



Professional Development Guide for Organizations Providing Professional Development to Iowa Child Care Programs

2025

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Welcome

Thank you for your interest in providing professional development to Iowa's child care workforce. The purpose of this guide is to support you through the verification process, please review the resources within this guide to ensure your organization meets Iowa's requirements to provide high quality professional development to individuals working in regulated child care settings.

Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR)

Iowa's Early Childhood and School Age Care Professional Workforce Registry (**I-PoWeR**) is a web-based professional development repository of individual's professional achievements and new opportunities for learning. Anyone can search, view, enroll, and track their successfully completed professional development. The information is stored in one centralized location and is available to use as a paperless record of completion.

The intent of I-PoWeR is to allow statewide access of Iowa Department of Health and Human Services (HHS) approved child care professional development. The system tracks approved professional development completed by participants. This helps Iowa's child care regulators, programs, and systems track professional development requirement completion.

Approved Professional Development Organizations

The following organizations are approved to offer child care professional development in Iowa. Content must be relevant to child care providers and align with the Council for Professional Recognition's CDA Subject Areas or the National Afterschool Association's Content Areas.

1. A university or college accredited by the Council for Higher Education Accreditation (CHEA). [Browse Databases and Directories | Council for Higher Education Accreditation](#)
2. An accredited community college.
3. Accredited public and non-public high-school course credits
4. Iowa State University Extension.
5. A child care resource and referral agency.

6. An Iowa area education agency.
7. The regents' center for early developmental education at the University of Northern Iowa.
8. A hospital (for health and safety, first-aid, and CPR training).
9. The American Red Cross, the American Heart Association, the National Safety Council, or Medic First Aid (for first-aid and CPR training).
10. An Iowa professional association, including the Iowa Association for the Education of Young Children (Iowa AEYC), the Iowa After School Alliance, and the Iowa Head Start Association.
11. A national professional association, including but not limited to, the National Association for the Education of Young Children (NAEYC), the National Child Care Association (NCCA), the National Association for Family Child Care (NAFCC), the National After School Association (NAA), Afterschool Alliance, American Academy of Pediatrics, and Child Care Aware of America (CCAoA) The Child and Adult Care Food Program (CACFP) and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC).
12. The Iowa Department of Health and Human Services (HHS) and the Iowa Department of Education (DE).
13. The federal Department of Health and Human Services and the Department of Education.
14. Head Start agencies or the Head Start technical assistance system.
15. Board of Regents State of Iowa Special Schools
16. Montessori Accreditation Council for Teacher Education (MACTE accredited) [Accredited Programs - MACTE](#)
17. Organizations with current accreditation from International Accreditors for Continuing Education and Training (IACET). Organization with IACET accreditation will have an IACET logo on the certificate of completion. [Accredited Providers List - IACET](#)
18. Organizations on the National Workforce Registry Alliance Training Organization Recognition (TOR) List [Training Organization Recognition \(TOR\) - National Workforce Registry Alliance](#)

CPR and First Aid Review Requirements

If you have trainer credentials to offer CPR/First Aid from the American Red Cross, the American Heart Association, the National Safety Council, or Medic First Aid (for first-aid and CPR training), you are eligible to provide CPR/First Aid trainings for child care providers.

If your organization does not have an account on Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR) please follow the instructions below:

- a. Go to the i-PoWeR site:
<https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/>
- b. Create an account in the i-PoWeR system,
- c. Click Link to a Role,
- d. click the second select option,
- e. select Professional Development Organization Manager,
- f. click "Cannot Find Business"
- g. Enter business information,
- h. Select the type of organization,
- i. click submit,
- j. send questions to the Child Care Professional Development team at ccpdreview@hhs.iowa.gov
- k. Send current trainer credentials to ccpdreview@hhs.iowa.gov

Content Expertise

If you are a subject matter expert who works within any of the listed organizations, you are already eligible to provide professional development to Iowa's child care providers.

If your organization does not have an account on Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR) please follow the instructions below:

- a. Go to the i-PoWeR site:
<https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/>
- b. Create an account in the i-PoWeR system,
- c. Click Link to a Role,

- d. click the second select option,
- e. select Professional Development Organization Manager,
- f. click "Cannot Find Business"
- g. Enter business information,
- h. Select the type of organization,
- i. click submit,
- j. send questions to the Child Care Professional Development team at ccpdreview@hhs.iowa.gov

Content must align with the Council for Professional Recognition's CDA Subject Areas or the National Afterschool Association's Content Areas. No more than eight clock hours of professional development will be awarded in any one day. Approved training shall be made available to Iowa child care providers through i-PoWeR (Iowa's Early Childhood and School Age Workforce Registry)

i-PoWeR Access

If your organization does not have an account on Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR) please follow the instructions below:

1. Go to the i-PoWeR site:
<https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/>
2. Create an account in the i-PoWeR system,
3. Click Link to a Role,
4. click the second select option,
5. Select Professional Development Organization Manager,
6. click "Cannot Find Business"
7. Enter business information,
8. Select the type of organization,
9. click submit,
10. send questions to the Child Care Professional Development team
at ccpdreview@hhs.iowa.gov
11. Send current accreditation (when applicable) to ccpdreview@hhs.iowa.gov

Resources

I-PoWeR Fields for Professional Development Curricula Summary

This section provides guidance to the professional development organization about the information that will be needed to enter curricula summaries into the i-PoWeR system. Content must align with the Council for Professional Recognition's CDA Subject Areas or the National Afterschool Association's Content Areas. No more than eight clock hours of professional development will be awarded in any one day.

1. Summaries must include:
 - a) Title of the class or series,
 - b) Description of the purpose with learning objectives,
 - c) Credit Type (single select),
 - i) Clock hour,
 - ii) CEU,
 - iii) Quarter Credit,
 - iv) Semester Credit, or
 - v) License Renewal
 - d) Credits,
 - i) Numeric value
 - e) Target Audience (participant role multi-select),
 - f) Content Pertains to (multi-select),
 - g) Competency Area (multi-select),
 - h) Participant's Competency Level (progressing, skilled, mastery),
 - i) National Administrator Credential (NAC) approval status,
 - j) Delivery Method (face to face online with date/time online without date/time, other),
 - k) Format (group setting, self-study, or coaching),
 - l) Council for Professional Recognition's CDA Subject Areas addressed (multi-select plus number of hours per area) or National Afterschool Association's Content Areas addressed (multiselect plus number of hours per area),
 - m) Curriculum Developed by (author)
2. A certificate of training for each participant that includes:
 - a) The name of the participant,
 - b) The title of the training,
 - c) The dates of training,
 - d) The content area addressed,
 - e) The name of the professional development providing organization,
 - f) The name of the adult educator/instructor/trainer, and
 - g) The number of contact hours.

3. Training provided to Iowa child care providers shall offer instruction that is consistent with:
 - a) Iowa child care regulatory standards,
 - b) The Iowa early learning standards (when applicable),
 - c) The philosophy of developmentally appropriate practice as defined by the National Association for the Education of Young Children, the Program for Infant/Toddler Care, and the National Health and Safety Performance Standards

Quality Control

HHS may randomly monitor any state-approved professional development providing organization processes, policies, format, curricula, and materials for quality control purposes.

Participants

Training conducted with staff either during the hours of operation of the facility, staff lunch hours, or while children are resting must not diminish the required staff ratio coverage. Staff shall not be actively engaged in care and supervision and simultaneously participate in training.

Currently Approved but Not Listed or Accredited

Beginning on July 1, 2025, the listed organizations will be approved to provide professional development for child care credit. If your organization is not listed or accredited through a professional development providing accrediting body, please prepare to become accredited so your organization will be eligible to continue to provide professional development to Iowa's child care providers for training credit. Your approval will remain until the renewal date when you will be expected to comply with these new criteria. Please send questions to ccpdreview@hhs.iowa.gov.

Questions

Please send questions to ccpdreview@hhs.iowa.gov.