Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

Updated: January 26, 2026

TRAINING SPONSOR ORGANIZATION



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 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 Professional Development approved in Develop, Minnesota's Quality Improvement and Registry Website.

Develop defines Organizations as "childcare programs and businesses in the field of early care and education, like licensed childcare centers, Head Start*, school-based pre-kindergarten programs, and training sponsors." Organizations interested in providing approved training to Minnesota's early care and education professionals are encouraged to become Approved Training Sponsor Organizations (TSOs) in Develop to best serve MN's ECE workforce and offer an efficient participant experience.

TSOs partner with Develop's Approved Course Writers and Trainers to offer Approved Training Events. Any registered organization in Develop can become an Approved Training Sponsor Organization for free. This includes Training/Technical Assistance Agencies, Licensed Family Childcare Programs, Childcare Centers, and more! Approved TSOs can:

- Own Approved Courses in Develop and manage course Authorized Trainers lists.
  - Learn more on page 7
- Schedule and advertise Approved Training Events in Develop's Search for Training Tool
  - Develop Approved Training Hours are required for Parent Aware (MN's Quality Rating Improvement System) and other Child Care Aware of MN Grants and Scholarships.
- Enter attendance electronically for participants.
  - Learn more on page 9

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

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

— Your Achieve Team

*Partner organizations of the Department of Children, Youth, and Families, i.e. Head Starts, Public Schools, Dept. of Education, etc. may qualify for special approval. Learn more about this approval here.



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Getting Started

Training Sponsor Organizations use Develop Organization Profiles to access the special tools in Develop specifically for programs. As of March 10, 2022, all existing Develop Organizations must complete a Training Sponsor Agreement Form in Develop to access Develop's Training Entry Tools, even if they were previously approved. TSO Approval is valid for **5 years**, then must be renewed through the renewal option on the **Status** tab of the Organization Profile.

Choose your path below to get started!

Use the clickable buttons to help navigate which option best fits your organization.

Our Organization is Brand New to Develop

We have an Organization Profile, but we have not been a TSO before

We are an existing Approved TSO in Develop

Not sure if you already have an Organization Profile or if you are an existing TSO? Log in to your Develop Profile or contact us at support@mncpd.org to find out the TSO status of your organization.

TIP

Each organization needs a designated Contact Person to serve as the Organization Profile Owner. The Profile Owner is solely responsible for granting Administrative Access to the Organization Profile to others. This person must first have a Develop Individual Profile and/or Individual Membership. It is recommended that the Organization's Contact Person and Profile Owner are the same. This ensures the receipt of important messages from Develop and/or Achieve.



NEED TECHNICAL ASSISTANCE NAVIGATING DEVELOP AND SUBMITTING YOUR APPLICATION?

Contact the Develop Help Desk at support@develophelp.zendesk.com

RELATED RESOURCES:

ACHIEVE GUIDES

- Becoming a TSO One-Pager

DEVELOP HELP GUIDES

- Creating an Individual Profile
- Creating an Organization Profile
- Viewing an Organization Profile
- Managing Organization Profiles Owners and Users
- Requesting Organization Profile Access
- Applying for KCF Areas for Existing TSOs

Getting Started Continued

Our Organization is Brand New to Develop

As the designated Contact Person for the Organization:

- Log in to your Develop Individual Profile or Create an Individual Profile.
- Create an Organization Profile. As you create an Organization Profile:
  - Select the Training Sponsor Organization check box.
  - Select the Knowledge and Competency Framework Areas (KCF Areas) in which your organization has expertise.
    - Selected KCF content areas are subject to review and approval. Achieve will reach out by email if verification documents are required. Learn more on page 8.
  - Carefully review and agree to the **Training Sponsor Agreement.**
- Allow up to **3 days** for your Organization Registration to be processed.
  - The Develop Help Desk will send an email confirmation.
- Allow up to 3 days for your Training Sponsor Agreement and KCF selections to be reviewed and approved by Achieve.
  - Achieve will send a confirmation email with helpful information and resources.

We have an Organization Profile, but we have not been a TSO before

Make a Training Sponsor Request on your Develop Profile.

- Log in to your Develop Individual Profile, then toggle to your Organization Profile.
- Scroll down to the **Org Details** tab and select the blue button that says **Make a Training Sponsor Request**.
- Select the Knowledge and Competency Framework Areas (KCF Areas) in which your organization has expertise.
  - Selected KCF content areas are subject to review and approval. Achieve will reach out by email if verification documents are required. Learn more on page 8.
- Carefully review and agree to the **Training Sponsor Agreement.**
- Allow up to 3 days for your Training Sponsor Agreement and KCF selections to be reviewed and approved by Achieve.
  - Achieve will send a confirmation email with helpful information and resources.

We are an existing Approved TSO in Develop

If you have not used your TSO access after March 10, 2022, you must complete a new Training Sponsor Agreement Form.

- Log in to your Develop Individual Profile, then toggle to your Organization Profile.
- Visit the **Status** tab to submit a new Training Sponsor Agreement.
- Select the Knowledge and Competency Framework Areas (KCF Areas) in which your organization has expertise.
  - Selected KCF content areas are subject to review and approval. Achieve will reach out by email if verification documents are required. Learn more on page 8.
- Carefully review and agree to the **Training Sponsor Agreement.**
- Allow up to 3 days for your Training Sponsor Agreement and KCF selections to be reviewed and approved by Achieve.
  - Achieve will send a confirmation email with helpful information and resources.

Develop Memberships

Develop offers several membership options that can interact together and can be combined. TSOs must work with Approved Course Writers and Trainers to offer approved professional development opportunities in Develop. It is recommended for TSOs to have an Approved Trainer and Course Writer employed by your TSO. Alternatively, TSOs may use Develop's Trainer Directory and/or Course Writer Directory to connect and potentially partner and contract with Approved Trainers and Course Writers.

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.

Individual Membership

Required as part of Trainer and Course Writer Membership

All Trainer and 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 different 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.

Course Writer Membership

Design Course Content

Approved Course Writers design course content and have special access in Develop to submit content for approval. Your organization must work with an Approved Course Writer to have course content approved in the system.

Approved Course Writers can use their access to:

- Submit course content for approval in Develop's Course Catalog.
- Share content with Approved Trainers by adding them as Authorized Trainers on the course.
  - Only in cases where the Course Writer is also the Course Owner.
- Transfer ownership of their course content to Approved Trainers and/or Training Sponsor Organizations.
- Renew Courses for approval
  - Approved courses are valid for **5 years**, then must be renewed.

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 Events

The ability to use Develop to schedule Approved Training Events and verify participants' attendance electronically sets your Approved TSO apart from the competition. 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 convenient services for their own professional success.

As an Approved TSO, you will gain access to Develop's Training Entry tools. These tools allow you to manage Approved Courses you own, schedule Training Events, and electronically verify attendance.

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.



Training Events Continued

COURSE OWNERSHIP

TSOs can build their own approved course catalog by developing and submitting content for approval with the help of an Approved Course Writer. The content must be submitted in Develop by a Course Writer and is subject to review by Achieve to ensure it meets all Course Approval Requirements. Upon approval, the Course Writer will receive guidance on how to transfer Course Ownership to the TSO. The TSO is responsible for working directly with their selected Course Writer to ensure ownership of the course is transferred quickly and correctly.

Upon gaining ownership of an Approved Course, the TSO can use their Training Entry tools to:

- Manage Authorized Trainers
- Assign a Course Writer for revisions and renewal purposes
  - Only when the Course Writer box is empty within the Course Details
- Schedule Training Events
  - Electronically verify attendance

TIP

Access to submit new courses, renew courses, and/or edit existing courses is restricted to Approved Course Writers.

AUTHORIZED TRAINERS

As an Approved TSO, you can add/remove Approved Trainers from the Authorized Trainer section of your Approved Courses. Approved Trainers you authorize (subject to review and acceptance by Achieve) will gain access to the content and be able to schedule Approved Training Events and manage the Event participant Roster in Develop. Providing this access to Approved Trainers may save your TSO valuable time!

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 Guide for more information.

To use this feature, the Course Writer must select the option for Authorized Trainers during the intitial Course Approval Submission. Contact support@mncpd.org if you'd like to add this option after initial approval.

TIPS

The TSO can still manage and keep record of Training Events scheduled by Authorized Trainers. Be sure to provide your Authorized Trainers with your Organization ID# and ask them to list your Organization as the Training Sponsor on the Training Event. See Develop's Training Event Entry for Trainers help guide.



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

Continuing Education Units (CEUs)

Achieve recognizes CEUs in Develop as non-credit continuing education hours that are awarded by:

- Accredited institutions of higher education
- Organizations with current accreditation from the International Association for Continuing Education and Training (IACET)

If your organization qualifies to offer Approved CEUs in Develop, be sure to select the **Eligible to award CEUs for Courses** option on your Develop TSO profile. Achieve will reach out by email if verification is required.

Not sure whether your Develop TSO Profile is set up to award CEUs? Contact us at support@mncpd.org for help!

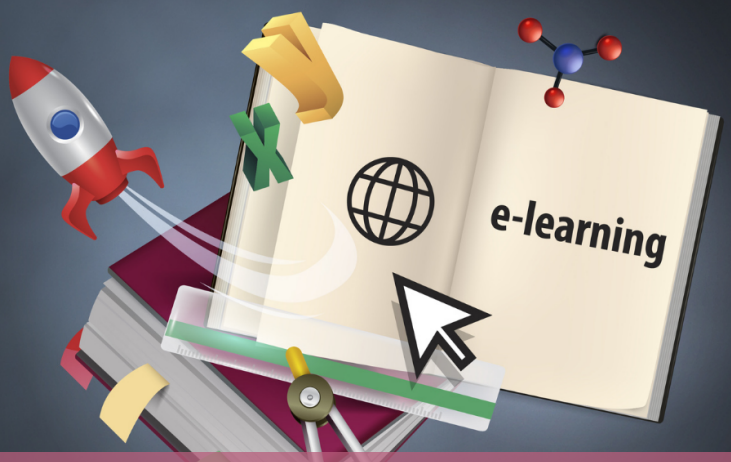
CEU Courses

When your Course Writer Partners submit CEU Course Content in Develop, they must credit your TSO in the **Intellectual Property Owner and Copywriter Materials** section of the Develop Course Submission Form. This will allow Achieve to verify that the course writer is submitting approved CEUs in connection with your organization.



A Note for Accredited Institutions of Higher Learning

Higher Education Faculty with degrees in Early Childhood Education, Child Development, or other closely related degrees qualify for streamlined Approved Trainer and Course Writer Membership requirements in Develop! Check out the Trainer Membership Companion Guide and Course Writer Membership Companion Guide to learn more.



Training Events Continued

Schedule Events in Advance

Check out the Develop Creating a Training Event Guide for Organizations for step-by-step instructions to submit and schedule Events in Develop. Events must be submitted in Develop before the date of the 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 Training Sponsor Agreement in Develop). You cannot enter attendance until after the first day of the event.

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

The TSO must update the 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

TIPS

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.

The Approved Trainer for the event can also access the Event roster to verify attendance if it's part of their contract with the TSO.

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.
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

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 Training Sponsor Organizations are expected to uphold the integrity of MN's Professional Development system and protect attendees' best interests. Each Approved TSO must sign an electronic Training Sponsor Agreement Form during Develop's application process which outlines high standards for professional conduct expectations.

Read the electronic Trainer Sponsor Agreement Form carefully when you apply in Develop to become a TSO. 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 Training Sponsor Organizations in the Develop Training Sponsor Agreement, we rely on direct participant feedback to ensure the standard of high-quality Develop Approved 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 attendance is entered for a 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. To view this feedback for a Training Event sponsored by your TSO, 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.

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

BecomeATrainer@childcareawaremn.org

www.childcareawaremn.org/contact-us/

