Achieve supports Minnesota's Early Childhood Care and Education Workforce by ensuring access to high quality professional development opportunities offered through Develop's Search for Training calendar. Conferences and/or Institutes submitted in Develop for approval by Achieve must be submitted by an approved Conference Course Writer.

New conference course submissions will be reviewed for approval in the order they are received. This process may take up to 30 days. Conference courses must be approved before the conference date. Approved conference courses are valid for 5 years in the Develop system. Once approved, the Conference Course Writer must transfer ownership of the conference course to the registered Training Sponsor Organization in Develop. See page 9 of the Course Entry for Course Writers Guide for steps on transferring course ownership.

Approved Training Events may be scheduled by the Training Sponsor Organization in Develop after ownership is transferred. All Training Events must be dated for a future date and have an approved trainer attached for acceptance in Develop. Attendance for the conference must be electronically entered in the Develop system within three days of the last day of the conference.

See Develop's Course Writer Agreement form and Achieve's Course Writer Companion Guide for more information about Course Writer membership and course content quality expectations.

Refer to Develop's How Do I? section for their Course Entry for Course Writers Help Guide. This will help you access and navigate Develop's online course submission form.

Follow the guidance below to correctly design and enter your conference course details in Develop.

Course Application Sections	Requirements for Approval	Helpful Information
Title	**Titles must:** ✓ Use plain language. ✓ Reflect the content and intent of the Learning Objectives. ✓ Have correct capitalization, grammar, and punctuation. ✓ Indicate language of content delivery (e.g., Spanish, Somali, Hmong, English, etc.).	**Title Example:** • Early Childhood Annual Conference **Tips:** • Submit separate conference submissions for conferences that span over several days. For example: Early Childhood Annual Conference – Day One (4 hours), Early Childhood Annual Conference – Day Two (8 hours). • If the conference will be offered in a language other than English, please type the course title in the intended language, followed by the course title in English. • If the course content will be offered in multiple languages, a separate course must be submitted for each language.
Course Type	**Select the following option:** • **Approved Clock Hour Course** 　◦ This selection is non-credit based and is most used for licensing and Parent Aware.	
Course Level	**Select the following option:** • **Level 1: Explores** 　• New to a concept, not necessarily new to the profession but exploring new skills or ideas.	**Resource:** • Minnesota Knowledge and Competency Framework

Description	Provide a general description and overview of the conference. Do not identify the year of the conference, as the course will be valid and reusable for 5 years after approval. Include the following details:
	  ✓ General conference subject.
	  ✓ The intended audience.
	  ✓ How the audience will engage and benefit.
	
	Course descriptions must also:
	  ✓ Be clear, easy-to-read, and grammatically correct.
	  ✓ Match description content with the chosen KCF(s).
	  ✓ Be 30-100 words and begin with an action verb.
		Resource:
		• Action Words (Verbs) for KCF Levels
		
		Description Example:
		• Participate in our Early Childhood Annual Conference. Engage in multiple presentations by keynote speakers and learn important information that will strengthen your ability to support children and families. Connect with colleagues in the field through workshops and networking events.
		Tip:
		• If the content will be offered in a language other than English, please include the course description written in English after the description written in the intended language.

Intellectual Property Owner & Copyrighted Materials	**Select the following option:** • **Exclusively Owned**: ◦ The course content is owned by you or your organization.	**Transfer of course ownership:** • A conference course must be transferred to the registered Training Sponsor Organization in Develop once approved. See **page 10** of Develop's Course Entry for Course Writers help guide for transferring steps.
Applies Toward (Qualifications)	**This section is required to ensure conference approval.** Conference Course Writers must select the following qualification: • **Conference** ◦ Content was created for conference session(s).	

Course Category	Select the category that best fits the Conference content. • Business • Early Childhood • Infant • School Age • Toddlers • Trainer and Course Writer • Youth Development	
Total Course Length	All conference submissions must contain a minimum of 2 hours and maximum of 8 hours of content to be considered for approval.	**Tips:** • Breaks and lunches cannot be counted toward the total hours. • Partial credit cannot be awarded in Develop. Submit separate conference submissions for conferences that span over several days.
Knowledge & Competency Framework (KCF) Areas	Select KCF VI: Professionalism. No other KCF will be accepted for conference courses.	
Learning Objectives	Briefly describe what the participants will learn during the conference.	

Universal Instructional Design (UID)	*Validating and incorporating the experiences and perspectives of others leads to learning. Describe, in detail, how you have intentionally designed your course to take into consideration the gifts and needs of all learners.* **Use the following guided questions to build your UID:** ✓ How does the design of this course ensure every participant feels valued, respected, and has the same opportunities for learning as others? ✓ How do the planned content, activities, and examples acknowledge and honor every participant? ✓ How does your planned content encourage and support participants in their efforts to develop knowledge and skills around equity? ✓ What inclusivity guidance and resources have you embedded for the trainers in the structure of your course? ✓ If virtual/e-learning or blended course delivery is an option: How did you strategically embed audience engagement, provide support, and assess learning differently than you would for an in-person course?	**Tip:** • Focus on the uniqueness of individual learners, including things like provider type, cultural lens, religious beliefs, learning styles, introverts/extroverts, political diversity, geography, gender identity, literacy level, etc. **Resources:** • Minnesota's Knowledge and Competency Framework for Trainers o Specifically: Trainer Competency Areas III, IV, and VI. • National Association for the Education of Young Children (NAEYC) Definitions • Universal Multicultural Instructional Design (UMID) • UMID Principles Checklist
Course Content, Strategies, Methods, & Timeline	**Provide a brief overview of each session within the Conference/Institute, including how long each session will last.**	**Tips:** • Breaks and lunches cannot be counted toward the total hours of the conference. • Keep overviews of sessions general and non-specific for repeat use of an annual conference.
Assessment of Learning	**Does not apply. Write the word "Conference" in this section.**	
Materials List	**Does not apply. Write the word "Conference" in this section.**	

Participant Support Accommodations	List classroom learning supports that will be provided to participants. **For e-learning of all types:** List how participants can receive technical support for e-learning, the minimum requirements for hardware and software to participate in your conference course, the internet connectivity required, and who to contact after hours to participate in your course.	**Examples:** • Participant guides provided in advance or upon request. • Accessible classroom. • Closed captioning. • Reflection time during class. • Homework assignments in writing or by email. • Online bulletin board. • Chatroom access. • Online poll. • Support staff during training event. • Simplified language. • Visual aids like charts or diagrams. • Large print. • Graphic organizers. • Etc. **Consider the following:** • Do you have an accommodation request process? • Are there specific software requirements needed for the learning platform? • Will transcripts/recordings be provided to participants?
References and Works Cited	**Does not apply. Write the word "Conference" in this section.**	

Additional Course Details	**Delivery Method Options**
	Select ONE of the following:
	• **In-Person/Face-to-Face**
	  ◦ Traditional classroom setting with the instructor and participants in the same physical location.
	• **Virtual/E-Learning: Internet-based**
	  ◦ Synchronous
	    ▪ All learners are present and engaging online at the same time, while the instructor facilitates the learning event.
	  ◦ Asynchronous
	    ▪ On-Demand, online, and self-paced; may have instructor feedback but no set/predetermined meeting time.
	  ◦ Webinars
	    ▪ A virtual seminar or presentation that meets the two-hour minimum requirement with a focus on information sharing.
	• **Blended Learning**
	  ◦ A hybrid combination of in-person (synchronous) and virtual (synchronous or asynchronous) learning experiences.
	
	Target Audience
	Select the category/categories of your intended audience.
	
	Ages Addressed
	Select the category/categories of ages addressed in your content.
		Tips:
		• A course submission can only have one selected delivery method. If the content can be offered using multiple delivery methods, you must submit a new course for each method of delivery.
		• Course Writers and Trainers are required to complete the 16-hour online training requirement for content designed for virtual delivery.

Authorized Trainers	Training of Trainers – Select **No** Authorized Trainers – Select **No** Training Scheduler – Select **No**	
Submit for Approval	• **Review** the course details for accuracy. • **Read** and **Agree** to the Terms and Conditions. • Click **Submit** for Approval.	**Tips:** • Course submissions are reviewed in the order they are received. Allow

		up to **30 business days** for approval. o Approval may take longer if revisions are required. • See the Application Processing Time section of our website to track Course Submission processing time.

Related Resources	
Course Writers	• [Course Writer Companion Guide](#)
Trainers	• [Trainer Companion Guide](#)
Training Sponsor Organizations	• [Training Sponsor Companion Guide](#)
Develop Functionality	• [Course Entry for Course Writers](#) • [Training Event Entry for Trainers](#) • [Training Event Entry for Training Sponsor Organizations](#) • [Training Event Roster](#)

Stay in touch with Achieve - The MN Center for Professional Development!

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