in Bright & Early. This level of training is structured, connected and part of a progressive, focused program of professional preparation intended to build knowledge and skill.

## Growing Futures Career Categories + North Dakota Core Competencies

To help you plan for your ongoing professional development, Career Pathways trainings from Child Care Aware® are listed by Growing Futures Career Category and North Dakota Core Competency. Each area will be designated by a color and a letter.

Career Category	Core Competency
<b>A</b>	Completion of 15 hours of basic child care required for placement
<b>B</b>	Health, Safety and Nutrition
<b>B</b>	Learning Environment and Curriculum
<b>C</b>	Child Growth and Development
<b>C</b>	Assessment and Planning for Individual Needs
<b>C</b>	Interactions with Children
<b>D</b>	Families and Communities
<b>D</b>	Program Planning and Evaluation
<b>D</b>	Professional Development and Leadership





## CDA Subject Areas

Each training listing also includes its CDA subject area. Look for the “CDA” followed by its corresponding number. A Child Development Associate is a national credential issued by the Council for Professional Recognition.

Area	Subject Area
<b>CDA1</b>	Planning a safe and healthy learning environment
<b>CDA2</b>	Advancing children’s physical and intellectual development
<b>CDA3</b>	Supporting children’s social and emotional development
<b>CDA4</b>	Building productive relationships with families
<b>CDA5</b>	Managing an effective program
<b>CDA6</b>	Maintaining a commitment to professionalism
<b>CDA7</b>	Observing and recording children’s behavior
<b>CDA8</b>	Understanding principles of child development



























## Bright & Early Training Requirements




























Many Child Care Aware® of North Dakota trainings will meet Bright & Early training requirements. Use the key below to identify eligible trainings.





























Bright & Early Rating	Look for Training Marked With	Core Competency	Rating Requirements
Step 1			
Step 2		Learning Environments	10 clock hours
Step 3		Curriculum	10 clock hours
		Observation and Assessment	10 clock hours
Step 4		Program Planning and Evaluation	10 clock hours

# Training Schedule




Note: New trainings may be added to the schedule throughout the year. Check the Statewide Training Calendar for the most up-to-date training schedule.

Title	Type	Clock Hours	Fee	Location	Date(s)	Career Category	CDA Subject Area	Bright & Early Category
Getting Started		15	Free	Online	Ongoing			
ChildcareAlive: Shaping the First Five – Healthy Eating and Active Play		2	\$22	Grand Forks	September 15, 2018		CDA1	
				Jamestown	September 22, 2018			
				Dickinson	September 22, 2018			
				Bismarck	September 29, 2018			
				Minot	September 22, 2018			
				Williston	September 29, 2018			
Special Health Care Needs		3	\$15	Online	Ongoing		CDA1	
Promoting Wellness Module 1: Activity and Movement		2	\$15	Online	Ongoing		CDA1	
Promoting Wellness Module 2: Movement Activities		2	\$15	Online	Ongoing		CDA1	
Promoting Wellness Module 3: Nutrition and Healthy Choices		2	\$15	Online	Ongoing		CDA1	
Promoting Wellness Module 4: Nutrition Activities		2	\$15	Online	Ongoing		CDA1	
Supervision		2	\$15	Online	Ongoing		CDA1	
Transition Magician		3	\$28	Devils Lake	October 6, 2018		CDA1	
				Fargo	October 27, 2018			
				Grand Forks	March 23, 2019			
Developing Young Children's Language and Literacy Skills		16	\$50	Online	April 2, 9, 16, 23, 30, 2019		CDA2	
Curriculum		10	\$45	Online	Ongoing		CDA5	
Effective Environments for Infants and Toddlers		10	\$45	Online	Ongoing		CDA2	

Effective Environments for Preschoolers		10	\$45	Online	Ongoing		CDA2	
Effective Family Child Care Environments		10	\$45	Online	Ongoing		CDA2	
Helping Children Handle Stress		2	\$21	Minot	March 23, 2019		CDA8	
				Grand Forks	March 23, 2019			
				Jamestown	March 23, 2019			
				Dickinson	TBD			
Physical and Cognitive Development		16	\$50	Online	September 11, 18, 25 & October 2, 9, 2018		CDA2	
Overview of Child Development		3	\$15	Online	Ongoing		CDA8	
Purposeful Planning		6	\$49	Devils Lake	February 23, 2019		CDA7	
				Bismarck	April 6, 2019			
Assessing Young Children		10	\$45	Online	Ongoing		CDA7	
Creating a Caring Environment		2.5	\$25	Devils Lake	October 6, 2018		CDA3	
				Fargo	October 27, 2018			
				Minot	March 23, 2019			
				Dickinson	TBD			
Supporting Positive Behavior		12	\$40	Online	October 22, 29 & November 5, 12, 2018		CDA3	
Understanding Preschoolers		12	\$40	Online	March 18, 25 & April 1, 8, 2019		CDA7	
Guiding Behavior: 10 Steps to Positive Discipline		8	\$25	Online	Ongoing		CDA3	
Inclusion		2	\$15	Online	Ongoing		CDA3	

Building Connections with Diverse Families		9	\$70	Jamestown	October 30, November 6 & 13, 2018		CDA4	
				Grand Forks	November 1, 8 & 15, 2018			
Building Partnerships with Families		12	\$40	Online	November 5, 12, 19, 26, 2018		CDA4	
Cultural Sensitivity and Diversity		4	\$15	Online	Ongoing		CDA4	
A Great Place to Work: Creating a Healthy Organizational Climate		9	\$70	Minot	October 2, 9 & 16, 2018		CDA6	
				Bismarck	October 11, 18 & 25, 2018			
				Fargo	January 24, 31 & February 7, 2019			
Communication and Teamwork		3	\$15	Online	Ongoing		CDA6	
Continuous Quality Improvement		5	\$25	Online	Ongoing		CDA6	
Family Child Care Business		10	\$45	Online	Ongoing		CDA6	
Center Business		5	\$25	Online	Ongoing		CDA6	
Tackling Everyday Dilemmas		3	\$28	Williston	September 29, 2018		CDA6	
				Dickinson	January 26, 2019			
				Jamestown	March 23, 2019			
From the Inside Out: The Power of Reflection and Self-Awareness		16	\$50	Online	February 5, 12, 19, 26 & March 5, 2019		CDA6	
Overview of Professional Development		2	\$15	Online	Ongoing		CDA6	
Being a Professional		4	\$25	Online	Ongoing		CDA6	
Code of Ethical Conduct		3	\$15	Online	Ongoing		CDA6	
Nurturing Creativity		3	\$28	Williston	November 3, 2018			
				Fargo	February 28, 2019			
SIDS and Safe Sleep Practices		1	\$10	Jamestown	April 3, 2019			



				Minot	April 16, 2019			
				Grand Forks	April 24, 2019			
				Dickinson	April 15, 2019			
<b>Safe Sleep and Reducing the Risk of SIDS</b>		1	Free	Online	Ongoing			
<b>Homelessness</b>		1	\$15	Online	Ongoing			

# Frequently Asked Questions

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Why do I have to go to the Growing Futures website to take Child Care Aware® training?

Growing Futures hosts the Statewide Training Calendar, which allows you to see all of the approved training that is delivered by a variety of training organizations across the state, including Child Care Aware®.

Using the Statewide Training Calendar to search for, register for, and complete Child Care Aware® training eliminates the need to log in to multiple websites. All of your information is tracked and stored in your Growing Futures account, which your licenser uses to verify that you have met your training requirements.

In order for training to meet the Growing Futures requirements for Career Pathways advancement, all Child Care Aware® training (both online and face-to-face) includes an Evidence of Learning that gives you the opportunity to apply and practice what you have learned. Before you receive credit for Career Pathways trainings, your EOL will be scored by an instructor within 10 business days. This means that you shouldn't wait until the last minute to take your training.

Why do most Child Care Aware® trainings include an Evidence of Learning (EOL)?

What if I need help after business hours?

Our business hours are 8:30 am – 5:00 pm (CST) Monday through Friday. If you need help outside of these hours, you can leave us a voicemail or send us an email, and we will return your message the following business day.

You can also visit our Training Help Desk (<http://ndchildcare.org/training/faq.html>) to access tips sheets, video tutorials, and other helpful resources.

If you have questions about a Child Care Aware® training, contact Child Care Aware® at 800-997-8515 (press 2) or [training@ndchildcare.org](mailto:training@ndchildcare.org).

If you have questions about your Growing Futures account or membership, contact Growing Futures at 800-997-9516 or [registry@ndgrowingfutures.org](mailto:registry@ndgrowingfutures.org).

How do I know who to contact if I have questions?

If you have questions about a training from a training sponsor other than Child Care Aware®, you will need to contact the training sponsor listed on the Statewide Training Calendar.