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

855-378-3131