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. As a CPR First Aid Course Writer, you can only submit course content owned by the American Red Cross or the American Heart Association for certification purposes only. Course submissions are reviewed by Achieve for Develop approval in the order in which they are received. This process may take up to 30 business days (or longer) if revisions are required. Upon review completion, you will be notified via email of either full course approval or revisions required. If revisions are required more than two times on a course submission, the submission will be denied. **Approved courses are valid for 5 years**.

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.

While in Develop's Course Submission form, please click on the **blue "?" squares** for additional help. 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.
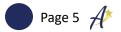
Follow the guidance below to correctly design and enter your course details in Develop.

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 Examples:** • Heartsaver Pediatric First Aid CPR • Pediatric and Adult First Aid and CPR **Tips:** • If the content 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 will be offered in multiple languages, a separate course must be submitted for each language.
Course Type	**Select the following Course Type:** • **Approved Clock Hour Course** ◦ This selection is non-credit based and is most used for licensing and Parent Aware.	
Course Level	**Select the following Course Level:** • **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	**The course description must focus on describing the content of the course. Use information directly from the American Red Cross or American Heart Association instructor manual.**	**Example:** • The Heartsaver Pediatric First Aid CPR AED course trains participants how to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives.

Intellectual Property Owner & Copyrighted Materials	**Select the following option:**
	• **Publisher:**
	  ◦ The course content must be developed by either American Red Cross or American Heart Association
	       • You must list the publisher's name in this section.	

Applies Toward (Qualifications)	**This section is not applicable. Do not select any of the qualifications.**	
Course Category	**Select the category that best fits the Course content.** • Business • Early Childhood • Infant • School Age • Toddlers • Trainer and Course Writer • Youth Development	**Tip:** • Most First Aid and CPR courses fall under the Early Childhood category.
Total Course Length	**All course submissions must contain a minimum of 2 hours of content to be considered for approval.**	**Tips:** • Breaks and lunches cannot be counted toward the total hours.
Knowledge & Competency Framework (KCF) Areas	**Select KCF VII.B: Ensuring Safety. No other KCF will be accepted for First Aid and CPR courses.** **Content Area Crosswalk** The CDA Subject Area is automatically assigned to your selected KCF area in the Develop system. See the alignment below. _(see table below)_	**Resources:** • MN Knowledge and Competency Framework
Learning Objectives	**List the learning objective(s) for the course listed in your instructor manual from either American Heart Association or American Red Cross.**	

Knowledge and Competency Framework (KCF) Area	CDA Subject Area
VII.B: Ensuring Safety	1: Planning a safe, healthy learning environment

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	**Include the Content Points of training (in order):** ✓ The Learning Objective(s) ✓ The Strategies and Activities ✓ The Method of Delivery: (lecture, activity, small group, reflection paper, etc.) ✓ The estimated timeline (matching the total course content hours) for each section of training including break times.	**Tip:** • Use information directly from American Heart Association or American Red Cross instructor manual.

Assessment of Learning	**The assessment of learning should connect directly to the learning objectives and activities within the course.** Be specific in your assessments and make sure: ✓ They are observable and measure participant learning and understanding.	**Example:** • Participants must pass an in-person skills assessment for certification.
Materials List	**List the materials and resources that an instructor and participants will need during the Course.**	**Examples:** • Electronic slides/presentations, projector, screens, speakers, etc. • Internet connection speed, software, hardware, etc. • Manikins, masks, training kits, etc. • Handouts, writing utensils, etc.
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 course, the internet connectivity required, and who to contact after hours to participate in your course.	**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	Provide a list of research and resources used to develop the Course. These resources must: • Be listed in APA style format. • Include American Heart Association or American Red Cross Instructor Manual.	**Resources:** • [APA Style Introduction](#) • [APA Citation Generator](#) **Example:** • Association, A.H. (2021). *Heartsaver Pediatric First Aid CPR AED Instructor Manual*.

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.
	• **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 will be offered using multiple delivery methods, you must submit a new course for each method of delivery.
		• CPR and First Aid courses offered in Develop for certification purposes do not qualify for the virtual only delivery method.

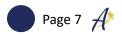| **Authorized Trainers** | **Training of Trainers (TOT)**

Select **NO**. Training of Trainers is not applicable to CPR/First Aid courses.

Authorized Trainers

As a Course Writer, you can add the option to make the course content available to approved Trainers for scheduling approved Training Events by using the Authorized Trainer feature. The Trainer(s) you add must have an approved Trainer Membership type that supports your Course's assigned KCF, Level, and Delivery Method.

• Select **YES** to allow your course content to be accessible by the approved Trainers you add as authorized. This will allow the Authorized Trainers listed (subject to review and acceptance by Achieve) to schedule and facilitate Develop-approved Training Events for this content.
• Select **NO** if you do not wish to share your content with other Approved Trainers.

Training Scheduler

• Select **YES** to allow your course content to be shared with Child Development Services grantees for the purpose of scheduling Develop-approved Training Events. This option is typically most beneficial to Course Writers contracted by Child Care Aware and Eager-To-Learn.
• Select **NO** if you do not wish to share your content with Child Development Services grantees. | **Authorized Trainers**
• Achieve reviews all added Authorized Trainers and **Approves** them if their Trainer Membership type supports your course content. If the added Trainer does not meet requirements for acceptance, their access to your course content will be **Declined**. See the Trainer Membership Companion Guide for more details.
    ○ After approval of the course, allow **3 business days** for Achieve's review of Authorized Trainers. |

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. ◦ 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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