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November 2015



MNCPD Policy Currents

Greetings,

Welcome to our second *MNCPD Policy Currents* e-newsletter! Policies and procedures are updated twice a year in April and October and posted to www.mncpd.org. *MNCPD Policy Currents* will be sent in May and November to keep you current with any changes. Beginning on December 1, 2015, the policy and procedure updates detailed below will take effect.

You can find our policy manuals, guides and more at:
<http://mncpd.org/Resources.aspx>

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Montessori Diploma Acceptance

MNCPD will verify Montessori Diplomas from Teacher Training Programs accredited by the [Montessori Accreditation Council for Teacher Education \(MACTE\)](#) on the date the Diploma was issued.

Trainer Approval Policy Change Highlights

We have simplified, streamlined and clarified the requirements for trainer approval outlined below. You can review all the updates in the *MNCPD Trainer Approval Process Guide* at http://www.mncpd.org/Resource/trainer/Trainer_Approval_Process_Guide.pdf

Letters of Recommendation:

Applicants must submit **two** letters of recommendation dated within six months of sending documents required for trainer approval. Letters of recommendation must specifically support the intent to become an MNCPD approved trainer.

Delivering Training of Trainer Events:

Content Experts can deliver Training of Trainers (TOT) events and correlated courses that are closely related to the approved area of expertise. Please note that Content Experts may not submit Training of Trainers courses for approval.

Specialty Trainer Approval:

Specialty Trainers must complete an MNCPD approved TOT event prior to applying for trainer approval.

Trainer Agreement Form:

The Trainer Agreement Form has been updated. The updated form can be viewed at http://mncpd.org/Resource/Trainer/Trainer_Agreement_Form.pdf

Trainer Renewal Requirement:

MNCPD approved trainers must submit documentation showing facilitation of a minimum of three training events since the last approval date. Training events that qualify as meeting trainer renewal requirements:

- MNCPD approved events in [Develop](#)
- For-credit / CEU Higher Education coursework and
- [IACET](#) accredited CEUs

Documentation Updates / Clarifications

High School Diploma Acceptance:

MNCPD will verify high school graduation from any certificate or diploma issued by an organization or program accepted for admission by accredited colleges and universities.

Acceptable Documentation:

For more information on what documents are accepted, please view:

http://mncpd.org/Resource/Members/Policies/Acceptable_Documentation_Policy.pdf

No Documentation:

Individuals choosing not to send in documentation will go through regular workflow. Processing will be completed within six weeks.

Still Have Questions?

We are here to help! Reach out to one of our qualified staff members. We are ready to help you take charge of your Professional Development journey!

Email: support@mncpd.org

P: 855.378.3131

F: 877.379.2467

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