Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

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TRAINER 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 Trainers and Training Events approved in Develop, Minnesota's Quality Improvement and Registry website.

Develop's Approved Trainers are the face of Minnesota's Professional Development system for early childhood professionals. If you want to deliver Training Events for early care and education professionals in Minnesota, use this guide as a companion to Develop's online Trainer Membership application. You'll learn all the ins and outs for approval, how to gain access to approved course content, best practices for scheduling Training Events, and more!

Trainer Membership is your ticket to access Develop's Training Event Entry tools. As an Approved Trainer, you can:

- Be authorized by Course Owners to schedule and host Approved Training Events for the courses in Develop's Course Catalog.
  - Learn more on page 6
- Advertise your Events in Develop's search for training tool.
- Enter attendance electronically for participants.
  - Learn more on page 8
- Be a leader in the field of Early Childhood Care and Education; expand your professional network and collaborate with Develop Approved Course Writers and Training Sponsor Organizations to share your expertise.
  - *Develop Trainers are independent contractors. Trainer Membership is not an employment contract and does not guarantee ongoing work opportunities with organizations using the 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





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Trainer Types

Develop offers several options for Trainer Membership approval. Each Trainer Type recognizes the unique skill sets, knowledge, and expertise needed to support Minnesota's high quality professional development system. All Trainer applicants must apply for Individual Membership in Develop and earn a Career Lattice Step (CLS). Click on a Trainer Type below to learn more about its specific requirements and to determine which type best fits your background. Remember, all requirements must be met before you submit a trainer application in Develop.

Use the clickable buttons below to navigate to the trainer type pages in this guide

Foundational Trainer

Individuals with CLS
6, 7, 8, or 9a

Advanced Trainer

Individuals with CLS
9b, 9c, 9d, 10b, 11b, or 12b

Expert Trainer

Individuals with CLS
10c, 10d, 11c, 11d, 12c, or 12d

Subject-Specific Trainer

Individuals with CLS 10a, 11a, or 12a or Bachelor's Degree or Professional License

Subject-Specific Trainer (First Aid/C.P.R.)

Individuals with valid First Aid/CPR Instructor Card from the American Red Cross or American Heart Association

Subject-Specific Trainer (First Children's Finance)

Employees of First Children's Finance

State Partner Trainer

Employees of state partner agencies

Native American Cultural Trainer

Individuals endorsed by Minnesota Tribal Resources for Early Childhood Care (MnTRECC)

Higher Education Trainer

Teaching Faculty at an accredited college/university

Develop Memberships

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

Individual Membership

Required as part of all other memberships.

All Trainer 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.

Course Writer Membership

Design Course Content

Approved Course Writers create and submit course content for approval in the Develop system. If you would like to develop your own content as a trainer, you must also become approved as a Course Writer.

Course Writer Membership provides access to additional tools in Develop. Only Approved Course Writers can:

- Submit course content for approval in Develop's Course Catalog.
- Authorize Approved Trainers to access approved course content for their use.
- Transfer ownership of their course content to Approved Trainers and/or Training Sponsor Organizations.

To learn more about Course Writer Membership, see the following resources.

- Achieve's Course Writer Membership Companion Guide
- Develop's How do I?... Guides

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 and Trainers to host 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 Organization Membership 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.



Training Events

The ability to schedule approved training events and verify participants' attendance electronically in Develop sets Develop's Approved Trainers apart from other trainers in the field for Minnesota's early childhood educators. Once attendance is recorded in Develop, your participants can use their Develop Learning Record as proof of their training for licensors, supervisors, prospective employers, and other stakeholders within the MN Child Development System. Early childhood educators throughout the state rely on these services for their own professional success.

Once you are an Approved Trainer, you will gain access to Develop's Training Entry tools. With this access you will be able to manage your Events and Courses (if applicable).

Course vs Event

Important! The terms **Course** and **Event** mean very different things in the Develop Professional Development System.

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.

AUTHORIZED TRAINERS

When you are an Approved Trainer, Course Owners (ie. Trainers, Course Writers, & TSOs) can choose to add you to the Authorized Trainer List for their courses. When you are accepted by Achieve as an Authorized Trainer on a Course, the Course will become available on your Develop profile through your Training Entry tool. This allows you to schedule and facilitate Training Events.

Achieve reviews all trainers added as an Authorized Trainer before access is granted. To be accepted as an Authorized Trainer, your Trainer Type must be approved to train on the Course's KCF, Level, and Delivery Method. See each Trainer Type Information Page for more details.



Training Events Continued

Requirements To Deliver Web-Based, Virtual/E-Learning Training Events

Basic Trainer Membership Approval is for face-to-face training delivery only. To deliver web-based, virtual/E-learning training 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.

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 Trainer is approved to train on Knowledge and Competency Framework (KCF) Area(s) and Level(s) based on their verified education and experience. Every Approved Course in Develop is assigned KCF Area(s) and a Level by the Course Writer.

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 eight 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

SPECIAL REQUIREMENTS TO TRAIN ON KCF AREAS IX AND X

To be approved to facilitate Training Events for Courses in KCF Areas IX (Trauma-Informed Care) and X (Working with Multilingual Preschoolers and their families), you must first show that you have completed at least 6 hours of approved training in that KCF Area.



Training Events Continued

Schedule Events in Advance

Check out the Develop Training Event Entry for Trainers Guide for step-by-step instructions to submit and schedule Events in Develop. Events must be submitted in Develop before the date of your training and are subject to review by Achieve.

Scheduling in Advance Ensures:

- Participants can find and register for your training event using Develop's Search and Training Calendar
- Time for Achieve's Review (allow up to 3 business days)
- Your ability to verify your participants' attendance in Develop within 3 business days after the event (As outlined in the Trainer Agreement in Develop)

TIP

When scheduling an Event for an asynchronous online training, the date span for the training event cannot exceed one year.

Managing Your Event Roster

You must update your Event roster and verify attendance within **3 business days** after the event.

How to Manage Your Event Roster

- Access your Event's electronic roster to verify attendance in Develop using **Training Entry** in left-hand side menu
- Add each participant to the event's roster and electronically verify their attendance by entering their Develop ID number or full name in the Add Attendee section

TIP

Develop ID number is the best choice for attendance entry. It ensures an accurate match to the attendees' Develop profile. Be sure to ask for your attendees' Develop ID number for attendance purposes.

You Cannot:
Remove or edit attendee information once it's added OR access the Manage Roster feature for attendance entry if the event is in Completed status. You will need to contact the Develop Help Desk for assistance in managing your training event and/or the Training Event roster.

Develop Help Desk

The Develop Help Desk offers technical assistance navigating the Develop website Monday – Friday, 8 a.m. to 5 p.m., with extended hours on Tuesday and Thursday until 7 p.m.

844-605-6938

support@develophelp.zendesk.com



Training Events Continued

Additional Information in Event Entry

When you submit a Training Event in Develop, you can include additional information in the Event Details. These fields are a great place to include helpful information for your participants. For example:

Location Notes

- Suite Location
- Helpful directions for driving and parking
- Whether the site contains or does not include ramps or other things to enable people with disabilities
- If the event is online, include instructions for accessing the training

Additional Date/Time Information

- Whether participants should arrive early
- Information regarding how arriving late or leaving early may affect receiving credit for the training
- Inform participants to provide their Develop ID during registration or at the time of training
- Inform participants events will be canceled if there are less than two participants

Additional Contact Information

- Contact information if there is someone other than the Trainer who should be contacted in case of technical difficulties
- Additional registration instructions
- How and when attendance will be verified in Develop

COMMON REASONS EVENTS MAY BE DENIED IN DEVELOP

1. **It is scheduled for a past date**
2. **It does not have an Approved Trainer attached**
3. **The Approved Trainer linked to the event does not meet requirements to facilitate the Course KCF, Level, or Delivery Method**
4. **The Delivery Method for the Event does not match the approved delivery method for the Course**



Professional Expectations

As leaders in the field of Early Childhood Care and Education, approved Develop Trainers are expected to uphold the integrity of MN's Professional Development system and protect attendees' best interests. Each approved Trainer must sign an electronic Trainer Agreement Form during Develop's application process which outlines high standards for professional conduct expectations.

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

Minnesota's Knowledge and Competency Framework for Trainers is another way to uphold the integrity of Minnesota's Professional Development System. The Trainer KCF's support the work of Trainers who train Minnesota's early childhood and school age care professionals and offers clear expectations that support quality training delivery.

TTET AND TRAINING CONCERNS POLICY

Beyond the high standards set for trainers in the initial approval process, we rely on direct participant feedback to ensure the standard of high-quality Develop approved Trainers and 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. After you enter attendance for your Training Event, each verified participant will receive an email from Develop inviting them to complete the TTET. This tool allows them to offer feedback about their experience, including the learning environment, training content, and delivery skills. You can view this feedback in the TTET Trainer Summary on the Reports tab of your Develop Individual Profile.

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 Acheive 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.

Foundational Trainer

KCF Level 1 Approved Content | Verified KCF Areas | Valid for 5 years

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?
Current Develop Individual Membership with Career Lattice Step 6, 7, 8, or 9a	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	
Adult Learning 1	
Adult Learning 2	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. When you find a level 1 Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Renewal Requirements

The Foundational Trainer membership is valid for 5 years and then must be renewed. Renewing Foundational Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Current Develop Individual Membership with Career Lattice Step 6, 7, 8, or 9a	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Advanced Trainer

KCF Levels 1 & 2 Approved Content | Verified KCF Areas | Valid for 5 years

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 with Career Lattice Step 9b, 9c, 9d, 10b, 11b, or 12b	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	
Adult Learning 1	
Adult Learning 2	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. When you find a level 1 or level 2 Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Become an Approved Course Writer*

Submit your own Course content for approval in Develop! To learn more about this membership, see our Course Writer Companion Guide.

*Only Individuals with a Career Lattice Step 9d and higher are eligible to apply for Course Writer membership.

Renewal Requirements

The Advanced Trainer membership is valid for 5 years and then must be renewed. Renewing Advanced Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 9b, 9c, 9d, 10b, 11b, or 12b	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Expert Trainer

KCF Levels 1, 2, & 3 Approved Content | Verified KCF Areas | Valid for 5 years

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 with Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	
Adult Learning 1	
Adult Learning 2	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Become an Approved Course Writer

RECOMMENDED

Submit your own Course content for approval in Develop! To learn more about this membership, see our Course Writer Companion Guide.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements

The Expert Trainer membership is valid for 5 years and then must be renewed. Renewing Expert Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Subject-Specific Trainer

KCF Levels 1, 2, and 3 Approved Content | Verified KCF Areas based on expertise | Valid for 5 years

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 with Career Lattice Step 10a, 11a, or 12a, OR a Bachelor's Degree OR a Professional License	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	
Adult Learning 1	
Adult Learning 2	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Become an Approved Course Writer*

RECOMMENDED

Submit your own Course content for approval in Develop! To learn more about this membership, see our Course Writer Companion Guide.

*Only Individuals with a Career Lattice Step 9d and higher are eligible to apply for Course Writer membership.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements

The Subject-Specific Trainer membership is valid for 5 years and then must be renewed. Renewing Subject-Specific Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10a, 11a, or 12a, OR a Bachelor's Degree OR a Professional License	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Subject-Specific Trainer (First Aid/C.P.R)

KCF Level 1 Approved American Heart Association (AHA) or American Red Cross (ARC) Content | Verified KCF Areas | Valid for 2 years or when AHA/ARC Instructor Certificate Expires

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?
Current valid First Aid/CPR Instructor Card from the American Heart Association or American Red Cross	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	

How to Access Develop's Approved Course Content

Become an Approved Course Writer

RECOMMENDED

Submit your own Course content for approval in Develop! To learn more about this membership, see our Course Writer Companion Guide. First Aid/C.P.R. Trainers bypass some requirements for Course Writer approval.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Approved Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. If you find a CPR/First Aid course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements

The First Aid/C.P.R. Trainer membership is valid until the expiration date on the Instructor Card from the American Heart Association or American Red Cross. Renewing First Aid/C.P.R. Trainer applicants must meet the following renewal requirement.

Renewal Requirement	Completed?
Send your updated valid First Aid/CPR Instructor Card from the American Heart Association or American Red Cross to Achieve within 15 business days after your submit your Trainer Renewal application online in Develop	

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.

Subject-Specific Trainer (FCF)

KCF Levels 1, 2, and 3 Approved First Children's Finance (FCF) Content | KCF VI | Valid for 5 years

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 showing verified completion of High School	
Develop verified employment with First Children's Finance - Develop Org ID# 73	
Develop Training:	
Minnesota Trainer Orientation 1	
Minnesota Trainer Orientation 2	
Adult Learning 1	
Adult Learning 2	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Connect with your employer, First Children's Finance. Program staff at First Children's Finance manages all FCF's Develop approved course content and schedules all approved Training Events in the Develop system. Program staff will determine when you are needed to train on their content.

Renewal Requirements

The Subject Specific Trainer - FCF Trainer membership is valid for 5 years and then must be renewed. Renewing SS-FCF Trainers must meet the following renewal requirements:

Renewal Requirement	Completed?
Continued verified employment with First Children's Finance	

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

First Children's Finance

State Partner Trainer

KCF Levels 1, 2, & 3 Approved Content available through employer | Verified KCF Areas | Valid for 5 years or until employment ends

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

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	
Employment with a state partner agency verified in Develop	

How to Access Develop's Approved Course Content

Contact your employer's Develop Organization Profile Owner

Request to be added to the Authorized Trainer List for the approved Develop courses they own.

*The email address to contact your employer's Develop Organization Profile Owner can be found on the Employment tab of your Individual Profile.

Become an Expedited Course Writer

Submit Course content for approval in Develop for your employer's organization! To learn more about this membership, see our Course Writer Companion Guide. State Partner Trainers bypass some requirements for Course Writer approval.

- **As a State Partner Trainer, you can only deliver training owned by the State Partner training organization you are employed by**. If you have approved courses you wrote for your use as an independent trainer, or have access to approved courses owned by other organizations; you are advised to apply for one of the other Trainer types available.

Renewal Requirements

State Partner Trainer approval is valid for 5 years and then must be renewed. Renewing State Partner Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
Continued employment with a State Partner Agency verified in Develop	

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Native American Cultural Trainer

Approved Content reviewed and/or owned by Minnesota Tribal Resources for Early Childhood Care (MNTRECC) | Valid 5 years

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	
Meet all MNTRECC approval criteria and receive a Letter of Assurance from MnTRECC's Tribal Training Advisory Committee. Visit MNTRECC's website for more information.	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access MNTRECC's Develop Approved Course Content

Contact Diane Smith and request to be added to the Authorized Trainer List for the approved Develop courses MNTRECC owns. You will only have access to deliver training for courses owned by MNTRECC.

diana.smith@llojibwe.net

Renewal Requirements

Native American Cultural Trainer approval is valid for 5 years, then must be renewed. Renewing Native American Cultural Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
An updated Letter of Assurance from MNTRECC's Tribal Training Advisory Committee	

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.

Higher Education Trainer

KCF Levels 1, 2, & 3 Approved Content | Verified KCF Areas | Valid for 5 years

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 with a verified degree in Early Childhood Education, Child Development, or other closely related degrees.	
Current employment as higher education instructor at an accredited college/university (Part Time, Full Time, Adjunct, or Professor Emeritus)^	

^Employment must be verified in Develop or presented via the school website or letter from the school including school letterhead

How to Access Develop's Approved Course Content

Become an Approved Course Writer

RECOMMENDED

Submit your own Course content for approval in Develop! To learn more about this membership, see our Course Writer Companion Guide. Higher Education Trainers bypass some requirements for Course Writer approval.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Approved Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use Develop's Course Writer Directory to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements

Higher Education Trainer Approval is valid for 5 years, then must be renewed. Renewing Higher Education Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
Continued employment as higher education faculty at an accredited college/university*	

**Employment must be verified in Develop or presented via the school website or letter from the school including school letterhead*

- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

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.

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
- "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
- Curriculum Training Opportunities
- Parent Aware
- Grants and Scholarships
- Professional Development

BecomeATrainer@childcareawaremn.org

www.childcareawaremn.org/contact-us/

