Achieve
MN CENTER FOR PROFESSIONAL DEVELOPMENT

Updated: January 26, 2026

COURSE WRITER MEMBERSHIP



COMPANION GUIDE

Welcome!

We are Achieve – The Minnesota Center for Professional Development. We are one of several partner agencies that support Minnesota's statewide trainer and training approval system for the Early Childhood Education Workforce. Our team follows guidelines and policies set by The Minnesota Department of Children, Youth, and Families to ensure the high quality of Course Writers and approved course content in Develop, Minnesota's Quality Improvement and Registry website.

Develop's Approved Course Writers are highly qualified in instructional design, and they create and submit professional development course content for Develop's Approved Training Events. If you want to design professional development course content for early care and education professionals in Minnesota, use this guide as a companion to Develop's Online Course Writer Membership application. You'll learn all the ins and outs of membership approval, as well as how to submit an acceptable course in Develop.

Course Writer Membership is your ticket to access Develop's Training Entry tools for submitting New Courses. As an Approved Course Writer, you can:

- Submit professional development course content for approval in Develop.

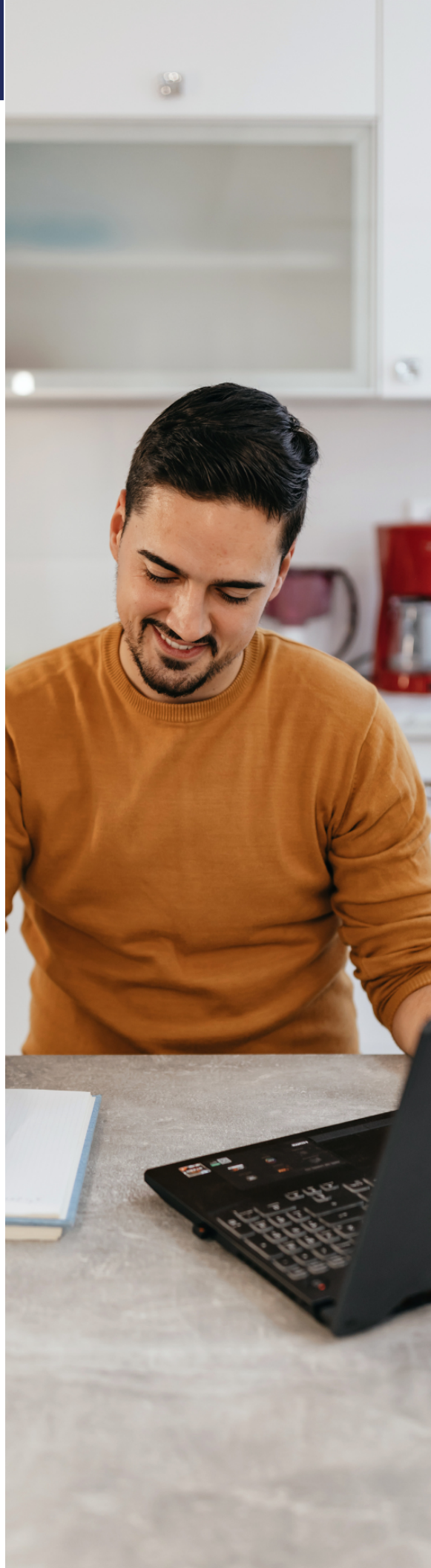
- Schedule Approved Training Events for the courses you own.
  - You must also be a Develop Approved Trainer to use this feature.

- Be a leader in the field of Early Childhood Care and Education; expand your professional network and collaborate with Develop Approved Trainers and Training Sponsor Organizations to share your expertise.
  - Share your content for training distribution by adding Approved Authorized Trainers to your Approved Courses.
  - Transfer ownership of your content with Training Sponsor Organizations and/or Independent Approved Trainers.
  - *Develop Course Writers are independent contractors. Course Writer Membership is not an employment contract and does not guarantee ongoing work opportunities with organizations using the Develop system.*

We are here to support you throughout the approval process, and we look forward to working with you!

With appreciation for all you do for Minnesota's children and educators.

— Your Achieve Team





Contents

Use the clickable buttons below to help you navigate this document.

4 Course Writer Membership Options

5 Develop Memberships

6 Online Requirements and KCF

7 Professional Expectations

8 Course Writer (Standard)

9 CPR First Aid Course Writer

10 Higher Ed Course Writer

11 Expedited Course Writer

12 Conference Course Writer

13 Application Tips

14 Course Approval

17 TARSS Information

18 Contact Information



Course Writer Membership Options

There are five Course Writer approval pathways available, each with specific requirements that must be met before applying for membership. An Individual Membership in Develop is required for all Course Writer applicants. Click on a Course Writer Membership pathway below to learn more about its specific requirements and to determine which option best fits your needs.

The Course Writer Membership is limited to two separate application attempts in Develop. If both attempts result in a Qualifications Not Met status, the option to apply for Course Writer Membership will be removed from your Develop Profile.

Course Writer (Standard)

Individuals with Career Lattice Step 9D, 10A-D, 11A-D, or 12A-D.

CPR First Aid Course Writer

Individuals must be an Approved Subject-Specific (First Aid/C.P.R.) Trainer in Develop.

Higher Education Course Writer

Individuals must be an Approved Higher Education Trainer in Develop.

Expedited Course Writer

Individuals who show verified employment with a state partner agency organization in Develop.

Conference Course Writer

Individuals who show verified employment with an Approved Training Sponsor Organization in Develop.

Develop Memberships

Develop offers several membership options that can be combined and interact together.

Individual Membership

Required as part of all other memberships.

All Course Writer applicants must apply for Individual Membership in Develop and earn a Career Lattice Step (CLS). To learn more about Individual Membership, see our Individual Membership Companion Guide.

Trainer Membership

Facilitate Training Events

All Training Events must be taught by an Approved Trainer. Develop's Approved Trainers are the face of Minnesota's Professional Development system for early childhood professionals. Each Trainer Type recognizes the unique skill sets, knowledge, and expertise needed to support Minnesota's high quality professional development system. To learn more about Trainer Membership, see our Trainer Membership Companion Guide.

Training Sponsor Organizations

Employ or Contract with Course Writers and Trainers

Training Sponsor Organizations (TSOs) are employers or contracting agencies that partner with Develop's Approved Course Writers for course content approval and transfer of ownership. They also partner with Trainers for facilitating Approved Training Events. Approved TSOs can access Develop's tools to:

- Submit and schedule Approved Training Events.
- Verify attendance for participants electronically.
- Own courses and manage courses' Authorized Trainer lists.
- Transfer Course Ownership back to the original Course Writer for renewal purposes.

Approved Course Writers and Trainers can work independently from a TSO, but a TSO must work with Approved Course Writers and Trainers to offer approved professional development opportunities in Develop. To learn more about TSO Membership, see the following resources.

- Achieve's Training Sponsor Companion Guide
- Develop's How do I?... Guides

As independent contractors, Approved Course Writers, Trainers, and Training Sponsor Organizations (TSO) must agree to the terms of any collaborative partnerships. Develop and Achieve will not arbitrate contracts or agreements.



Online Requirements and KCF

Requirements To Submit Web-Based, Virtual/E-Learning Course Content

Standard Course Writer Membership allows for the submission of face-to-face content approval only. To submit web-based, virtual/E-learning courses in Develop, you must show that you have completed at least 16 hours of training geared towards designing and delivering online training for adults. Some examples of training/coursework that meets this requirement can be found here. The online requirement applies only to the Standard Course Writer and Conference Course Writer Membership.

Email us at support@mncpd.org upon your completion of this requirement. You may be asked to provide acceptable documentation such as a certificate of completion or an official transcript.

The Minnesota Knowledge And Competency Framework

Each Course Writer is approved to submit content for Knowledge and Competency Framework (KCF) Area(s) and Level(s) based on their approved Course Writer type.

Set forth by the Minnesota Department of Education, the Knowledge and Competency Framework (KCF) combines what an early childhood educator needs to know about research and theory, alongside the skills and abilities needed to work effectively in the field. The KCF has 10 Content Areas aligned to the Professional Educator Licensing and Standards Board (PELSB) Standards. Within each Content Area, there are three levels that show a progression of skill development. Each level builds on the competencies of the level before it.

Level 1 - Explores

New to a concept, not necessarily new to the profession but exploring new skills or ideas

Level 2 - Implements

More problem solving occurs and educators are implemeting what they know

Level 3 - Designs + Leads

Highly involved in decision making; guides and leads other adults and/or programs



Professional Expectations

As leaders in the field of Early Childhood Care and Education, Develop's approved Course Writers are expected to uphold the integrity of MN's Professional Development system. Each approved Course Writer must sign an electronic Course Writer Agreement Form during Develop's application process. The form outlines the standards and expectations Course Writers must follow. To view the Course Writer Agreement Form, click here.

Read the electronic Course Writer Agreement Form carefully when you apply in Develop to become a Course Writer. Failure to follow any part of the agreement may result in disciplinary action as outlined in the Training Quality Concern Policy.

TTET AND TRAINING CONCERNS POLICY

Beyond the high standards set for Course Writers in the initial approval process, we rely on direct participant feedback to ensure the standard of high-quality course content delivered by approved Trainers at scheduled Training Events. Participants are encouraged to submit feedback using one or both of the 2 methods explained below.

DEVELOP TRAINER AND TRAINING EVALUATION TOOL (TTET)

The TTET is an anonymous survey built directly into Develop. Each verified participant is automatically sent an invite to complete the TTET. This tool allows each attendee to offer feedback about their experience, including the learning environment, quality of training content, and delivery skills. To view this feedback for a Training Event held using your Approved Course content, send the Develop Help Desk an email with the Event ID number requesting a TTET Summary.

TRAINING QUALITY CONCERN FORM

The Training Quality Concern Form allows individuals to confidentially report concerns about their training experience directly to Achieve for review. Each valid concern is addressed by Achieve with the goal of offering a supportive mediation process for complete resolution. Some concerns may require additional support and/or guidance from TARSS and/or DCYF.

RELATED RESOURCES

- Develop How-To-Guide: Completing the TTET
- MN DHS New Trainer and Training Evaluation Tool and New Training Search Page in Develop

Please review the Training Quality Concern Policy carefully for more information on the circumstances under which an individual may submit a Training Quality Concern Form.

Course Writer (Standard)

Submit Course Content for approval in Develop
Permanent Membership | All KCF Levels and Areas
Course Approval Requirements for Standard Course Writer

Application Requirements

Use the checklist below to ensure all requirements are met **before** you apply online. Applications will be denied if requirements aren't met. **The Course Writer Membership is limited to two separate application attempts**. If you do not meet requirements after two attempts, the option to apply for the Course Writer Membership will be removed from your Develop profile.

Application Requirements	Completed?
Develop Individual Membership with Career Lattice Step 9D, 10A-D, 11A-D, or 12A-D	
Develop Training:	
Course Writer Orientation	
Course Writer 1	
Course Writer 2	
Course Sample:	
Use the **Course Sample Overview and Requirements** document for guidance with required components. The sample must be originally created by you, the applicant, and should not contain any brand or organization names. You must upload the Course Sample to the Course Writer Information tab of Develop's online application.	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Course Writer Membership Approval. Only required for Course Writers who plan to submit Web-Based, Virtual/E-Learning course content for approval in Develop. See page 6 for more information on the Online Requirement.*

Plan Ahead! Course Writer Required Trainings are only offered at certain times. Use Develop's Search for Training Tool for availability.

How to Apply

Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.

Important! After you click Submit at the end of the application, you must scroll down and click the **I have no documentation to submit** button.

- This selection will ensure your application does not get canceled by the system.
- Allow up to 30 business days for your application to be processed.

CPR First Aid Course Writer

Submit American Heart Association (AHA) or American Red Cross (ARC) CPR and First Aid Course Content Valid for 2 years or when AHA/ARC Instructor Certificate Expires | KCF Level 1, Area VII.B: Ensuring Safety | Course Approval Requirements for CPR First Aid Course Writers

Application Requirements

Use the checklist below to ensure all requirements are met **before** you apply online. Applications will be denied if requirements aren't met. **The Course Writer Membership is limited to two separate application attempts**. If you do not meet requirements after two attempts, the option to apply for the Course Writer Membership will be removed from your Develop profile.

Application Requirements	Completed?
Develop Individual Membership	
Current Approved Subject Specific Trainer (First Aid/CPR) Membership	
Develop Training**:**	
Course Writer Orientation	

How to Apply

Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.

Important! After you click Submit at the end of the application, you must scroll down and click the **I have no documentation to submit** button.

- This selection will ensure your application does not get canceled by the system.
- Allow up to 30 business days for your application to be processed.

Renewal Requirements

The First Aid/C.P.R. Course Writer Membership is valid until the expiration date on the Instructor Card from the American Heart Association or American Red Cross and then must be renewed. Renewing First Aid/C.P.R. Course Writer applicants must meet the following renewal requirement.

Renewal Requirement	Completed?
Current Approved Subject Specific Trainer (First Aid/CPR) Membership	

- Your access to Develop's Training Entry features and your ability to submit new courses for approval will be unavailable to you if your membership expires.



Higher Education Course Writer

Submit Course Content for approval in Develop
Permanent Membership subject to expiration if employment ends | All KCF Levels and Areas
Course Approval Requirements for Higher Education Course Writers

Application Requirements

Use the checklist below to ensure all requirements are met **before** you apply online. Applications will be denied if requirements aren't met. **The Course Writer Membership is limited to two separate application attempts**. If you do not meet requirements after two attempts, the option to apply for the Course Writer Membership will be removed from your Develop profile.

Application Requirements	Completed?
Develop Individual Membership	
Current Approved Higher Education Trainer in Develop	
Develop Training**:**	
Course Writer Orientation	

How to Apply

Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.

Important! After you click Submit at the end of the application, you must scroll down and click the **I have no documentation to submit** button.

- This selection will ensure your application does not get canceled by the system.
- Allow up to 30 business days for your application to be processed.



Expedited Course Writer

Submit Course Content on behalf of your State Partner Agency Employer
Permanent Membership subject to expiration if employment ends | All KCF Levels and Areas
See your approval email for specific Expedited Course Submission requirements

Application Requirements

Use the checklist below to ensure all requirements are met **before** you apply online. Applications will be denied if requirements aren't met. **The Course Writer Membership is limited to two separate application attempts**. If you do not meet requirements after two attempts, the option to apply for the Course Writer Membership will be removed from your Develop profile.

Application Requirements	Completed?
Develop Individual Membership	
Current Employment with a State Partner Agency verified in Develop	

Acceptable State Partner Agencies

MN Department of Education

- MN Public School Districts
- MN Head Start Programs
- Child and Adult Care Food Program (CACFP)

MN Department of Human Services

- Behavorial Health Division
- Family Child Care County Licensing Agencies

MN Department of Children, Youth, and Families

- Child Care Licensing Division
- Child Care Assistance Program (CCAP)

MN Department of Health

MN County Public Health Departments

MN Higher Education Institutions

How to Apply

Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.

Important! After you click Submit at the end of the application, you must scroll down and **click the I have no documentation to submit** button.

- This selection will ensure your application does not get canceled by the system.
- Allow up to 30 business days for your application to be processed.

- Upon Course Approval, Expedited Course Writers must transfer ownership of the course to their State Partner Agency Employer in Develop. See page 9 of Develop's Course Entry for Course Writers Guide.



Conference Course Writer

Submit Conference Course Content on behalf of your Approved Training Sponsor Organization Employer
Limited 8-week Membership Access | KCF Level 1, Area VI: Professionalism
Conference Course Approval Requirements

Application Requirements

Use the checklist below to ensure all requirements are met **before** you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership	
Verified Employment with the Develop registered Training Sponsor Organization holding the conference event	
Conference Schedule (If the schedule is not yet available, a draft can be submitted. The Conference Schedule or draft version must be uploaded to the Course Sample section of the application at the time of your online submission in Develop)	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Conference Course Writer Membership Approval. Only required for Course Writers who plan to submit Web-Based, Virtual/E-Learning conferences for approval in Develop. See page 6 for more information on the Online Requirement.*

How to Apply

Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.

Important! After you click Submit at the end of the application, you must scroll down and click the **I have no documentation to submit** button.

- This selection will ensure your application does not get canceled by the system.
- Allow up to 30 business days for your application to be processed.

- Upon Course Approval, Conference Course Writers must transfer ownership of the course to their approved Training Sponsor Organization Employer in Develop. See page 9 of Develop's Course Entry for Course Writers Guide.

Application Tips

Do not submit your application in Develop until all requirements have been met.

COURSE WRITER INFORMATION TAB

Type

Review the Course Writer types on pages 8-12 and determine which Course Writer you want to apply for. Select the Course Writer type in the drop-down menu of the Develop application. Only one Course Writer type can be selected.

Course Writer Public Directory

This section is optional but should not be selected for Conference Course Writers or Expedited Course Writers. If you elect to have your profile in the public search, consider adding the following message if you are open to being contacted by approved Trainers and/or Training Sponsor Organizations who would like help getting their content approved in Develop: *I am available for contract work with approved trainers and/or Training Sponsor Organizations. Please contact me to discuss rates, availability, and details.*

Course Writer Documentation

If you are required to submit a course sample, upload it under Course Writer Documentation. If you are unable to upload it, please email it to support@mncpd.org. For information on course sample requirements, click here.

Course Writer Training

You do not need to fill out the Course Writer Training section. Achieve will review your Learning Record and verify completed trainings during the application process. If these trainings are not already listed on your Learning Record, please upload and **Add Documentation** for any of these trainings in the section above labeled **Course Writer Documentation.**

- Allow up to 30 business days for your application to be processed.
- The Course Writer Membership is limited to two separate application attempts. If you do not meet requirements after two attempts, the option to apply for the Course Writer Membership will be removed from your Develop profile. For questions regarding this, please email support@mncpd.org.

RELATED RESOURCES

- Applying for Course Writer Membership
- Develop Course Writer Directory



Course Approval

Upon approval as a Course Writer, you will receive an email with linked resources offering specific guidance about your:

Course Writer Type

Course Approval Requirements

Develop Training Entry Access

Develop Course Writer Training Entry access will allow you to submit New Course Content for approval using Develop's Course Submission form. Check out the Course Entry for Course Writers Develop Help Guide for step-by-step technical instructions to submit a New Course in Develop.

Course Submissions are reviewed by Achieve for approval. Make sure to follow the specific Course Approval requirements for your approved Course Writer Membership type.

Course vs Event

Important! As a Course Writer you have access to submit Course Content for approval, but do not have access to Event scheduling unless you are also an approved trainer.

Course = Content

Only approved Course Writers can submit Course content for approval in Develop. This content includes learning objectives, curriculum outlines, KCF areas, and cited sources for the training material.

Event = Delivery

Approved Trainers and Training Sponsor Organizations can schedule training Events in Develop. Develop Event Details include the date, time, and location where the approved course content will be delivered.

A **Course Writer** submits content as a Course for approval in Develop.

→ The course is approved in Develop for 5 years.

→ **Approved Trainers and TSOs with access** can submit and schedule **multiple one-time Events** for delivery of the approved course content.

Course Approval

Course Review

New course submissions are reviewed by Achieve for approval in the order in which they are received. Achieve staff use the Course Approval document specific to your Course Writer Membership to review your submitted courses. This process may take up to six weeks, or longer if revisions are required. (Courses submitted by Expedited Course Writers will be reviewed within 3 business days. These courses are subject to a quarterly audit per DCYF policy.)

Keep an eye on your inbox! Achieve will notify you via email whether your Course is fully approved, or if revisions are required for approval.

When you open a New Course submission form, the course will be assigned a Course Identification (ID) Number as well as a Course Status. Each Course Status is outlined below.

In Process

You have begun entering the course information in Develop but have not submitted it for approval yet. You can save and continue editing the course later.

Submitted

You have submitted the course in Develop and it is in line to be reviewed by Achieve for approval.

Revisions Required

Achieve reviewed your course and determined it needs revisions to meet approval requirements. You must complete your revisions and resubmit the course within 90 days. Check your email for more information from Achieve about the specific revisions required.

Resubmitted

You have completed your revisions, and the course is back in line to be reviewed by Achieve. Achieve will review your resubmitted course within 3 business days.

Approved

Your course is approved! See the next page for more information about Approved Courses.

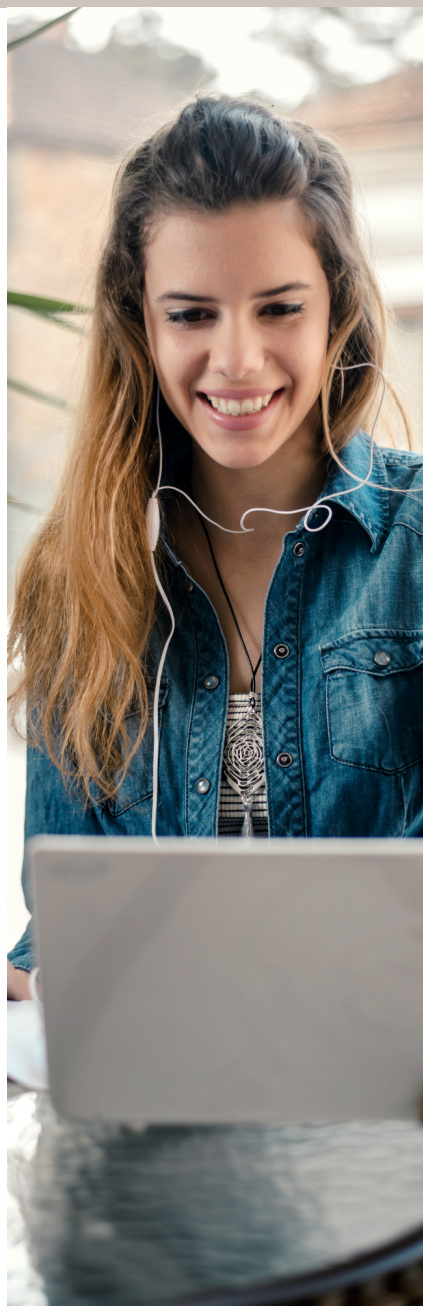
Declined

The course was in Revisions Required status for 90 days and was not Resubmitted.
OR
The course did not meet the Course Approval Requirements specific to your Course Writer type.

- Achieve partners with the Trainer and RBPD Specialist Support (TARSS) program, offered through the Center for Early Education and Development (CEED), to support Course Writers and Course Owners. If you are having difficulty meeting Course Approval Requirements and wish to improve your Course Writing skills, TARSS personnel can help you find additional training.

Course Approval

Approved Courses



Once your course is approved, the following information is applicable:

- The course is valid for 5 years from the date of approval.
- You cannot edit any of the course details. If a minor edit is needed, email support@mncpd.org for assistance.
- The course will be viewable in Develop's Course Catalog.
- If you are also an Approved Trainer in Develop, you can schedule Training Events for delivery of the course content.
- You can add/remove Authorized Trainers to your course (if you selected the option for Authorized Trainers with your Course Submission).
  - Achieve will only accept Authorized Trainers when their Approved Trainer Membership matches the course content's KCF selection(s), Level of Training, and Delivery Method. See our Trainer Membership Companion Guide for more information.
  - Updates to your Authorized Trainer list will be reviewed by Achieve within 3 business days.
  - Once verified, Authorized Trainers can schedule training events.
  - Contact support@mncpd.org if you'd like to add the Authorized Trainer option after the Course has been Approved.
- You can transfer ownership of your Course to a Develop Approved Trainer or registered Approved Training Sponsor Organization. See page 9 of the Course Entry for Course Writers guide for step-by-step instructions.
  - Expedited Course Writers and Conference Course Writers must transfer Course Ownership to their employers. The TSO is responsible for working directly with their selected Course Writer to ensure ownership of the course is transferred quickly and correctly.
  - Approved Course Writers, Trainers, and Training Sponsor Organizations (TSO) must agree to the terms of any collaborative partnerships. Develop and Achieve will not arbitrate contracts or agreements.

Please contact the Develop help desk at support@develophelp.zendesk.com for technical support with event entry and transfer of course ownership.

Course Renewal

All approved courses are valid for 5 years. Develop will send an automatic email when it's time to renew your course.

- Course Renewal submissions are subject to the course requirements in place at that time.
- Uploaded documents do not transfer over to the renewal application. Please make sure you keep all course documents for easy renewal in the future.

TARSS

Trainer and RBPD Support Services (TARSS) supports trainers, coaches, and relationship-based professional development (RBPD) specialists in the early education field.

Professional Development

TARSS offers professional development for trainers, coaches, and RBPD Specialists. To register for these courses visit the TARSS website.

Free Orientation Trainings

- Trainers and Course Writers need these trainings as part of their applications
- Courses are online
- Courses are self-paced

Other Training Opportunities

- Adult Learning Courses required for Trainer approval
- Two required Course Writer trainings
- Trainings are offered throughout the year

Events and Conferences

TARSS hosts two statewide events per year: The RBPD Retreat and the Trainer and RBPD Symposium. These events include opportunities for Trainers and RBPD Specialists to incease their knowledge and skills, as well as network and meet others in the field. Learn more about these events on the TARSS website.

The Trainer Academy

The Trainer Academy is a trainer support program designed for people who would like to be trainers but have not reached Career Lattice Step 6, which is the minimum requirement for trainers. The Trainer Academy is specifically designed to support the growing knowledge and skills of professionals working toward the goal of applying to be a Foundational Trainer. The Trainer Academy consists of:

- Career Goal Advising
- Non-Credit Training
- Mentorship and observation designed using the key areas of the Trainer Knowledge and Competency Framework

Training of Trainer (ToT) Opportunities for DCYF Courses

DCYF creates training for the early education professionals across the state, with more than 300 trainings in their library. TARSS offers ToT opportunities for these trainings throughout the year. ToT opportunities are offered based on the need for trainers across different geographic areas of the state, and the content/topic area.

Observation and Mentorship to Trainers

The TARSS Observation Program at CEED is intended to ensure a consistent, high-quality training experience for Minnesota's early care and education workforce by observing trainers in the field during training sessions. Trainers will receive strengths-based feedback from qualified observers who will use an observational tool to assess the strengths and areas for growth. If trainers are interested, there are opportunities to be mentored by a fellow experienced trainer.

Contact Information

Achieve! MN CENTER FOR PROFESSIONAL DEVELOPMENT

- Individual, RBPD, Trainer, and Course Writer Application and Renewal Processing and Approval
- Career Lattice Steps
- Authorized Trainer Approval
- Training Event Approval
- Course Approval

Monday - Thursday 7:30 am - 4:00 pm
Friday 8 am - 3 pm

support@mncpd.org

855-378-3131

www.mncpd.org

NIC SOLUTIONS

AND

develop

- General Website Navigation Support
- Develop Technical Questions
- Login Support
- Technical Application Support
- Training Event Scheduling
- Employment Verification
- Linking Organization and Individual Profiles
- Grant Applications
- Organization Registration

Monday - Friday 8 am - 5 pm
(Extended hours Tuesday/Thursday until 7 pm)

support@develophelp.zendesk.com

844-605-6938

www.developtoolmn.org

TARSS

- Professional Development for trainers, coaches, and RBPD Specialists
- Events and Conferences
- The Trainer Academy
- "Training of Trainer" events for DCYF courses
- Observation and mentorship for trainers
- And more!

Monday - Friday 8:30 am - 4:30 pm

tarss@umn.edu

612-624-5708

ceed.umn.edu/tarss/

ChildCare Aware® OF MINNESOTA

- Child Care Aware Trainer Opportunities
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- Grants and Scholarships
- Professional Development

BecomeATrainer@childcareawaremn.org

www.childcareawaremn.org/contact-us/

