



Professional Development Quality Standards

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

Bright & Early ND Quality Standards require that all participating programs have an active [organization account](#) with the ND Growing Futures Workforce Registry and the current Owner or Director is the designated account manager of the organization account.

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

Verify Employees

1. Login to your organization account in Growing Futures.
2. On the main page, at the top, Click on the **Employees** tab.
3. 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.
4. For the employees that have a status of 'Self-Reported', select the 'Edit' or 'Update' button to the right.
5. Go through the steps to either verify the employee or change their status if they no longer work at your program.
6. Click **Save** and ensure that 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:

1. Login to your individual account in Growing Futures.
2. Click on the **Employment** tab.
3. Once on the Employment tab, click on **Edit Employment**.
4. Then click on **Add Position**.
5. A new screen will appear.
6. Click on **Select** next to 'North Dakota Regulated Child Care and Education Programs'
7. A new screen will appear.
8. Search for your employer or program using the Organization ID.
9. Click **Search**.
10. After you click search, your employer or program should appear at the bottom of the page.
11. Click on the Organizations Name.
12. A new screen will appear.
13. Fill in the form by providing:
 - a. Your title (if you are a Family/Group Child Care provider, select 'Family/Group Lead Caregiver')
 - 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.
14. Click **Save**.
15. Your new employment record will now display.
16. You can add additional positions to document your full employment history.
17. 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.'](#)