



MNCPD Policy Currents

Greetings,

Welcome to the May edition of the *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 June 1, 2016, policy and procedure updates detailed below will take effect unless noted otherwise.

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

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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

Re-applying to become an approved Trainer:

Trainers who have previously applied but were not approved may re-apply at any time. MNCPD will process these applications as "New." Applicants must send:

- A current resume
- Two letters of reference. Letters must be dated within the last six months, must be addressed to MNCPD and must specifically support your pursuit to become a trainer.
- Official transcripts are not required if original copies are already on file with MNCPD.

Trainer Agreement Form Update:

The *Trainer Agreement Form* has been revised to align with current best practices in the field. This includes an addition to the Trainer Agreement Form that addresses fraudulent acts. You can review the revised Trainer Agreement Form

here: http://mncpd.org/Resource/Trainer/Trainer_Agreement_Form.pdf

As of June 1st, 2016, all initial and renewal applications will require a freshly signed and dated *Trainer Agreement Form*.

Clarification of Trainer Renewal Requirements:

Trainers are required to complete at least 30 hours of professional development and renew their trainer approval every three years. The 30 hours do not need to be MNCPD approved hours. This requirement focuses on building your knowledge and competencies as an adult educator.

Please note that the hours earned from the activities listed below do not count toward the 30 hours of professional development required for trainer renewal.

- Courses intended to meet the design and delivery for adult learner requirements, such as *Teaching the Art of Training*.
- Training of Trainer (TOT) courses

Timeline for Trainer Renewal:

Trainers who do not renew their approved trainer status *within 90 days after* their trainer expiration date must re-apply: See ***Re-applying to become an approved Trainer*** section above.

Course Approval Highlights

We are currently working at streamlining course approval to ensure all approved courses follow best practices in the field. Course proposals are going through thorough reviews. Course approval can take up to 6 weeks from the date of submission. Courses must be approved before the event is delivered so please plan accordingly.

Reminders:

- Trainers are required to get courses approved prior to scheduling training events.
- Trainers must schedule events in Develop prior to delivering the training event.
- Trainers are required to enter attendance within 72 hours after completing the training event.

Course Approval Guide:

The Course Approval Guide is currently under revisions for clarity and to align with best practices. You can anticipate a revised version being launched in the November 2016 edition of *MNCPD Policy Currents*.

Update on Foreign Transcript Evaluation

Beginning December 1st, 2016, MNCPD will no longer be making recommendations for transcript translation and evaluation service providers. Instead, MNCPD will encourage clients to seek out information about accredited foreign transcript evaluation agencies through the following resources:

- National Association of Credential Evaluation Services: <http://naces.org/>
- Association of International Credential Evaluators: <http://www.aice-eval.org/>

If a client completes high school, a college degree or coursework in a foreign country, the client can send evaluated transcripts. **MNCPD accepts transcripts that have been both translated and evaluated by accredited foreign credential evaluation agency.** MNCPD does not accept transcripts that have only been translated, but not evaluated.

Contacting MNCPD

Please contact MNCPD if you have questions or concerns related to:

- Individual Membership
- Career Lattice Steps
- Trainer Approval
- Course Proposal Approval

Requests for assistance with Develop Accounts, i.e. log-in information, profile updates, will be forwarded to the Develop helpdesk for resolution. Contact the Develop helpdesk directly at (651) 431-4794 or by email at DHS_Develop.Support@state.mn.us

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