GUIDANCE FOR DEVELOP TRAINERS

In February 2022, the Minnesota Department of Human Services (DHS) announced significant changes coming in Develop for Approved Trainers.

EFFECTIVE MARCH 10, 2022.

Already an Approved Trainer in Develop? Here’s what you need to know.

What’s the same?

❖ You are still an Approved Trainer in Develop!
  • You do not need to make any changes to your Trainer Membership until it expires.
  • Log in to Develop to check your Trainer Approval expiration date.

❖ You can continue to schedule events using your approved courses until they expire.
  • Log in to Develop to check your Course(s) expiration date(s).

What’s different?

❖ When your Trainer Membership expires, apply for one of the new Trainer Types in Develop.
  • Check out the 2022 Trainer Membership Types and Requirements. You will not be required to complete Trainer Orientation or re-take Adult Learning Modules.
  • You can apply for one of the new trainer types before your expiration date if all requirements are met.

❖ As of March 10, 2022, you cannot submit courses for approval until/unless you become an Approved Course Writer in Develop.
  • For more information about this new membership, see the 2022 Course Writer requirements.

Contact Achieve for application and approval support.

⏰ Monday - Friday
7:30 am - 4:30 pm

✉️ support@mncpd.org

📞 855-378-3131