

BFIS Course Calendar Checklist

As of 8.5.09

Please include the following *information* when sending professional development activities to Northern Lights (NL) for posting in Course Calendar. This information helps advertise your activity and is used by individuals to search for activities. For greatest visibility, include all that applies and send to Northern Lights as far in advance as possible.

E-Mail to: (Preferred)
professional.development@ccv.edu

Mail to:
 Northern Lights Career Development Center
 C/o Sylvia Kennedy-Godin
 CCV – P.O. Box 489
 Montpelier, VT 05601

<p>Sponsoring Organization: (include all information)</p> <ul style="list-style-type: none"> € Name of Organization € Contact Person € Address € Email € Phone # 	<p>Focus: <i>(please include each <u>primary</u> focus)</i></p> <ul style="list-style-type: none"> € Infants or Toddlers € Preschool € School-age € Program Directors/Managers € Adult Instructors € Multiple Audiences
<p>Training/ Course Information: <i>(please include as much information as possible)</i></p> <ul style="list-style-type: none"> € Title € Description € Date(s) of Workshop/ Course € Start Time and total hours € Location € Name of Contact Person € Contact Person's Phone # € Cost € Financial Assistance (Yes/No) € Who is supplying the financial assistance? € # of Credit Hrs € Institution offering credit <input type="checkbox"/> Other details (such as : bring your lunch, name of instructor, limited to a certain number , limited to those from a certain program or region, etc.) 	<p>Content: <i>(please indicate which <u>primarily</u> apply)</i></p> <ul style="list-style-type: none"> € Healthy and Safe Environments € Physical and Intellectual Development € Social/Emotional Development € Families and Communities € Program Management € Professionalism € Observation and Assessment € Principles of Child /Youth Development € Curriculum and Learning € Nutrition € Basic Specialized Care € Advanced Specialized Care € Intro. to Licensing € First Aid € Child and Adult CPR € Infant and Child CPR € Adult, Child and Infant CPR and First Aid € CPR Re-Certification € Fundamentals Level I € Level II Curriculum
<p>Format: (pick one)</p> <ul style="list-style-type: none"> € Single Session € Series € Conference € Credit Course € On-Line 	<p>Content Level: (pick one)</p> <ul style="list-style-type: none"> € Introductory (NL Level I) € Intermediate (NL Level II) € Advanced (NL Level III – VI) € Multi-level