Conference Course Approval Introduction and Requirements

One way Achieve supports Minnesota's Early Childhood Care and Education Workforce is by ensuring access to high quality professional development opportunities. Conferences and/or Institutes submitted in Develop for approval by Achieve must be submitted by an approved Conference Course Writer.

Plan ahead. Conference courses must be approved before the conference date. Backdated Training Events for conferences will be denied. New conference course submissions will be reviewed for approval in the order they are received. This process may take up to 6 weeks. Approved conference courses are valid for 5 years in the Develop system. Once approved, the Conference Course Writer must transfer ownership of the conference course to the registered Training Sponsor Organization in Develop. See page 9 of the Course Entry for Course Writers guide for steps on transferring course ownership.

Approved Training Events may be scheduled by the Training Sponsor Organization in Develop after ownership is transferred. All Training Events must be dated for a future date and have an approved trainer attached for acceptance in Develop. Attendance for the conference must be electronically entered in the Develop system within three days of the last day of the conference.

Guidance for Conference Course Approval

Follow the guidance below to enter your conference course details and submit them in Develop for approval by Achieve. See Develop's How Do I? section for technical guidance for course submissions. This will help you access and navigate Develop's online course submission form.

Requirements for Course Approval

Follow the guidance below to enter your course details and submit them in Develop for review and approval by Achieve. See Develop's How Do I? section for their Course Entry for Course Writers Help Guide. This will help you access and navigate Develop's online course submission form.

Sections	Required Information for Each Section
Title	Titles must: • Use plain language. • Have correct capitalization, grammar, and punctuation. **Title Examples:** Early Childhood Annual Conference * Submit separate conference submissions for conferences that span over several days. For example: Early Childhood Annual Conference – Day One (4 hours), Early Childhood Annual Conference – Day Two (8 hours).
Course Type	Select the type of credit attendees will receive for completing this course. » Approved Clock Hour Course • This selection is non-credit based and is most used for licensing and Parent Aware.
Course Level	» Level 1: Explores – New to a concept, not necessarily new to the profession but exploring new skills or ideas.
Description	Provide a general description and overview of the conference. Do not identify the year of the conference, as the course will be valid and reusable for 5 years after approval. Include the following details: • General conference subject. • The intended audience. • How the audience will engage and benefit. Course descriptions must also: • Be clear, easy-to-read, and grammatically correct. • Match description content with the chosen KCF(s). • Be 30-100 words and begin with an action verb. ◦ Use Action Words (Verbs) for KCF Levels **Description Example:** Participate in our Early Childhood Annual Conference. Engage in multiple presentations by keynote speakers and learn important information that will strengthen your ability to support children and families. Connect with colleagues in the field through workshops and networking events.
Intellectual Property Owner and Copyrighted Materials	Select the following option: » Exclusively Owned: the course content is owned by you or your organization.
Applies Toward (Qualifications)	This section is required to ensure conference approval. Conference Course Writers must select the following qualification: » Conference • Restricted for use by approved Conference Course Writers.

Course Category	Identify the age group that best fits the Conference content. » Infant » Early Childhood » School Age » Youth Development » Business » Toddlers
Total Course Length	All conference submissions must contain a minimum of 2 hours and maximum of 8 hours of content. • Break times do not count toward the number of hours. • Partial credit cannot be awarded in Develop. Submit separate conference submissions for conferences that span over several days. For example: Early Childhood Annual Conference – Day One (4 hours), Early Childhood Annual Conference – Day Two (8 hours).
Knowledge and Competency Framework (KCF) Areas	Select **KCF VI: Professionalism**. No other KCF will be accepted for conference courses.
Learning Objectives	Briefly describe what the participants will learn during the conference.

Universal Instructional Design (UID)	Validating and incorporating the experiences and perspectives of others leads to learning. Describe, in detail, how you have intentionally designed your course to take into consideration the gifts and needs of all learners. Focus on the uniqueness of individual learners including things like provider type, cultural lens, religious beliefs, learning styles, introverts/extroverts, political diversity, geography, gender identity, literacy level, etc.
	
	Guiding Questions:
	• How will the conference atmosphere ensure every participant feels valued, respected, and has the same opportunities for learning as others?
	• If virtual/e-learning or blended course delivery is an option: How did you strategically embed audience engagement, provide support, and assess learning differently than you would for an in-person course?
	
	Guidance and Helpful Resources:
	• Minnesota's Knowledge and Competency Framework for Trainers
	   ◦ Specifically: Trainer Competency Areas III, IV, and VI.
	• National Association for the Education of Young Children (NAEYC) Definitions
	• Universal Multicultural Instructional Design (UMID)
	   ◦ UMID Principles Checklist

Course Content, Strategies, Methods, and Timeline	Provide a brief overview of each session within the Conference/Institute, including how long each session will last.

Assessment of Learning	Does not apply. Write the word "Conference" in this section.
Materials List	Does not apply. Write the word "Conference" in this section.
Participant Support Accommodations	List any classroom learning supports you are providing for participants. Ideas include participant guides provided in advance, reflection time in class, homework assignments provided in writing or by email, online bulletin board, chatroom access, online poll, online support staff during training event etc. **For e-learning of all types:** List how participants can receive technical support for e-learning, the minimum requirements for hardware and software to participate in your course, the internet connectivity required and who to contact after hours to participate in your course. Consider the following: Do you have an accommodation request process? Are there specific software requirements needed to utilize the learning platform? Will you provide transcripts to participants? Etc.
References and Works Cited	Does not apply. Write the word "Conference" in this section.

Additional Course Details	**Delivery Method Options**
	Select one of the following:
	» In-Person/Face-to-Face
	    • Traditional classroom setting with the instructor and participants in the same physical location.
	» Virtual/E-Learning: Internet-based
	    • Synchronous
	       ◦ All learners are present and engaging online at the same time, while the instructor facilitates the learning event.
	    • Asynchronous
	       ◦ On-Demand, online, and self-paced; may have instructor feedback but no set/predetermined meeting time.
	    • Webinars
	       ◦ A virtual seminar or presentation that meets the two- hour minimum requirement with a focus on information sharing.
	» Blended Learning
	    • A hybrid combination of in-person (synchronous) and virtual (synchronous or asynchronous) learning experiences.
	
	Target Audience
	Select the category/categories of participants for whom your course was created.
	
	Ages Addressed
	Select the category/categories of ages addressed in your content.

Authorized Trainers	Select **No**.
Submit for Approval	Review the course details, terms and conditions and select **I agree to the terms and conditions for Course Approval**. Click **Submit for Approval** • Conference Course submissions are reviewed for approval by Achieve in the order they are received. This process may take up to six weeks.

Achieve Your Goals with Us!

Stay in touch with Achieve - The MN Center for Professional Development!

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