



Practitioner Registry Policies and Procedures

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Welcome

Welcome to the Minnesota Center for Professional Development. The Minnesota Center for Professional Development recognizes and supports providers in the field of early childhood and school-age education throughout the state. At the Center, you will find resources that will help you increase your knowledge and skills in caring for children and improve the quality of care of children you serve.

The Minnesota Registry

The Minnesota Registry tracks and recognizes your training and career development progress. The CCR&R agencies and other professional development agencies list their training in the Registry. By participating in the Registry, you will receive a Career Lattice certificate and a learning record as recognition of your achievements.

The Career Lattice

The Career Lattice recognizes the hours of informal training, formal education, and credentials of professionals in the early childhood and school-age care fields. Practitioners working in the field can climb the Career Lattice by participating in education and training that corresponds to the Minnesota Core Competencies.

Career Lattice Levels

There are 12 possible steps of the Career Lattice. You can apply for any step and there is no set order the levels must be received, but you must completely fulfill the requirements for the level you are applying.

- Each step recognizes an early childhood or school-age care practitioner's achievement of a specified number of training hours, credentials, college credits, and degrees.
- You are also acknowledged for your participation in professional associations.

- Steps 1-5 lead to the Minnesota Child Care credential, while steps 6-7 include college credit and non-credit credential options. You must participate in higher education to move beyond Step 7. Steps 8-12 begin with approximately 30 college credits and ends with graduate degrees.
- MNCPD will provide you with a certificate indicating you have completed a particular step on the career lattice.
- An automatic e-mail will be sent to you on your registry anniversary date to encourage you to move up to the next step.
- The Career Lattice is voluntary and open to anyone who educates and cares for children.

You can receive Career Lattice advancement at any time but, you will be required to update your Registry profile and send documentation for verification.

Learning Records

The Learning Record is a tool with which an individual can document his/her formal and non-formal learning in a standardized and credible manner to a wide variety of stakeholders for personal, and education/training development. The Learning Record is designed to assist and empower you in taking the next steps. Integrity of inputted data is verified through our application process to ensure accurate learning records.

Learning Records available to the practitioner:

- **The Certificate of Achievement** on the Minnesota Career Lattice are printed by the MNCPD Registry Staff and mailed to you. Certificates are good one year and renewable. A gold seal on the certificate indicate that you have a professional association membership.
- **The Practitioner Learning Record** is available to you and provides evidence of training, skills, and credentials attained. The document can be used by you, County Licensors, supervisors or perspective employers.

- A letter accompanying your certificate outlining current and optional pathways for next steps. A full **Individual Professional Development Plan** is available to you on the Minnesota Center for Professional Development website at www.mncpd.org. This Plan is used for career/learning goal planning and helps you identify personal education and training needs.

Individual Training Needs Assessment (ITNA)

The Individual Training Needs Assessment (ITNA) helps you discover your core strengths and competencies. The ITNA was developed based on level 1 and level 2 of the Minnesota Core Competencies for Early Childhood and School-age Care Practitioners. These professional development competencies describe the beginning knowledge and skills you need to work in a variety of settings (e.g., child-care centers, preschools, pre-kindergarten programs, family child care, school-age care programs, etc.). These competencies create a framework on which those who work with children can build their professional development goals. Through the Minnesota Center for Professional Development and with the help of this self-reflection tool, training can be planned to match core competency content areas and levels. When you finish the ITNA, you can use the results to find training on the Minnesota Center for Professional Development Registry that will help you move to the next step on the Career Lattice and improve your practice.

Eligibility Requirements

To be eligible for participation in the Registry, you must be employed in one of the following positions:

- *Family child care*
- *Center-based programs (Teacher/Assistant/Aide)*
- *Center-based administrators/directors*
- *Public pre-kindergartens (ECFE, School Readiness)*
- *Family, friend, and neighbor care*

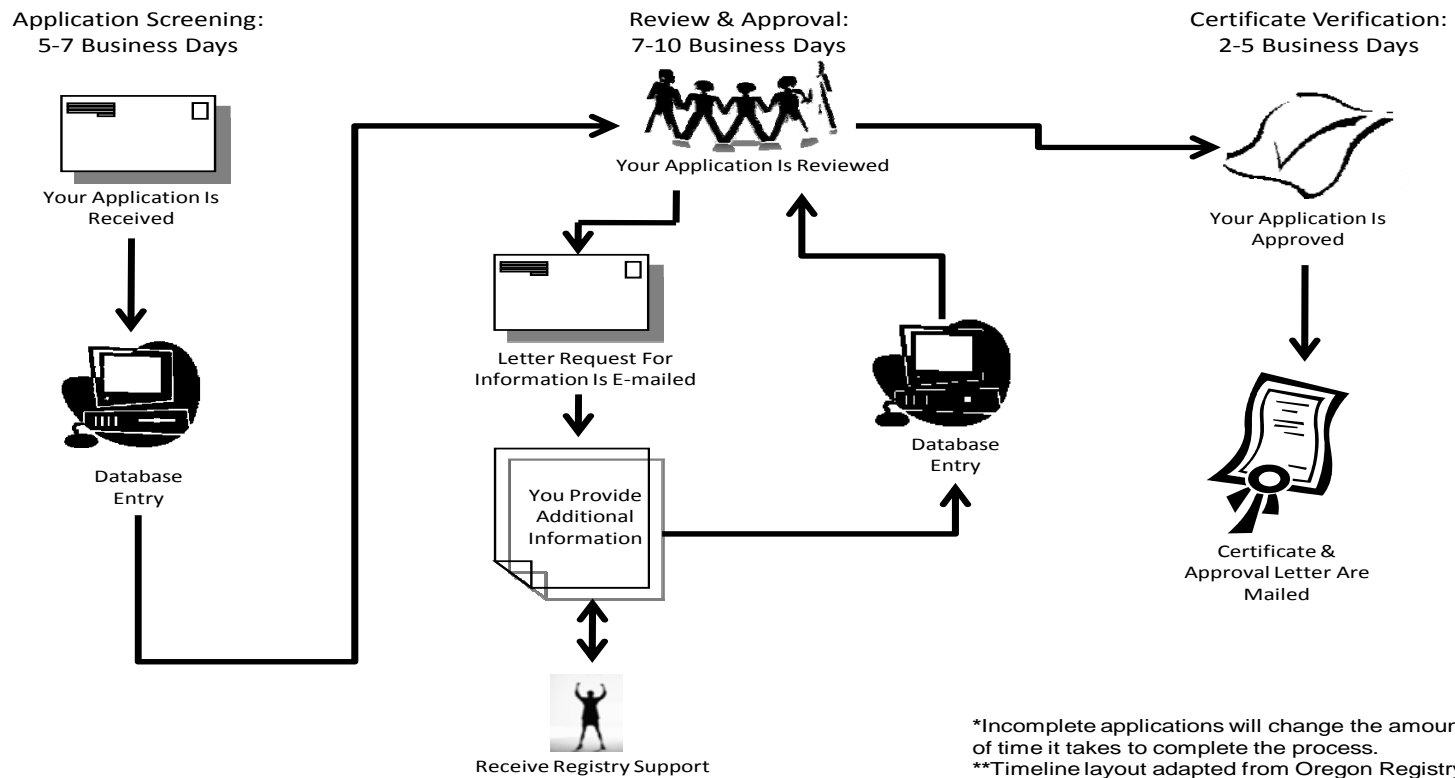
- *Head Start, Early Head Start and Migrant Head Start*
- *Early intervention*
- *Trainers and other adult educators*
- *Public and private school, and school-age care programs*

Career Lattice Application Process

Submit a completed application, along with supporting documentation. The application can be completed online on the Minnesota Center for Professional Development web site, www.mncpd.org. In order to process applications, all applicable information must be completely filled out, and all required documentation sent to the Center. Assuming the application is completed and all supporting documents are sent right away, it takes approximately one month to process your Registry application and provide you with a step.

Registry Application Timeline

MNCPD Registry Application Timeline



*Incomplete applications will change the amount of time it takes to complete the process.
**Timeline layout adapted from Oregon Registry Application Timeline.

Training and Education used on the Career Lattice

1. **Non-Credit Training Hours** from Community-based Child Care Resource and Referral organization and other professional development agencies. Training completion certificates must clearly display the organization that awarded the training, the total number of training hours and the date on which the hours were awarded. Training hours must have been completed within the last five (5) years and must have taken place after the most recent career lattice step was awarded by the Minnesota Center for Professional Development.
2. **Continuing Education Units (CEUs)**. Continuing Education Unit (CEU): documented acknowledgement of participation in a non-credit continuing education program or workshop. CEU certificates must clearly display the organization that awarded the CEU, the total number of CEUs earned and the date on which the CEUs were awarded. The organization issuing the CEU should comply with the definitions and standards set by the International Association for Continuing Education and Training (IACET). For participants needing training hours, one continuing education unit is equivalent to 10 hours of training. CEUs must have been completed within the last five (5) years and must have taken place after the most recent career lattice step was awarded by the Minnesota Center for Professional Development.
3. **College credit coursework**. These are courses that typically lead to a bachelor degree, associate of arts, associate of applied science or associate of science degree, and may transfer to other regionally accredited institutions. For participants needing training hours, one semester college credit is equivalent to 15 hours of training and one quarter college credit is equivalent to 10 hours of training.

Training with Expiration Dates

When the expiration date does not appear on the documents you provide, for example the First Aid, CPR or CDA certificate, the following expiration terms will apply:

1. First Aid – three (3) years from the date issued
2. CPR – one (1) year from the date issued
3. CDA certificate – three (3) years from the date issued

Acceptable Documentation

In order to determine a Career Lattice step, the Registry must have copies of training certificates and official college transcripts to review. Only the highest level of education achieved needs to be submitted, however, documentation of a lower level education achieved may be submitted to verify completion of total college credits and to count the number of approved college credits for step designation determination. If you do not submit college transcripts, proof of a high school diploma or GED must be submitted. Credit will be given for the documentation submitted. Step will default to Foundational Awareness (lowest step) if no documentation is submitted.

Registry credit acceptance guidelines:

In order for us to accept courses taken at accredited higher education institutions, at least 50% of the content must be directly related to the *Minnesota Early Childhood Core Competencies* (ECE course) or to the *Minnesota School-age Core Competencies* (SA course).

Core Competencies include:

- Child Growth and Development
- Learning Environment and Curriculum
- Assessment and Planning for Individual Needs
- Interactions with Children
- Families and Communities
- Health, Safety, and Nutrition
- Program Planning and Evaluation
- Professional Development and Leadership

Therefore, a Lifespan Development course covering Infants, Young Children, Older Children, Young Adults, Middle Age Adults, and the Elderly would not count, but a Child Development course covering Infants, Young Children and Older Children would count.

Only business courses that are directly related to managing and administering an early childhood or school-age program will count (e.g., Early Childhood Administration, School Administration, Director Credential courses). These courses would relate to the Program Planning and Evaluation and/or Professional Development and Leadership content areas of the *Core Competencies*.

General Education courses typically do not count (e.g., public speaking, chemistry, math, dance, geology, general psychology, sociology).

We generally accept all of the following:

- Child Development courses
- Youth Development courses
- Elementary Education courses
- Early Childhood Education courses
- Child Psychology courses
- Special Education courses
- Courses with the words: *Infant, toddler, child, parent, families, preschool* and/or *school* in the title
- First Aid and CPR
- Student teaching, internships and practicum's related to Elementary Education, Early Childhood or Child Development

We also accept courses related to:

- Curriculum/teaching methods
- Educational psychology
- Safety, Health and Nutrition

The courses listed above are meant to give a broad overview of the kinds of courses the MN Registry accepts in evaluation of higher education transcripts. Other courses may be accepted on a case by case basis. You may contact us to file an appeal if you disagree with the decisions made in reference to the credits accepted. Follow the appeal process in this manual.

If you have international transcript (s), you must mail your official transcript (s), including the English translation to the Minnesota Center for Professional Development. You must request a course by course analysis from one of the approved credential evaluation agencies. The list can be found at National Association of Credential Evaluation Services at <http://www.naces.org>. No

other agencies are permissible. MNCPD staff need to have the transcripts translated to English with the U.S. semester credits in order to determine the correct Career Lattice Step.

Career Lattice Step - Appeal Process

If you receive a Career Lattice step and do not agree with the placement on the lattice, you have the right to appeal the decision. If an appeal of decision is needed, the following procedures must be followed:

1. Send a letter of appeal. This letter should include:
 - a. Your full legal name
 - b. Your address, daytime contact information and email address
 - c. Which Career Lattice step was awarded and which one you feel is the right one for you
 - d. An explanation/rationale of why you think an error was made
2. In cases where a college course (s) on a submitted college transcript is in question, submit a description of the course from the college, a course syllabus, or a letter from the professor (on university letterhead), describing the focus of the coursework.
3. Send the letter and supporting documentation to:

Minnesota Center for Professional Development
Appeal Request
Metropolitan State University, Midway Center
1450 Energy Park Drive, Suite 147
Saint Paul, MN 55108
4. A Registry appeal committee will review your file and if needed you will be notified if further documentation, such as transcripts or course descriptions, are needed in order to assign an accurate level.
5. The Minnesota Center for Professional Development will notify you within two weeks of receiving the appeal, what the findings were.

6. If findings show that an incorrect level was awarded, you will be placed on the new step.
A new certificate will be issued.

Confidentiality and Data Privacy

Due to the sensitive nature of information disclosed on your application, the information contained in your application is deemed confidential. Make sure you read the Data Privacy notice at the beginning of your application process and understand what the information will be used for and who will have access to it. The status of an application or any information contained in your application will not be released to relatives or co-workers.

The learning records are available as a self-service to the practitioner. The learning records are free and can be printed from your printer. Practitioners who do not have access to a printer have an option to request the learning records in person. If you decide to come to the Center for Professional Development (Metropolitan State University, Midway Center) to request a learning record, a picture ID is required. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), records may not be released to a third party without the prior written authorization from yourself. Telephone or email requests are not honored. The learning records also follow the Registry Data Privacy Statute.

Incomplete Applications

A complete application is one that is received at the Minnesota Center for Professional Development with all the written information and all supporting documentation. If an application is received without complete written information and needed documentation, it will be held in the system and considered incomplete. It is your responsibility to ensure all paperwork is included and up-to-date when submitting your application. The Minnesota Center for Professional Development might send you courtesy reminders but are not required to do so.

Fraudulent Information Policy

The Minnesota Center for Professional Development reserves the right to investigate any suspected fraud. MNCPD staff, at their discretion, may require additional documentation that they believe is pertinent to verify any information provided prior to completing the application process. All forms of fraud will be prosecuted to the fullest extent of the law. Those who are found to have given fraudulent information to obtain a Career Lattice step will not be allowed to participate in any further Minnesota Center for Professional Development services.

Right to Refuse Services

The Minnesota Center for Professional Development reserves the right to refuse an applicant's participation in the Registry if the applicant's behavior is deemed harassing, including verbal aggression towards MNCPD staff.

Grievance Policy

If you feel you have been treated unfairly or feel policies and procedures have not been followed by MNCPD staff, you have the right to air grievances in a timely manner. An appeal process may be necessary. Please see the Appeal Process for further information. After you have worked with the MNCPD Registry staff and your grievance is not satisfied, you have the right to call the MNCPD Program Director at 651-999-5831.

Documentation Rights

Whenever an application and/or supporting documentation are submitted for processing, the documents become the property of Minnesota Center for Professional Development. No applications or supporting documentation will be returned to the applicant after an application has been processed.