

## A Sponsor's Guide to Completing a Documentation of Professional Development Form

**Title:** Enter complete title of the training

**Date/Time:** Enter month/day/year and training start and end time

**Sponsor:** List the individual, organization or institution sponsoring the training  
Check the box if they are in the BFIS Loop. (Is the training in Course Calendar and will the attendance be sent to Northern Lights?)

**What type of training is it?** Check the appropriate box. (*Other* might include consultation, reflective supervision, mentoring, etc.)

**Instructor(s):** Add full name (and credentials if applicable)

**Description:** Add a brief description of the training

**Early Childhood and Afterschool Core Knowledge Areas:** Select the *primary* Core Knowledge Area or Areas that are embedded in the training. For a quick reference to Core Knowledge areas and subheadings, visit the Professional Development information page for Sponsors on the Vermont Northern Lights Career Development Center's website.

<http://northernlights.vsc.edu/bfis.html>

**Five Standards for Vermont Educators:** These standards are relevant to participants who are licensed (or license eligible) educators in the field. If you are unfamiliar with the definitions, leave this section blank and it can be completed by the participant as needed.

**Child Development Associate (CDA):** The CDA is a national credential awarded to early childhood professionals who have shown they have met the beginning level competencies needed for working with young children. It is a significant accomplishment and an option for starting a successful career in early childhood education. The CDA credential is administered by the Council for Professional Recognition in Washington, D.C. The Council defines the eight subject areas that need to be covered within their professional development. Documentation that at least 10 hours (of the required 120) needs to be taken in each of these areas. Assigning time spent on the areas checked assists candidates in tracking required hours.

**Sub-headings related to Core Knowledge Areas checked:** Add the selected Core Knowledge Area(s) and *identify the Subheadings* that most relate to your training content. For a quick reference to Core Knowledge areas and subheadings, visit the Professional Development information page for Sponsors on the Vermont Northern Lights Career Development Center's website.

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**Instructor Signature:** The instructor needs to sign the Documentation of Professional Development form prior to making copies and distributing to training participants.

**Participants will fill out their own contact information on page 1, and Reflection on page 2.**