

## Trainer Renewal Process

This document outlines the requirements and steps to renew your status as an Achieve – The MN Center for Professional Development approved trainer.

### Renewal Requirements

- Complete 30 hours of continuing education during your 3-year approval certification.
  - Some examples:
    - Research-based workshops
    - Professional conferences
    - College classes
    - Achieve approved trainings

NOTE:

- Completion of Train the Trainers (TOT) do not count toward the 30 hours of professional development required for trainer renewal.
- Adult Learning Modules I and II also do not count toward the 30 hours of professional development if they were used for the professional development requirement at initial trainer approval.
- Present a minimum of 3 training events since your last approval.
  - If you offer a training not approved in Develop, you must submit documentation showing your name as the trainer.
- Initial and sign a new [Trainer Agreement Form](#).

### Renewal Application Steps

- Log in to your Develop account and select “Renew”.
- Update your personal contact information in Develop.
- Have you completed any college courses in the last three years? If so, request that your official transcripts be sent directly to Achieve. Once verified, your college courses will be listed on your Learning Record.

### Keep in mind:

- It can take up to six weeks or 42 calendar days to process trainer renewal applications.
- All trainers must renew approval status every three years.
  - If you are planning to continue facilitating Achieve approved trainings, you must submit your renewal application before the expiration date.
    - If you present a training and your trainer approval status is expired,

the training event will count as “other clock hours.”

- To avoid delays, renew trainer approval status at least 90 days prior to your expiration date.
  - Trainer renewal applications are processed in date order received.
  - Once the trainer renewal application is finalized, you will receive a letter and a new Trainer Certificate by mail.
  
- You must continue to follow and comply with all agreements stated on the [Trainer Agreement Form](#).
  
- If you have not completed the 30 hours of continuing education or the training requirement, you may be asked to submit:
  - A new trainer approval application
  - An updated resume or CV
  - Current letter of references
  - A new initialed and signed *Trainer Agreement form*
  
- Trainers are required to complete at least 12 contact hours of training related to designing and delivering training to adult learners.
  - If you did not complete this requirement when first applied for trainer approval, you will be provisionally renewed for one year.
    - Exceptions include Higher Education Faculty, Guest Trainers, Cultural Community Expert/Designated Community Elder, and Qualified Safety Trainers.

#### Trainer Resources:

- Go to our [website](#) for Trainer resources and updates.
- Reference our [Trainer Approval Process Guide](#) for information regarding renewal and qualifications.

#### Reminders:

- Always use the same email address in communication with Achieve. This will ensure you continue receiving updates and follow-up information.
- Follow us on [Facebook](#) at for updates, highlights and events!

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*\* Our phone hours are between 7:30am-4:30pm Monday through Thursday and 7:30am-12:30pm on Friday. You can always leave a message outside of these times.*