

Vermont Bright Futures Information System (BFIS)

Credential Account

What is a credential account?

A BFIS Credential account is a place for you as an individual staff of child care programs, registered home child care providers, preschool teachers, afterschool program staff, and other professionals in the early childhood and afterschool field can save their professional development information.

How to get a BFIS username and password

- If you have a BFIS username and password to access a BFIS child care program account, you can use this same username and password to access your credential account.
- If you do not have a BFIS username and password you can sign up at the BFIS Help Desk website:

<https://bfishelp.ahs.state.vt.us/>

Bright Futures Information System Help Desk Website



To obtain a username and password click on "How Do I Sign Up?"

[Password Reset](#)

[Get User Name](#)

Quick Links

[New Subsidy Rates starting 1/3/2010 \(pdf download\)](#)

Welcome	How Do I Sign Up?	Help!	Resources and Documents
-------------------------	-----------------------------------	-----------------------	---

Ask a Question/Submit Feedback	Password Reset Request	Feedback Forum
--	--	--------------------------------

If this site does not answer your questions, you may call or e-mail the Bright Futures Information System Help Desk (1.800.649.2642, bfis.help@state.vt.us) with a specific question. You may also fax us at 802.769.2064.



To use the Bright Futures Information System you will need access to the internet through a computer which is available to you on a regular basis and a working e-mail address.

To access the system as an eProvider, get a credentialing case or sign up as a parent user, please use the form below.

NOTE: if you are already an eProvider, you most likely have credential login. To check, try to log into the "Child Care Worker/Credential User Login" from <http://brightfuturesinfo.org/>. If you can log into this section and have a "resume" option from the top menu, you are all set and do not need to fill out this form.

Name (First & Last)

Date of Birth (mm/dd/yy)

E-mail

Phone

Account Type

Mailing Address and Agency name (if part of an agency)

Use the Credential Account Only type

Fill out the information with your legal name and current home address information. Indicate the name of the program which you work in the mailing address box with your address

What happens after I request a username and password?

- You will receive an email instructing you to go through “First Time Log in” on the Bright Futures Information System (BFIS) home page.
- If you do not receive this email within one business day, check your spam email account for the message. If you still are unable to locate the email please contact the Help Desk staff at 1-800-649-2642 or bfis.help@state.vt.us

How to log in once you have a username and password

- Open your internet browser (Internet Explorer, Mozilla Firefox, Safari, Chrome, etc.)
- Type in the BFIS site address:
<http://brightfutures.dcf.state.vt.us>
- Click on the Bright Futures Account Login on the left-hand side of the page.
- Click on the log in under “Quality - Credentialing Account”
- Go through the steps to set up your password – using the username and temporary password sent to you by the BFIS Help Desk staff.



Bright Futures
Child Care Information System

- Home
- Child Care Benefits
- Find a Provider
- Become a Provider
- Resources
- Contact

System Login

Child Care Program Account

Login

Quality - Credentialing Account

Login

Parent User Login

Login

< Go Back

BFIS Help Desk? [Click Here](#)

To access your credential account you must log in using the credential account link. Click here to log in.



< Go Back BFIS Help Desk

? System Login

Username:

Password:

Submit

Log in using the username and temporary password sent to you by the BFIS Help Desk staff.

Forgot username? [Click Here](#) Forgot password? [Click Here](#)



You will be prompted to change your password to something you will create. The password must be between 8 and 12 characters, and must have a uppercase letter, a lowercase letter and a number.

? Change Password

Password must contain at least one character from each of the following three character classes: uppercase, lowercase letters, numbers and be between 8 and 12 characters in length.

*** Indicates Required Info**

User ID: 804879

User Login: trecord

* Temporary Password:

* New Password:

* Confirm New Password:

Select a security question. The security question and answer will help you to reset your password at a later date.

* Security Question:

Enter the answer to your security question.

* Security Answer:

The system has created a Password for your account.
The Password has been emailed to the email address that you provided.

BFIS Help Desk? [Click Here](#)



< Go Back BFIS Help Desk

? System Login

Username:

Password:

Forgot username? [Click Here](#) Forgot password? [Click Here](#)

Once you have changed your password you will be sent back to the log in page to log in using your username and the password you just created.



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

Click on "Resume" to access your credential account

- My Profile
- Resume**
- Subsidy Case Info
- Resources
- Contact

Name: Test, Record
Gender: Female
Race: Asian
Citizenship:
Primary Language: English

Addresses

Type	Street Address	City	State	Town	Zip Code
Home/Location Address	1 Fairytale Lane	Battleboro	Vermont	Battleboro	05301
Mailing Address	2 Yellow Brick Road, Apt 3	Guilford	Vermont	Guilford	05001 [Update]

Contact Phones

Type	Data	Comments
Alternate Contact Phone	(802)251-1234	home [Update]
Contact Phone	(800)649-2642	Work [Update]
Fax		[Update]

You have successfully logged into BFIS!

Electronic Contact Information

Type	Data	Comments
E-mail	treord@state.vt.us	[Update]
Web Site Address	103 South main Street,3 north	[Update]

- Profile Options**
- [Service Requests](#)



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

[My Profile](#)
[Resume](#)
[Sub](#)
[Home a Provider](#)
[Resources](#)
[Contact](#)

This is your Credential Account Number

Quality Case ID: 30488

[Summary](#)
[Work Experience](#)
[Education](#)
[Credentials](#)
[Program Participation](#)
[Professional Development](#)

? Resume Summary

Contact Phone: (800)649-2642
Achievement Level:

Resume Date: 02/25/2014
Achievement Level Date:

Current Professional Development Plan

[\[View Plan\]](#)

Plan Format: Northern Lights Core Competencies

Plan Date: 11/05/2012

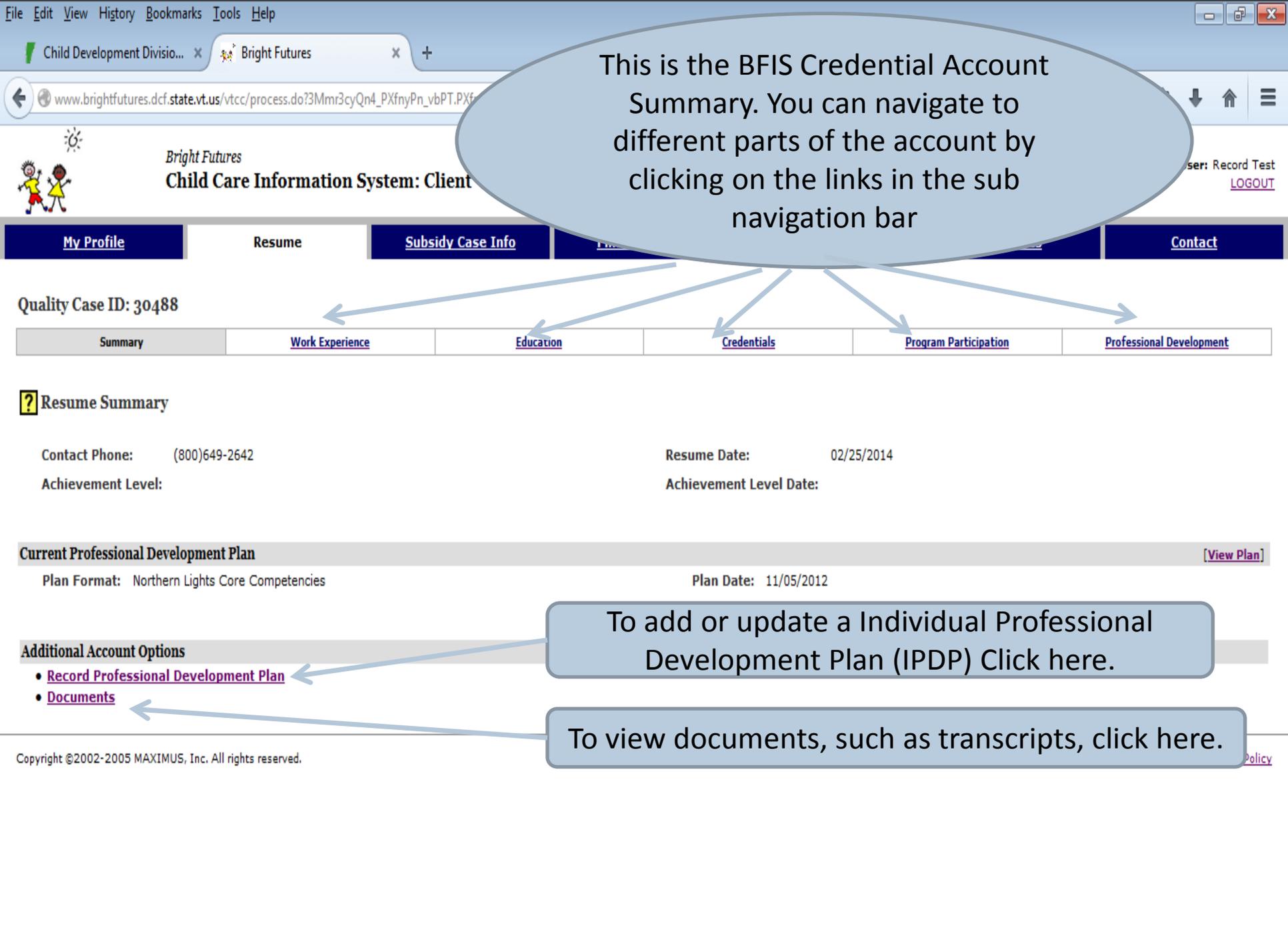
Additional Account Options

- [Record Professional Development Plan](#)
- [Documents](#)

Welcome to the BFIS
Credential Account!

What can I do in my credential account?

- Create and update a Individual Professional Development Plan (IPDP)
- Access copies of transcripts saved by Northern Lights Career Development Center in your case
- View degrees that have been verified in your account
- View credentials that have been verified in your account
- View trainings hours that have been entered and/or verified in your account



This is the BFIS Credential Account Summary. You can navigate to different parts of the account by clicking on the links in the sub navigation bar

Quality Case ID: 30488

Summary	Work Experience	Education	Credentials	Program Participation	Professional Development
---------	---------------------------------	---------------------------	-----------------------------	---------------------------------------	--

? Resume Summary

Contact Phone: (800)649-2642
Achievement Level:

Resume Date: 02/25/2014
Achievement Level Date:

Current Professional Development Plan

[\[View Plan\]](#)

Plan Format: Northern Lights Core Competencies

Plan Date: 11/05/2012

Additional Account Options

- [Record Professional Development Plan](#)
- [Documents](#)

To add or update a Individual Professional Development Plan (IPDP) Click here.

To view documents, such as transcripts, click here.



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- [Education](#)
- [Credentials](#)
- [Program Participation](#)
- [Professional Development](#)

? Professional Development Plan: Part 1 of 3 - Goals

* Indicates Required Info

* Five Year Goals:

Complete my Bachelor's Degree in Early Childhood Education.

Provide training to other early childhood professionals.

* Plan Format:

Northern Lights Core Competencies

Mentor:

Prince Charming

* Plan Date:

11/05/2012

(mm/dd/yyyy)



- Save & Exit
- Continue >



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- [Education](#)
- [Credentials](#)
- [Program Participation](#)
- [Professional Development](#)

Documents

Below are listed all the documents that have been generated.

Sort by: Document Date

Displaying 1-3 of 3 Items

Document Date	Upload Date	Description	Document Type	E-mailed?	Created By
01/20/2012	01/20/2012	Transcript	Education Document		Gagulich, Dragica [View]
01/20/2012	01/20/2012	cpr	Credentialing Document		Gagulich, Dragica [View]
08/04/2009	09/16/2009	Transcript - Community College of Vermont - 08/04/2009	Education Document		Kennedy-Godin, Sylvia [View]

You can view documents stored in your Credential Account by Northern Lights Career Development Center



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- [Education](#)
- [Credentials](#)
- [Program Participation](#)
- [Professional Development](#)

? Experience

Sort by:

Displaying 1-4 of 4 Items

Employer Name	Position	Start Date	End Date	
Apple Day Care Center	Teacher	11/17/2007	05/31/2009	[Details]
Seven Dwarfs Child Care Center	Director	06/01/2009		[Details]
Record Test	Applicant/Provider	05/03/2012		[Details]
Test Record- BFIS	Director	09/16/2012	01/31/2013	[Details]

Other Options

- [Add Work Experience Information](#)

Information in the work experience component reflects the record checks that you have had for regulated child care programs in Vermont.



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- Education**
- [Credentials](#)
- [Program Participation](#)
- [Professional Development](#)

Education

Sort by: Degree

Displaying 1-3 of 3 Items

Degree	Date Conferred	School	Bonus?	Bonus Date	Verified?
Associate	05/27/2009	Community College of Vermont	Yes		Other [Details]
Associate	09/13/2011	xxx			[Details]
Bachelor	01/01/2011	UVM	No		Diploma [Details]

Other Options

- [New Education Information](#)

The education component contains your degrees and education verified for you by Northern Lights Career Development Center



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- [Education](#)
- Credentials**
- [Program Participation](#)
- [Professional Development](#)

? Credentials

Sort by: Credential Type

Displaying 1-3 of 3 Items

Credential	Date Obtained	Expiration	Bonus?	Bonus Date	Verified?
Cardio Pulmonary Resuscitation (CPR)	06/01/2009	06/01/2011	No		Other [Details]
Cardio Pulmonary Resuscitation (CPR)	01/20/2012	01/23/2013	No		Certificate [Details]
Program Director Credential - Step 1 Certificate	06/11/2009		No		Other [Details]

Other Options

- [Add Credential Information](#)

The credential component contains your credentials verified for you by Northern Lights Career Development Center



Bright Futures
Child Care Information System: Client

User: Record Test
[LOGOUT](#)

- [My Profile](#)
- [Resume](#)
- [Subsidy Case Info](#)
- [Find a Provider](#)
- [Become a Provider](#)
- [Resources](#)
- [Contact](#)

Quality Case ID: 30488

- [Summary](#)
- [Work Experience](#)
- [Education](#)
- [Credentials](#)
- Program Participation**
- [Professional Development](#)

Program Participation

Sort by: Program Type

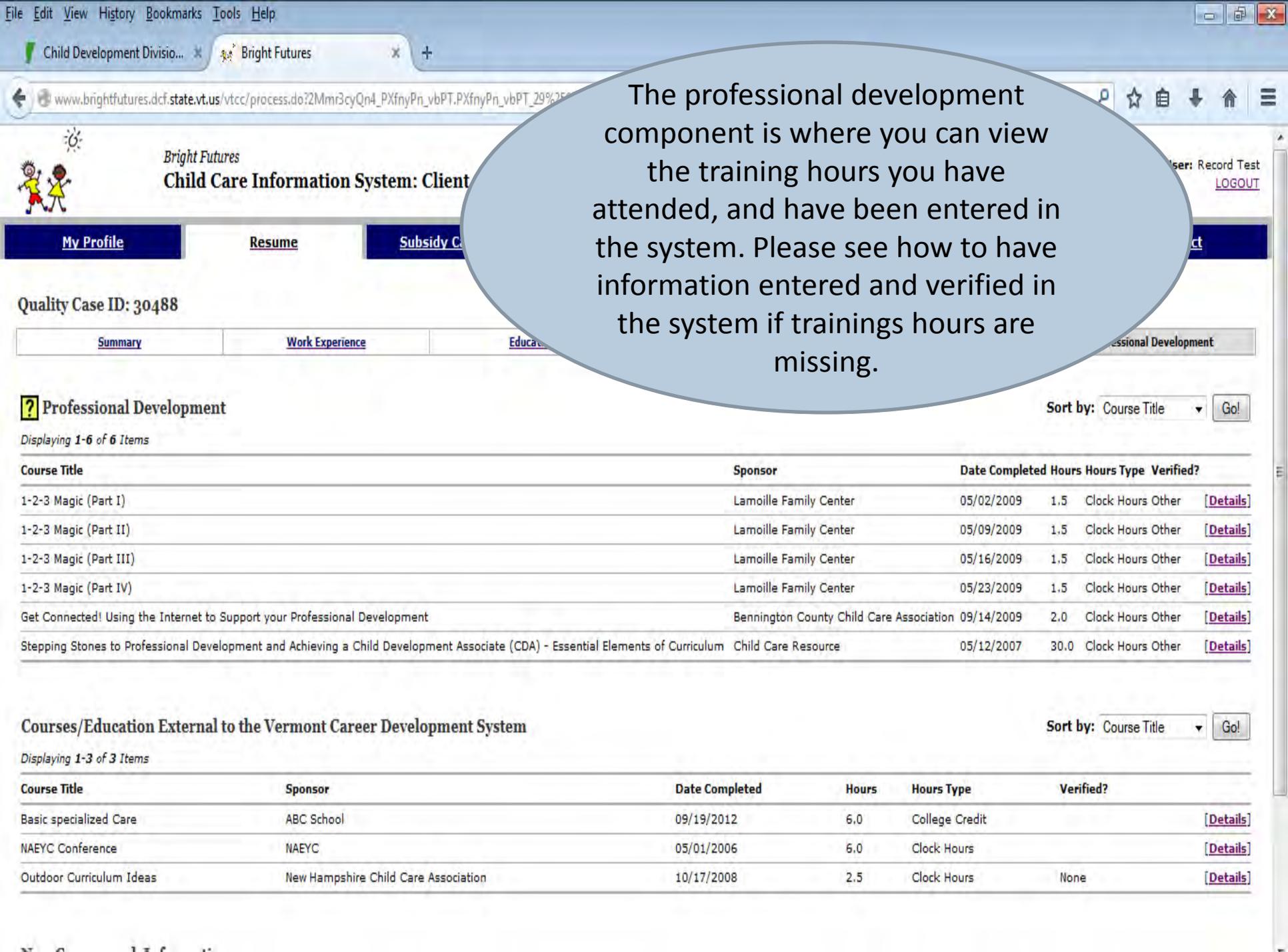
Displaying 1-1 of 1 Items

Program Type	Degree/ Credential	School	Start Date	Expected Completion
Degree	Bachelor	Springfield College	08/01/2009	[Details]

New Program Participation Information

* Program Type:

The program participation component is for you! It is a great place for you to record any education or professional programs you are participating in.



The professional development component is where you can view the training hours you have attended, and have been entered in the system. Please see how to have information entered and verified in the system if trainings hours are missing.

Professional Development

Sort by: Course Title

Displaying 1-6 of 6 Items

Course Title	Sponsor	Date Completed	Hours	Hours Type	Verified?
1-2-3 Magic (Part I)	Lamoille Family Center	05/02/2009	1.5	Clock Hours Other	[Details]
1-2-3 Magic (Part II)	Lamoille Family Center	05/09/2009	1.5	Clock Hours Other	[Details]
1-2-3 Magic (Part III)	Lamoille Family Center	05/16/2009	1.5	Clock Hours Other	[Details]
1-2-3 Magic (Part IV)	Lamoille Family Center	05/23/2009	1.5	Clock Hours Other	[Details]
Get Connected! Using the Internet to Support your Professional Development	Bennington County Child Care Association	09/14/2009	2.0	Clock Hours Other	[Details]
Stepping Stones to Professional Development and Achieving a Child Development Associate (CDA) - Essential Elements of Curriculum	Child Care Resource	05/12/2007	30.0	Clock Hours Other	[Details]

Courses/Education External to the Vermont Career Development System

Sort by: Course Title

Displaying 1-3 of 3 Items

Course Title	Sponsor	Date Completed	Hours	Hours Type	Verified?
Basic specialized Care	ABC School	09/19/2012	6.0	College Credit	[Details]
NAEYC Conference	NAEYC	05/01/2006	6.0	Clock Hours	[Details]
Outdoor Curriculum Ideas	New Hampshire Child Care Association	10/17/2008	2.5	Clock Hours	[Details]

How to get trainings, education and credentials entered and verified:

Having trainings, education/degrees and credentials entered and verified in BFIS helps you. BFIS is a safe online location to hold all of the information for later use. In addition, approved organizations can view this information if you apply for a professional development grant, STARS, or Vermont credentials. This saves you time!

To get the information entered in BFIS entered and verified – send it to Northern Lights Career Development Center with a “verification cover sheet”. Visit the Northern Lights website for a copy of the cover sheet and instructions:

<http://northernlightscdc.org/training/bright-futures-information-system-bfis/>

What information can be entered?

To be verified by Northern Lights, check that the documents you submit have the following:

<p>Certificates of attendance</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>TITLE and short DESCRIPTION of the professional development activity</i> <input type="checkbox"/> <i>TRAINING DATES, TIME & # of HOURS</i> <input type="checkbox"/> <i>SPONSOR name with official logo/ letterhead</i> <input type="checkbox"/> <i>SIGNATURE of sponsor or instructor (verifies that you attended)</i> <input type="checkbox"/> <i>YOUR NAME</i> 	<p>Transcripts issued by the college or university (Not printed by you off the web) <i>unofficial or official</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Your name <input type="checkbox"/> Name of the institution and official logo <input type="checkbox"/> Courses titles with credits, grade/pass <input type="checkbox"/> Course dates/year 	<p>Copy of Current Certificates such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CPR card- both sides <input type="checkbox"/> First Aid card – both sides <input type="checkbox"/> CDA credential <input type="checkbox"/> DOE educator license <input type="checkbox"/> Other Certificates <input type="checkbox"/> Other Credentials or Diplomas <p><i>Please be sure to copy the entire document. (These will be entered into the CREDENTIALS or EDUCATION tab of BFIS Credential account)</i></p>
<p>I am sending these documents as part of my application for one of the following (check all that apply):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> A level ____ certificate <input type="checkbox"/> Program Director Credential <input type="checkbox"/> Instructor Registry <input type="checkbox"/> Afterschool Professional Credential 	<ul style="list-style-type: none"> <input type="checkbox"/> To update my BFIS Credential Account <input type="checkbox"/> Other: _____

If you have questions:

Questions about BFIS Credential Account and your username and password can be answered by the BFIS Help Desk. Call 1-800-649-2642 or bfis.help@state.vt.us

Questions about what can be entered and or verified in BFIS, or why information was not entered can be directed to Northern Lights Career Development Center at professional.development@ccv.edu or by leaving a message at 802-828-2877