

Dear Conference Planners,

When planning your conference, please keep in mind you have two options for getting your conference or institute approved by Achieve – The MN Center for Professional Development. Both options are available to ensure that the highest quality learning opportunities are provided to MN early childhood professionals. Submitting your conference for approval and scheduling the event using Develop ensures that individual practitioners have a relevant and adequately detailed record of their professional development growth and educational accomplishments.

**FIRST OPTION – FULL CONFERENCE APPROVAL**

- It means submitting the entire conference or institute as a **single course proposal** for approval. After approval, a training event will be scheduled using the single course Develop ID assigned.

**Advantage:**

- You would go through the Course Approval Process just once. Less information is requested about individual sessions.
- Achieve can approve your conference more quickly.
- You do not need to track which attendee attended which session of the Conference/Institute.
- You are not required to use Achieve approved trainers.

**Disadvantage:**

- The course proposal will be submitted as only counting under Minnesota’s Knowledge and Competency Framework Content Area VI: *Professionalism*.
  - The training event will not count towards Parent Aware Indicators.

**Things to Consider:**

- You have two options:
  - You can schedule one single training event. The course proposal should be for 8 hours or less per day.
    - For example,
      - **The Art of Training Conference**
        - 8 hours of training sessions
          - One day conference
            - 1 course proposal submitted
              - 1 training events created
  - You can schedule multiple training events for portion of the conference. You will need to submit multiple course proposals and create training events for each portion.

- For example,
  - **The Art of Training Conference**
    - 8 hours of training sessions
      - 2 half days conferences
        - 2 course proposals submitted for the same conference
          - 2 training events created for each approved course
- Each event would be based on the same course. If you choose to get the whole Conference/Institute approved as a single training event, please note that partial credit for attendance cannot be awarded.
- You will be asked to submit an overview of the conference's objectives.
- You will be asked to submit the Conference Schedule.
  - If the schedule is not yet available, a draft can be submitted now, but a final program should be submitted prior submitting the training event for acceptance.
- You will be responsible for tracking attendance for each event (though not each individual session) and entering the roster on Develop.

Or

- You will be responsible to provide attendees with a certificate of completion. The certificates must meet the all the criteria to ensure attendees will receive "approved clock hours" credit.

### **Steps for Completing Option 1:**

1. Log in to Develop as the organization that is sponsoring or planning the Conference or Institute. If the organization is not already registered as a Training Organization, contact Achieve for assistance in setting up your organizational account.
3. Click on Training Entry on the left side of the screen under the organization's name.
4. Click on the "Courses" tab.
5. Click on the "New Course" button. This initiates the Course Approval Process (CAP)
6. Complete all 5 sections by providing information about your Conference/Institute as a whole. NOTE: This process will take as little as 15 minutes if all your materials are ready. It may take significantly longer if you are unclear about the objectives and content of the Conference.
7. Course Description:
  - a. For Course Type, select "Approved clock hour course"
  - b. For Level of Training, select "Level 1"
  - c. Do not check the box next to "Should the course be restricted to approved trainers?"
8. Course Content:
  - a. Enter the number of hours an attendee would spend in actual sessions, not including meal time or break time between sessions. This can be no more than 8 hours per day.
  - b. For Minnesota's Knowledge and Competency Framework enter the full number of classroom hours next to Minnesota's Knowledge and Competency Framework Content Area VI: *Professionalism*.

- c. For CDA Content Areas, enter the full number of classroom hours next to (6) *Maintaining Professionalism*.
9. Instructional Plan:
- a. *Learning Objectives*: Briefly describe what the participants will learn during the conference.
  - b. *Diversity/Inclusion*: Briefly describe how cultural diversity and inclusion will be addressed in this Conference/Institute.
  - c. *Outline of Training Content, Training Methods and Training Timeline*: Provide a brief description of each session within the Conference/Institute, including how long each session will last, the name of the session leader/trainer, and a brief bio for each session leader/trainer. Alternatively, you may attach a program for the Conference/Institute that includes session descriptions, Trainers, and trainer bios. If sessions are still under development, you may submit a draft but you will be asked to submit a final program before the submitting the event for acceptance.
  - d. *Training Activity*: You do not need to answer this question. Simply write “Conference” or “Institute” in this box.
  - e. *Assessment of Learning Objectives*: You do not need to answer this question. Simply write “Conference” or “Institute” in this box.
  - f. *Training Materials List*: You do not need to answer this question. Simply write “Conference” or “Institute” in this box.
  - g. Collect feedback from attendees about the Conference/Institute.
  - h. *Major resources used to develop the training*: You do not need to answer this question. Simply write “Conference” or “Institute” in this box.
10. Additional Details:
- a. Please check the box(es) next to the target audience for your Conference/Institute.
  - b. Please indicate the age group that your content will be addressing. Select “Adults” only if the Conference/Institute is focused on professionals’ work with adults.
11. Submit for Approval:
- a. Review the information you have entered. If you see an error, you may click on the “Previous” button to go back to an earlier page and make changes.
  - b. Review the Terms and Conditions and check the box to indicate your understanding of and agreement to these terms.
  - c. By clicking on “Save” you are submitting your Course for Approval.
12. It is strongly recommended submitting the conference for approval at least 2 months in advance of the event itself.
13. Once the content of your Conference/Institute has been approved by Achieve, you can create the training event and submit it for acceptance.

*Creating Training Event*

1. Log in to Develop.
2. Click on Training Entry on the left side of the screen under the organization's name.
3. Click on the "Events" tab.
4. Click on the "New Event" button.
5. Click on "Choose from the Catalog"
6. Search for your Conference/Institute by name.
7. When you find approved course, click on it to begin creating the event itself.
8. Complete all 5 sections of the Event Entry process. If a question does not apply to your event, you may skip it. This process will take as little as 2 minutes to complete.
  - a. You will be asked to identify the trainer(s).
    - i. If you are using approved trainers, you should enter them at this time by searching for them by name or Develop ID # and selecting them from the search results.
    - ii. If you are using unapproved trainers, you may enter them by hand at that time. You may use a combination of approved and unapproved trainers.

Note: Do not grant trainers administrative access to this event.
  - b. You will be asked about sponsors and trainers for the event.
  - c. You will be asked about the location, date, and time of the event.
  - d. You will be asked about the event registration process and registration fee.
9. Achieve will then review your event details to make sure it meets all the criteria.
  - a. This review will take up to 7 business days.
10. Once your event has been approved, it will display in public search results (if you indicate that you would like it to).

**SECOND OPTION – APPROVAL FOR INDIVIDUAL SESSIONS**

You may enter each session of the Conference/Institute as a distinct course.

**Advantage:** Attendees will receive credit toward the KFC(s) that best fit the content of each individual session. This, in turn, will be benefit attendees because the individual sessions may count toward meeting licensing requirements or CDA requirements. If you are providing sessions that would count toward meeting Parent Aware indicators, attendees will be able to document their attendance at these sessions and get credit toward their Parent Aware rating. If attendees have the option to attend only one session of a Conference/Institute, this allows them to get credit for just that individual session.

**Disadvantage:** Each session of the Conference/Institute will be submit as separate course for approval and each session will training event will be scheduled **with an Achieve approved trainer**. This will take more time and will require more detailed information about each session. You will need to track attendance at each individual session.

**Things to Consider:**

- Sessions must be two or more hours long.
- Some sessions may already be Achieve approved courses. If the course is privately owned, only the course owner or an approved trainer to train on the course can schedule the event.
- You must use Achieve approved trainers in order for each session to counts as “Approved Clock Hours.”
- You will be responsible for tracking attendance for each approved session and entering the roster. Attendance records should include the attendee’s Develop ID Number whenever possible.

OR:

- You will be responsible to issue certificates of completion for each session. Certificates must meet all the criteria.

**Steps for Completing Option 2:**

1. Determine whether each session of the Conference/Institute has already been approved as a course. The trainer for the session should be able to report on whether this course content has been previously approved.
2. For sessions that are already approved courses, the trainer or the course’s owner will need to schedule the event. As the Conference/Institute Organizer, you will want to coordinate with the trainer or the course’s owner to ensure that the date, time, and location of the event is correctly specified.
  - Trainers have the option to grant administrative access to the event.
3. For sessions that are not already approved courses, you will need to get the course approved.
  - a. First determine who owns the content of the course – this could be the Conference/Institute Organizers or the trainer or someone else. The owner of the course content must be the one to submit the course for approval so that the owner can schedule additional events for this course in the future, if so desired.
  - b. The owner should submit the course proposal for approval using the online application available in Develop. Keep in mind that course proposal approval processing time is up to six weeks.
4. Once the course is approved, the owner and any trainer listed as approved to train on the course may schedule the event.
5. When all sessions have been scheduled, the Conference/Institute Organizer should send to Achieve a Conference/ Institute program or schedule and the list of event IDs for each approved session of the Conference.

If you have questions, please do not hesitate to call Achieve at 855-378-3131.