

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



Trainer Companion Guide

[Approved Course Writers](#)

to submit your training content for approval



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

Develop Help Desk (Technical Support)



support@develophelp.zendesk.com