



Commonwealth of the Northern Mariana Islands Department of Community and Cultural Affairs

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Training on PD tracking and Registration Procedure



Last April 1, 2023, Evergreen Learning’s Program Support Specialist, Ms. Ma. Ceilene B. Matavia, conducted a training entitled, “Training on Professional Development (PD) Tracking and Registration Procedure.” Five (5) administrative support staff/ childcare providers from two (2) childcare programs in Saipan attended – four (4) from Smart Start Nurturing Center and one (1) from Purelove Daycare. The training was held at the Evergreen Learning Office in Chalan Kanoa, MSV Building Unit 202.

The main goals of the training were to achieve efficient implementation of the updated standardized operational procedure for tracking the professional development hours of each provider; to ease access to and monitoring of data related to training hours for federal compliance and application; and to increase understanding of training guidelines and policies. After the training, participants were equipped to use this standardized PD tracking system and were expected to apply the process to help their program achieve professional development hour goals.

To fully engage in the training, participants were given the chance to explore and practice the process, from inputting and extracting data, to creating a pivot table, and tracking or calculating the total number of professional development hours. These activities were designed to ensure that each childcare provider meets their training hour requirements mandated by the Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014. Training was conducted successfully, and participants were able to appreciate the importance of keeping track of their PD hours independently.

This training was made possible through funding from the Department of Health and Human Services, Office of Child Care, CNMI CCDF Program under the Department of Community and Cultural Affairs.