

Trainer Membership Types	Authorized to Train* <i>*with access granted by the Course Owner and Accepted by Achieve</i>	Application Requirements* <i>*Verified on Develop Learning Record</i> <i>All requirements must be met before applying online. Applications will be denied if requirements aren't met.</i>	Approval Time	Renewal Requirements
Foundational Trainer	<ul style="list-style-type: none"> Develop approved course content <ul style="list-style-type: none"> Level 1 	<ul style="list-style-type: none"> Develop Individual Membership with: <ul style="list-style-type: none"> Career Lattice Step 6, 7, 8, or 9a Develop Trainings: <ul style="list-style-type: none"> Minnesota Trainer Orientation: <ul style="list-style-type: none"> Module 1 Module 2 Adult Learning: <ul style="list-style-type: none"> Module 1: Delivery Skills Module 2: Design Skills 	5 years	30 hours of Professional Development approved in Develop
Advanced Trainer	<ul style="list-style-type: none"> Develop approved course content <ul style="list-style-type: none"> Levels 1 & 2 	<ul style="list-style-type: none"> Develop Individual Membership with: <ul style="list-style-type: none"> Career Lattice Step: 9b, 9c, 9d, 10b, 11b, or 12b Develop Trainings: <ul style="list-style-type: none"> Minnesota Trainer Orientation: <ul style="list-style-type: none"> Module 1 Module 2 Adult Learning: <ul style="list-style-type: none"> Module 1: Delivery Skills Module 2: Design Skills 	5 years	30 hours of Professional Development approved in Develop
Expert Trainer	<ul style="list-style-type: none"> Develop approved course content <ul style="list-style-type: none"> Levels 1, 2, & 3 	<ul style="list-style-type: none"> Develop Individual Membership with: <ul style="list-style-type: none"> Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d Develop Trainings: <ul style="list-style-type: none"> Minnesota Trainer Orientation: <ul style="list-style-type: none"> Module 1 Module 2 Adult Learning: <ul style="list-style-type: none"> Module 1: Delivery Skills Module 2: Design Skills 	5 years	30 hours of Professional Development approved in Develop

Trainer Membership Types

Authorized to Train*

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Application Requirements*

**Verified on Develop Learning Record
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Approval Time

Renewal Requirements

Subject Specific* Trainer

- Develop approved course content
 - Levels 1, 2, & 3
- *K.C.F. area(s) based on specific subject expertise

- Develop [Individual Membership](#) with
 - Career Lattice Step 10a, 11a, or 12a or
 - Bachelor's Degree or
 - Professional License
- Develop Trainings:
 - Minnesota Trainer Orientation:
 - Module 1
 - Module 2
 - Adult Learning:
 - Module 1: Delivery Skills
 - Module 2: Design Skills

5 years

30 hours of Professional Development approved in Develop

Subject Specific Trainer (First Aid/CPR)

- Develop approved course content:
 - Provided to instructors by American Red Cross or American Heart Association

- Develop [Individual Membership](#) with
 - Valid First Aid/CPR Instructor Card from the American Red Cross or American Heart Association
- Develop Trainings:
 - Minnesota Trainer Orientation:
 - Module 1
 - Module 2

2 years

Updated valid First Aid/C.P.R. Instructor Certification

Subject Specific Trainer (C.A.R.S.)

- Develop approved course content:
 - Owned by The Office of Traffic Safety

- Develop [Individual Membership](#) with
 - High School Diploma or GED
 - Valid C.A.R.S. Trainer Certificate

2 years

Updated valid C.A.R.S. Trainer Certificate

State Partner Trainer

- Develop approved course content:
 - Owned by your employer (a state

- Develop [Individual Membership](#) with
 - Employment with a state partner agency shown as Verified in Develop.

5 years

Continued verified employment with a state partner agency.

partner agency).

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Application Requirements*

**Verified on Develop Learning Record*

All requirements must be met before applying online. Applications will be denied if requirements aren't met.

Approval Time

Renewal Requirements

Native American Cultural Trainer

- Develop approved course content:
 - Owned by Minnesota Tribal Resources for Early Childhood Care (MnTRECC)

- Develop [Individual Membership](#) and
 - Must meet all MnTRECC approval criteria prior to submitting Develop Trainer Membership application. Visit [MNTRECC's website](#) for more information.

5 years

Updated Letter of Assurance from MnTRECC's Tribal Training Advisory Committee.

Higher Education Trainer

- Develop approved course content:
 - Levels 1, 2, & 3

- Develop [Individual Membership](#) with:
 - Verified Degree in ECE/Child Development, or closely related degree
- Currently employed* as higher education faculty at an accredited college/university
 - Part Time
 - Full Time
 - Adjunct
 - Professor Emeritus Status

**Employment can be verified in Develop or presented via the school website or letter from the school including school letterhead.*

5 years

Continued verified employment with an institute of higher education.

Disclaimers and Additional Information

Trainers approved before the March 10th Trainer updates to the Develop system can find more information about renewing under these updates in the [Guidance for Develop Approved Trainers document](#).

Basic approval granted for face-to-face facilitation only. Trainers who wish to train on online course content in Develop, must complete:

- 16 clock hours of online training.* For example:
 - **Learning to Teach Online** through [coursera](#)
 - Trainer must send certificate of completion to support@mncpd.org.
 - **Good Teaching is Good Teaching Anytime** (ETL)
 - Online registration available using Develop's [Search for Training](#) tool.
 - One semester credit (15 hours) will be accepted for courses related to the design and delivery of online learning opportunities.
 - Course must be verified on an Official Transcript during the Individual Membership application submission in Develop.

* *The online requirement applies to all Trainer types EXCEPT: State Partner Trainer and Higher Education Trainer.*

See the [Develop Training Participants - Searching for Training guide](#) for details on how to search and register for upcoming approved training events for all required training titles.

Trainer membership does not provide Develop access for submitting course content for approval. See the [2022 Course Writer requirements](#) for more information about the Course Writer membership.

Trainer Membership Approval in Develop is not an employment contract and does not guarantee ongoing work opportunities with organizations using the system.

Questions? Contact support@mncpd.org