

## REVIEW THE [TSO COMPANION GUIDE](#)

Learn more about this membership and the approval process!



TSO Companion Guide

## BUILD YOUR TEAM

For full use of your Develop TSO access you'll need:

**[Approved Trainers](#)**  
to deliver training in Develop

**[Approved Course Writers](#)**  
to submit your training content for approval



Trainer Companion Guide



Course Writer Companion Guide



You can have people within your organization apply for these memberships or use Develop's [Trainer Directory](#) and [Course Writer Directory](#) to contract with currently approved professionals

## WHAT IS A TSO?

A Training Sponsor Organization (TSO) is a program, business, or organization that offers professional development training.

## WHAT YOU CAN DO AS AN APPROVED TSO:



### Own Approved Courses in Develop

- Access all your Develop-Approved Professional Development opportunities in one place.



### Manage Authorized Trainers for your courses

- Allow Develop-Approved Trainers to access and schedule Training Events.



### Advertise Events for FREE to 60,000+ ECE Professionals using [Develop's Search for Training Tool](#).



### Submit Attendance using Develop's electronic attendance roster. No more Training Certificates!

1

### Create an Individual Profile

The person who will manage the organization profile for your TSO must have a [Develop Individual Profile](#).

2

### Create or Access an Organization Profile

- New to the Develop System? [Create a New Organization Profile](#) and check Training Sponsor Organization
- Already a registered Organization in Develop? [Toggle to your Organization Profile](#) and request TSO status from the Organization Details tab by clicking "Training Sponsor Request."

3

### Select your KCF Areas and Agree to the Training Sponsor Agreement

Choose [Knowledge and Competency Framework \(KCF\) areas](#) that match your training topics. Read and accept the terms to the [agreement during setup or renewal](#).

4

### Submit & Wait for Approval

You'll get an email when approved.

## NEED HELP?

### Achieve (Membership Support)



[support@mncpd.org](mailto:support@mncpd.org)

### Develop Help Desk (Technical Support)



[support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)