



MEMO: New Option for Automatic Training Approval

Beginning February 1, 2015, non-credit training delivered by programs who are directly affiliated with (1) a Federal government agency or (2) are affiliated with accredited institutions of higher education will be granted an automatic approval by MNCPD. These training events will be recorded as “approved clock hours” on Learning Records.

This new option provides a pathway for established organizations with a long track record of delivering high quality learning opportunities to take advantage of a streamlined approval process. This will be particularly helpful for those practitioners who are seeking high rigor professional development opportunities that will also be deemed as MNCPD approved. This pathway is intended for individual events such as stand-alone courses, symposiums, seminars and institutes. [Conference approval](#) has its own established pathway for MNCPD approval.

Below is a list of some organizations and opportunities that fall under this new approval pathway.

- Non-credit courses, symposiums or seminars offered by an accredited college or university
- Continuing Education Units (CEUs) that are issued in compliance with a national CEU Accrediting Body.
- [Strengthening Families](#) - an initiative of the Center for the Study of Social Policy at the University of Chicago
- [Center on the Social and Emotional Foundations for Early Learning \(CSEFEL\)](#) - a program of Vanderbilt University
- [Head Start National Center on Quality Teaching and Learning](#)
- [Frank Porter Graham Child Development Institute](#) - Affiliated with the University of North Carolina
- [The Center for Inclusive Child Care \(CICC\)](#) - Affiliated with Concordia University
- [West Ed](#) - a non-profit research and development agency, originally funded by the federal government
- [McCormick Center for Early Education Leadership](#) - Affiliated with National Louis University

- [Zero to Three](#)
- [Bright Futures](#) (American Academy of Pediatrics)
- [Teachstone](#) - affiliated with The Center for Advanced Study of Teaching and Learning (CASTL) at the University of Virginia
- Massive Open Online Courses (MOOC)
- University Extensions such as:
 - * [Center for Early Education and Development](#) (CEED)
 - * [Better Kid Care Pennsylvania State University](#)
 - * [Center for Advanced Studies in Child Welfare online classes](#)

How does it work?

For Individuals/Practitioners: If you successfully complete a training event through this new pathway a Training Completion Certificate must be submitted to MNCPD to receive credit on your Learning Record. You can submit training completion certificates by email or via the U.S. Postal Service. MNCPD will record the training as MNCPD approved training on your Learning Record.

For Programs delivering training who are directly affiliated with (1) a Federal government agency or (2) are affiliated with accredited institutions of higher education: Ensure all training completion certificates you issue include each of the required elements listed below. Only certificates that supply all of the required elements will be processed through this new pathway.

- The participant's name
- Title of the training
- Date the training was completed
- Total number of hours
- The name of the organization or trainer that delivered the training who is affiliated with either (1) a Federal government agency or (2) an accredited institution of higher education is clearly and easily identified (logo, emblem, etc.)

If you have questions related to this new option please contact the MNCPD team at **855-378-3131** or support@mncpd.org.

Sincerely,

Betzaida Vera-Heredia, M.S.