

Bright Futures Information System (BFIS) Quality-Credential Account

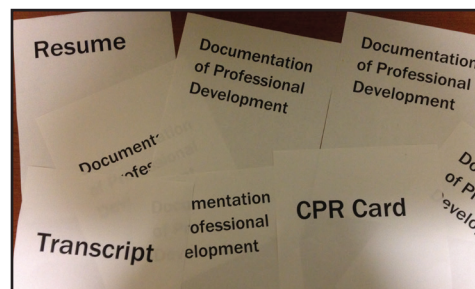
Professional Development Information Fact Sheet



The Bright Futures Information System (BFIS) is Vermont's early care/education and afterschool data system. BFIS supports the work of many different people who care for children in Vermont. BFIS does many things for child care programs, early care and afterschool providers, individuals, preschool programs and more. The place in BFIS that holds your professional information is your Quality-Credential Account.

A Quality-Credential account in BFIS is about YOU. Each staff person working in a regulated child care program has one. It is your private online location to hold information about your:

- completed degrees and coursework
- education in process
- certificates and credentials
- Individual Professional Development Plan (IPDP)
- training/workshops attended
- copies of transcripts, resume, educator license



The documents in your Credential account should be verified.

What does “verified” mean?

When your professional information is “verified” it means that Northern Lights Career Development Center has received appropriate documentation showing that you attended the training or received the degree/credential.

It is important that Northern Lights Career Development Center verify documents that are recognized by child care licensing, STARS, and other state and national organizations, as accurate. Only verified information meets staff requirements, Career Level Certificates and credentials.

Completed degrees, coursework, certificates, credentials and training hours all can be verified.

Who can see my information in BFIS?

You! You can view your information at any time when you log into your Credential account in BFIS. If you do not already have a BFIS username and password view the BFIS Username and Password Fact Sheet for more information.

Currently the following organizations can also view your credential account when appropriate:

- Northern Lights Career Development Center staff
- Child Development Division Licensing and Help Desk Staff
- Vermont STARS coordinators
- VT Afterschool staff



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How is information entered and verified?

Information is verified and entered into your credential account in two ways:

1. When you attend a training or workshop by an approved sponsor, the sponsor will take attendance at the training and send it to Northern Lights Career Development Center to be entered and verified for you.
2. You can send documentation directly to Northern Lights Career Development Center to be entered and verified for you.



Important things to know:



- When you attend a training given by approved sponsor it is important to sign the attendance form with your legal name and your BFIS Credential Account number. This helps Northern Lights staff enter the training hours into the correct BFIS Credential Account.



- Before sending any information directly to Northern Lights, log into your BFIS Credential Account and view what training hours are already there. Only send information that is not already entered or verified – this will save everyone time!



- Read and use the Northern Lights Cover Sheet when sending any professional information to Northern Lights. It tells you what we need to verify your documents - so you can check to see if it is ready to be entered into your account. It also directs Northern Lights as to why you are sending the document. The cover sheet is available on the Northern Lights website: <http://northernlightscdc.org/>

Questions?

- How do I log into BFIS? Call the BFIS Help Desk at 1-800-649-2642 or email bfis.help@state.vt.us
- What is in my BFIS Credential Account leave a message at Northern Lights at 802-828-2877 or email professional.development@ccv.edu