

## **MEMO: Trainer Renewal and Transcript Evaluation**

To ensure accuracy and consistent policy implementation, on February 1<sup>st</sup>, 2014, The Minnesota Department of Human Services (DHS) directed MNCPD to re-evaluate all trainer applications. This re-evaluation verifies that all required documentation for trainer approval and renewal is on file including:

- Official Transcripts or copy of current certifications/licenses/credentials
- Trainer Agreement Form
- Copy of Resume
- Documentation of completion of training related to designing and delivering training to adult learners.
- Three letters of reference

In collaboration with DHS, MNCPD developed a new procedure to process trainer renewal applications in a more efficient and supportive way. Our goal is to successfully uphold and implement trainer approval and renewal policies while supporting trainers approved before February 1<sup>st</sup>, 2014.

When processing renewal applications, if MNCPD is unable to verify previously entered information by reviewing required documents and official transcripts the trainer will maintain their current trainer type for one year. This is a one-time only extension.

- Within the one year extension, trainers should submit documentation they have successfully complete all requirements for their current trainer type.
- After one year, if the trainer does not meet all the requirements, the trainer type will be changed to reflect the trainer type that the documentation supports.

MNCPD understands that by carrying out trainer approval policies, your previous approved trainer type may change or there may be a change in your trainer approval status (example, current, expired, on hold, etc.). If you have a change in trainer type or status at the time you renew your trainer application you should:

- contact MNCPD at [support@mncpd.org](mailto:support@mncpd.org)
- include your questions or concerns in your email to MNCPD

MNCPD is committed to providing you with the support you need to successfully compete the trainer renewal process.

Sincerely,

*Betzaida Vera-Heredia, M.S.*  
MNCPD - Director of Operations