

Policy

The following types of Training Sponsor Organizations may qualify for Automatic Approval of their Training Events in [Develop](#):

- Accredited colleges and universities
- Federal and Minnesota State agencies
- [International Association for Continuing Education and Training \(IACET\)](#) Accredited Training Organizations
- Nationally recognized organizations
- Publishers of curriculum or assessment tools recognized by Parent Aware
- Minnesota Independent School Districts and MDE Authorized Charter Schools

To qualify, Training Sponsor Organizations must meet requirements and provide **acceptable training documentation**, specific to their organization type. (See chart below.) To be verified as Approved Training Hours in Develop, a training event **must be**:

- Relevant to early childhood care and education.
- At least **2 hours** in length.
- Dated with the last **5 years**.

Achieve reserves the right to verify authenticity of documentation by contacting organizations directly.

For Your Participants

If your organization chooses to use the Automatic Approval pathway:

- Your training events **will not** be advertised to Minnesota Early Childhood Educators in the Develop Search for Training Calendar.
- You **must** provide your participants **acceptable training documentation**, specific to your organization type.
- Your participants must complete additional steps to have their approved training hours verified in Develop. See Achieve's [Individual Membership Quick Guide](#) for more information. The process of verifying automatically approved training hours can take up to 6 weeks for your participants.

To reach a wider audience and offer the most value to Minnesota's Early Childhood Educators, use Achieve's full [Trainer Approval](#) and [Course Approval](#) options. These options integrate your content and attendance rosters into the Develop system, for your participant's convenience and yours. Contact support@mncpd.org to learn more.

Training Sponsor Organization Requirements

Individuals and organizations can request that a Training Sponsor Organization be reviewed for Automatic Approval status. All requests must be sent to support@mncpd.org. Achieve's Professional Development team will review the request. Approval will be granted based on the requirements outlined below.

Accredited Colleges and Universities		
Eligibility Requirements	Acceptable Documentation Requirements	Examples (this list is not exhaustive)
<ul style="list-style-type: none"> ✓ Easily identifiable as a direct program or initiative of an accredited institution of higher education. ✓ Current accreditation verifiable via the Council for Higher Education Accreditation (CHEA) 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours (in hours and/or CEUs) • College or university’s Name and Logo* <ul style="list-style-type: none"> ○ *To show the institution of higher education has reviewed the content of the training to the extent they are comfortable pledging their full support. 	Colleges, Universities, University Extensions, programs and initiatives of Colleges and Universities, Continuing Education Units (CEUs), Massive Open Online Courses (MOOC) <ul style="list-style-type: none"> • Center for Early Education & Development (CEED) – University of Minnesota • Frank Porter Graham Child Development Institute – University of North Carolina • McCormick Center for Early Education Leadership – National Louis University • PennState Extension Better Kid Care – Pennsylvania State University • Texas A&M AgriLIFE Extension – Texas A&M University • T/TAS - Training & Technical Assistance Services – Western Kentucky University

Federal and Minnesota State Agencies		
Eligibility Requirements	Acceptable Documentation Requirements	Examples (this list is not exhaustive)
<ul style="list-style-type: none"> ✓ Easily identifiable as a direct program or initiative of a federal or Minnesota State agency 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours • Federal or Minnesota State Agency Name and Logo* <ul style="list-style-type: none"> ○ *To show the Agency has reviewed the content of the training to the extent they are comfortable pledging their full support. 	Federal Agencies, direct programs and initiatives of Federal Agencies, Military Branches, Minnesota State Departments <ul style="list-style-type: none"> • Bright Futures – American Academy of Pediatrics • Child and Adult Care Food Program (CACFP) – U.S. Department of Agriculture (USDA) • Early Childhood Training and Technical Assistance System – Head Start, U.S. Department of Health & Human Services • Minnesota Head Start Grantees • National Center on Early Childhood Development, Teaching, and Learning (NCECDTL) – Head Start, U.S. Department of Health and Human Services

International Association for Continuing Education and Training (IACET) Accredited Organizations		
Eligibility Requirements	Acceptable Documentation Requirements	Examples (this list is not exhaustive)
<ul style="list-style-type: none"> ✓ Current IACET Accreditation verifiable via the IACET Accredited Provider Directory 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours (in hours and/or CEUs) • Training Sponsor Organization’s Name and Logo • IACET Logo 	<ul style="list-style-type: none"> • ChildCare Education Institute • Child Care Lounge • Goddard Systems University • ProSolutions Training • Quality Assist • Smart Horizons • Teaching Strategies • The Care Courses School Inc.

Nationally Recognized Organizations		
Eligibility Requirements	Acceptable Documentation Requirements	Examples (this list is not exhaustive)
<ul style="list-style-type: none"> ✓ Reputable website presence <ul style="list-style-type: none"> • Site’s mission statement is not commercial, selling a product or service for profit. • Site content is current (updated in last five years) and content authors are identified. • Contact information is easily identifiable. ✓ Continuous research presence ✓ Board of Directors/Governance Board/Advisory Board ✓ Other reputable, national organizations refer to your organization. ✓ Non-profit/Foundation/Institute Status 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours • Training Sponsor Organization’s Name and Logo 	<ul style="list-style-type: none"> • American Montessori Society (AMS) • Build Initiative • Child Care Aware of America • HighScope • NAEYC • National Association for Family Child Care • National Workforce Registry Alliance • Teachstone • West Ed • World Forum Foundation • YMCA • Zero to Three

Publishers of curriculum or assessment tools recognized by Parent Aware	
Eligibility Requirements	Acceptable Documentation Requirements
<ul style="list-style-type: none"> ✓ Recognized as an approved publisher on the current list of: <ul style="list-style-type: none"> • Parent Aware Aligned Curricula • Parent Aware Approved Assessment Tools 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours • Training Sponsor Organization’s Name and Logo

Minnesota Independent School Districts and MDE Authorized Charter Schools	
Eligibility Requirements	Acceptable Documentation Requirements
<ul style="list-style-type: none"> ✓ Easily identifiable as a Minnesota Independent School District or MDE Authorized Charter School ✓ Verifiable in the Minnesota Department of Education (MDE) Organization Reference Glossary 	Training certificate must clearly display: <ul style="list-style-type: none"> • Attendee Name • Training Title • Date of Attendance • Training Hours • Independent School District or Charter School Name and Logo • ISD Number * • Statement: “MDE Authorized Charter School” ** *Independent School Districts only **MDE Authorized Charter School’s only

MN Knowledge and Competency Framework Area

Provide training certificates to attendees that offer as much information about the training as possible. Achieve will assign one (1) [Minnesota Knowledge and Competency Framework \(KCF\)](#) Content Area per training certificate. If no specific Minnesota KCF Content Area is indicated on the certificate, Achieve will assign a Minnesota KCF Content Area to the training, based on the title and/or description of training. If Achieve is unable to confidently determine the appropriate KCF Content Area they will classify the training as **KCF Content Area VI: Professionalism**.

To offer approved training events in Minnesota with more than one MN KCF Content Area, use Achieve’s full [Trainer Approval](#) and [Course Approval](#) options.

Questions?

To learn more about how the policy and process apply to you, please contact Achieve at support@mncpd.org or 855-378-3131.