



Professional Development Quality Standards Tip Sheet

All participating programs in Bright & Early ND must meet the Professional Development Quality Standards. Bright & Early ND has created this quick tip sheet to help programs navigate the requirements and details needed. As always, please see the [Bright & Early ND Playbook](#) for specific Professional Development requirements for Steps 1-4.

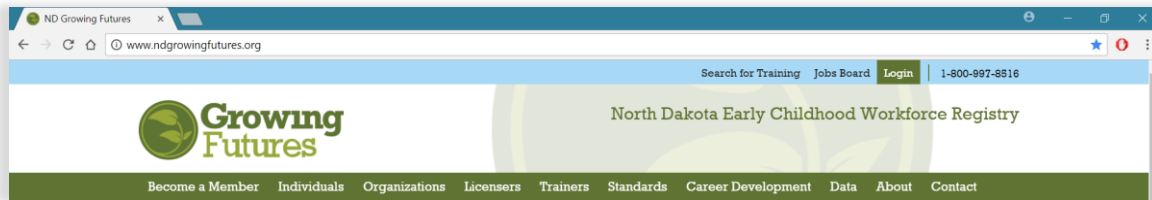
For Organizations

Register Your Organization

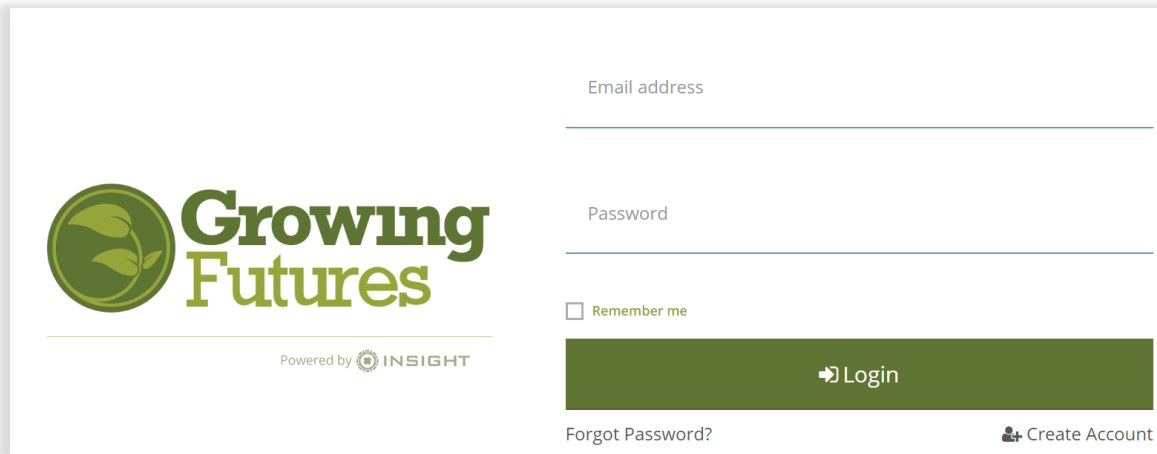
If your program does not have an organization account, follow these step-by-step directions to create one, ['How to create an organization account'](#)

How To Verify Employees

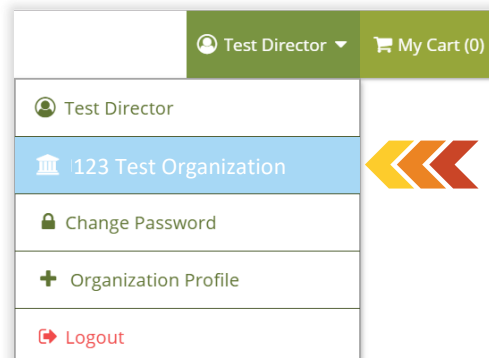
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



2. Log in to your account in Growing Futures.



3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



- On the main page, at the top, click on the **Employees** tab.

- Once on the Employees tab, check the status of all employees. If the status reads, 'Verified by Program', this employee's record is complete. If the status reads, 'Self-Reported', this employee's record needs attention.
- For the employees that have a status of 'Self-Reported' or employees that are no longer employed at your program, select **Update** to verify or update employment dates.

ID	Name	Title	Date	Membership	Current Status	Status
88314	Test Teacher	Teacher	5/1/2018 - Current	In Process	In Process	Self-Reported
88310	Test Director	Program Director	5/1/2018 - Current	In Process	In Process	Verified by Program

- To update the employment record, change the status to 'Verified by Program'. If this employee no longer works at your organization, add an end date to their employment history. Click **Save Changes**.
- Repeat steps above until all employees have a status of 'Verified by Program'.

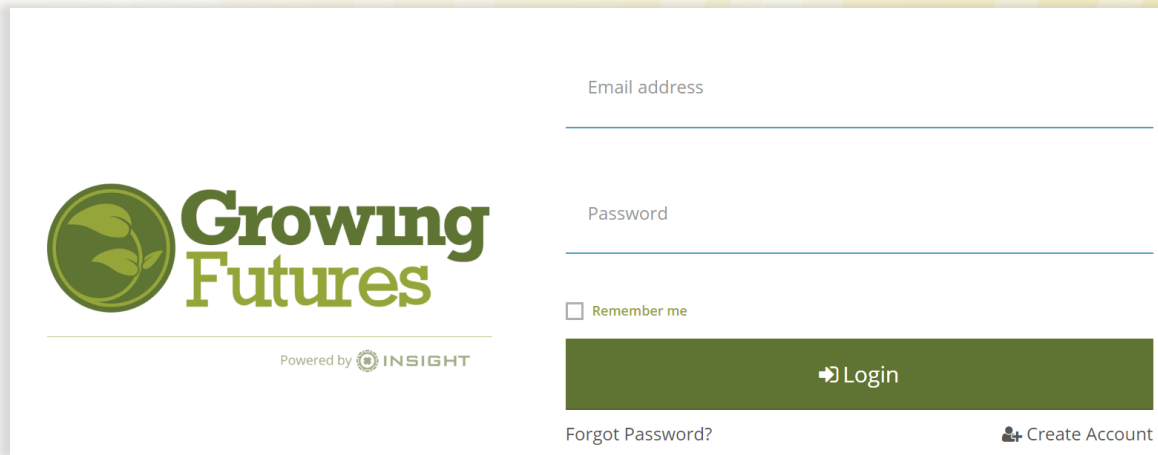
For Individuals

Ensure Accurate Employment Records

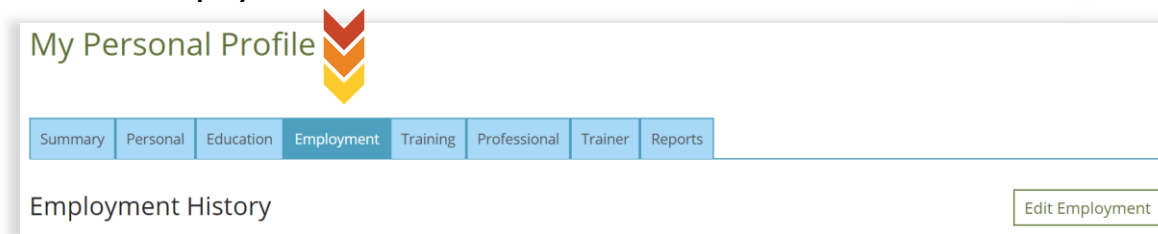
Bright & Early ND Quality Standards require that the Director, Lead Teachers and/or Lead Caregivers are linked to the program's organization account with verified employment. Please note, if you are a Family or Group Licensed program, you will have to report that you are employed at your own business. See detailed steps below:

- Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.

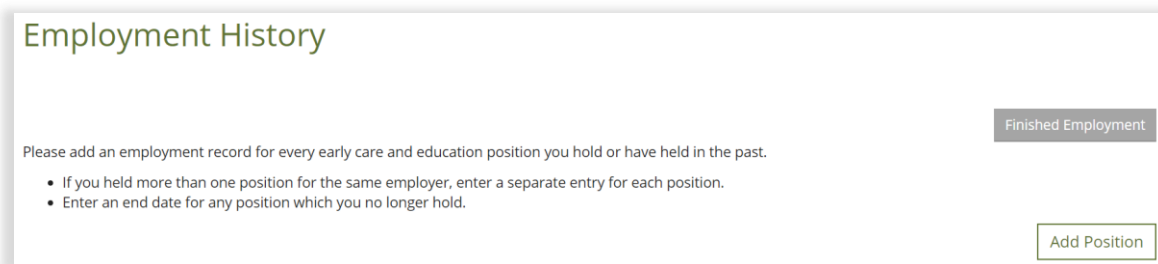
2. Log in to your account in Growing Futures.



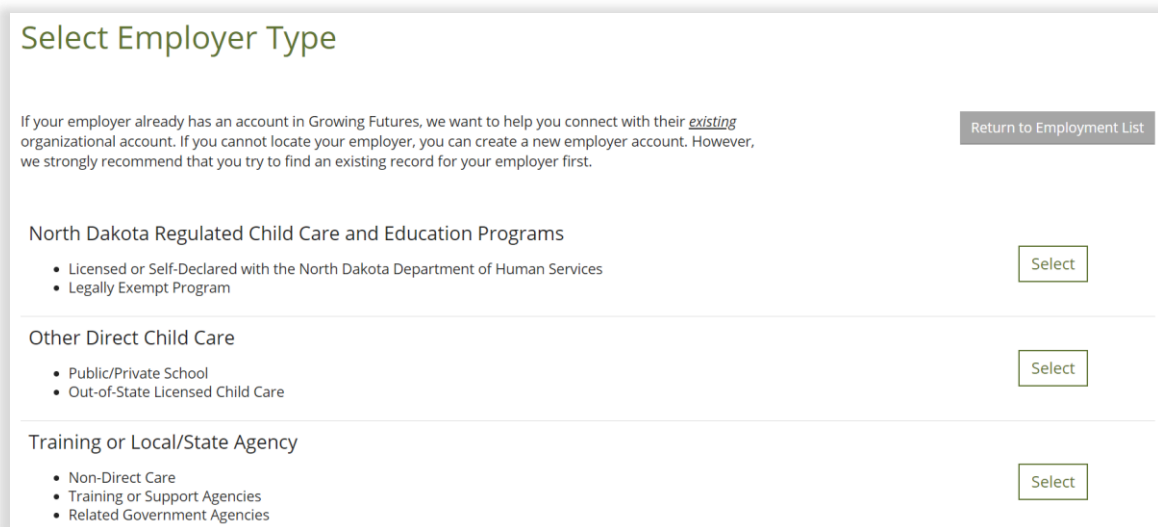
3. Click on the **Employment** tab.



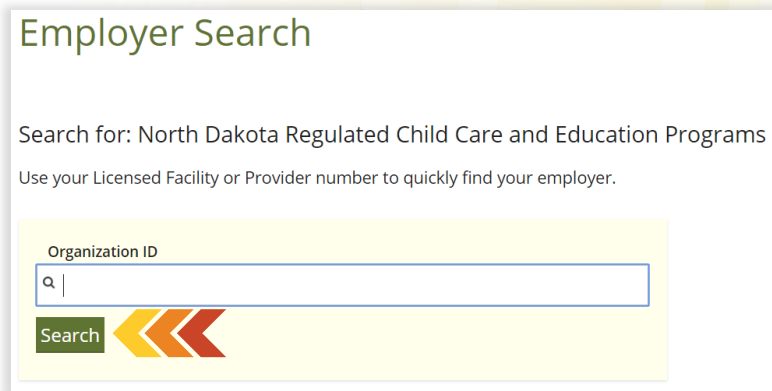
4. Once on the Employment tab, click on **Edit Employment**.
5. Then click on **Add Position**.



6. Click on **Select** next to 'North Dakota Regulated Child Care and Education Programs'



7. Search for your employer using either the Organization ID (*ask your employer for this number*) or the License Number. It is not recommended to search by name or city. Click **Search**.



Employer Search

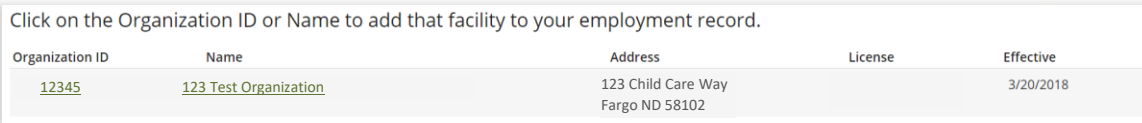
Search for: North Dakota Regulated Child Care and Education Programs

Use your Licensed Facility or Provider number to quickly find your employer.

Organization ID

Search

8. Your employer or program should appear at the bottom of the page. Click on the Organization ID or Name.



Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
12345	123 Test Organization	123 Child Care Way Fargo ND 58102		3/20/2018

9. Verify the program information and click **Confirm**.
10. Complete the position details:
 - a. Your title
 - b. The number of hours you work at this program/business each week,
 - c. The number of months you work at this location during each year,
 - d. Check the box to indicate that this is your primary employer,
 - e. The ages of the children you serve (*check all that apply*),
 - f. The date you started at this program,
 - g. Leave the "End Date" blank if this is where you currently work.
11. Click **Save**.
12. Your new employment record will now display.
13. Click on **Finished Employment** to return to your Individual Profile.

Maintain Your Individual Membership

Bright & Early ND Professional Development Quality Standards require that the Director, Lead Teachers and/or Lead Caregivers are individual members of the ND Growing Futures Workforce Registry with a current Career Pathway placement. It is essential that you maintain a current Career Pathway placement; your Career Pathway placement will not be verified if the status is labeled as; applied, submitted or expired.

If you or your employees do not have an individual membership, follow these step-by-step directions to create one, ['How to Create an Individual Account.'](#)