

In February 2022, the [Minnesota Department of Human Services \(DHS\) announced](#) a new Develop Membership: Course Writer. This membership is separate from Approved Trainer Membership. You must be an Approved Course Writer to submit new Early Childhood and School-Age Care Professional Development course content for approval in Develop.

**EFFECTIVE MARCH 10, 2022.**

## Interested in applying to be a Course Writer? Here's what you need to know.

### Required before you apply:\*

- Develop [Individual Membership](#) showing a [Career Lattice Step](#) of 9D or higher
- Complete the following trainings:
  - Minnesota Course Writer Orientation (2 hours)
  - Course Writer: Design Skills (3 hours)
  - Course Writer: Crafting and Drafting a Course (3 hours)

[Register in Develop](#) as soon as possible – spots are filling up fast! Visit page 6 of the [Develop Training Participants - Searching for Training guide](#) for details on how to search the Course Catalog and register for the required Training Events.

- Create a course sample that shows the necessary elements of instructional design. This sample will be reviewed by Achieve as part of your Course Writer Approval application.

\* Approved Higher Education Trainers applying for Course Writer Membership only need to complete the Minnesota Course Writer Orientation training module and the online application form. No Course Sample is required.

### To apply:\*

- Begin the application on the **Summary** tab of your Develop Individual Profile
- Upload your course sample to the Course Writer Information page of the application.
- Review and electronically sign the Course Writer Agreement Form at the end of the application.
- After you click **Submit** at the end of the application, you must scroll down and click **I have no documentation to submit**. This needs to be completed for the application to be reviewed.
- Allow up to 42 calendar days for your application to be processed.

\* Do not apply in Develop until all requirements listed above are complete, or the application will be denied.

### Once approved as a Course Writer:

- Your Course Writer Membership never expires.
- You can submit professional development course content for approval in Develop.
- You can share your content by adding approved Authorized Trainers to your course(s).
- You can transfer ownership of your course content to Training Sponsor Organizations and/or Independent Approved Trainers.
- You cannot schedule events or train a course, even a course you have written, unless you are also an Approved Trainer. See the [2022 Trainer Membership Types and Requirements](#) for more information.
- Membership approval in Develop does not guarantee ongoing work opportunities or employment with organizations using the system.

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](mailto:support@mncpd.org)



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