In February 2022, the [Minnesota Department of Human Services (DHS) announced](#) significant changes coming in Develop that affect Training Sponsor Organizations' ability to schedule training events and submit new courses for approval.

* These changes will not affect your ability to verify attendance for Training Events that are already scheduled.

EFFECTIVE MARCH 10, 2022.

Already a Training Sponsor Organization in Develop? Here's what you need to know.

As of March 10, 2022:

⚑ **You must complete a Training Sponsor Agreement Form in Develop to continue your access to schedule Training Events.**

1. Log in to [Develop](#) to access your [Organization Profile](#).
2. Select the **Status** tab.
3. Scroll to **Training Sponsor Details** and select **New**.
4. Read through and select the [Knowledge and Competency Framework Areas](#) you plan to train at your Organization. These selections are subject to review and approval and may require verification documents. Achieve will reach out by email if more information is needed.
5. Read the Training Sponsor Organization Agreement carefully and check the box to **agree to the training sponsor organization agreement**.
6. Select **Submit Agreement**.
7. Allow up to 3 weeks for your agreement to be reviewed and approved by Achieve.

⚑ **All Training Events must be taught by an Approved Trainer.**

- If you or one of your staff are not already a Develop Approved Trainer, check out the [2022 Trainer Membership Types and Requirements](#). Once all requirements are met, the process to become an Approved Trainer can take up to 6 weeks.

⚑ **Your Organization cannot submit new courses for approval or renew existing courses. You must connect with an Approved Course Writer in Develop for all future course submissions.**

- Once your Training Sponsor Agreement Form and KCF selections are approved, you can continue to schedule events using an approved trainer and your approved courses until they expire. Log in to [Develop](#) to check your Course(s) expiration date(s).
- For ease of access, it is recommended that someone on your staff become an approved Course Writer. To learn more about the new Course Writer membership, see the [2022 Course Writer requirements](#).

Contact Achieve for application and approval support.

🕐 Monday - Friday
7:30 am - 4:30 pm

✉ support@mncpd.org

📞 855-378-3131