<table>
<thead>
<tr>
<th>Trainer Membership Types</th>
<th>Authorized to Train*</th>
<th>Application Requirements*</th>
<th>Approval Time</th>
<th>Renewal Requirements</th>
</tr>
</thead>
</table>
| **Foundational Trainer** | • Develop approved course content  
  o Level 1 | • Develop **Individual Membership** with:  
  o Career Lattice Step 6, 7, 8, or 9a  
  • Develop Trainings:  
  o Minnesota Trainer Orientation:  
    ▪ Module 1  
    ▪ Module 2  
  o Adult Learning:  
    ▪ Module 1: Delivery Skills  
    ▪ Module 2: Design Skills | 5 years | 30 hours of Professional Development |
| **Advanced Trainer**     | • Develop approved course content  
  o Levels 1 & 2 | • Develop **Individual Membership** with:  
  o Career Lattice Step: 9b, 9c, 9d, 10b, 11b, or 12b  
  • Develop Trainings:  
  o Minnesota Trainer Orientation:  
    ▪ Module 1  
    ▪ Module 2  
  o Adult Learning:  
    ▪ Module 1: Delivery Skills  
    ▪ Module 2: Design Skills | 5 years | 30 hours of Professional Development |
| **Expert Trainer**       | • Develop approved course content  
  o Levels 1, 2, & 3 | • Develop **Individual Membership** with:  
  o Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d  
  • Develop Trainings:  
  o Minnesota Trainer Orientation:  
    ▪ Module 1  
    ▪ Module 2  
  o Adult Learning:  
    ▪ Module 1: Delivery Skills  
    ▪ Module 2: Design Skills | 5 years | 30 hours of Professional Development |
<table>
<thead>
<tr>
<th>Trainer Membership Types</th>
<th>Authorized to Train*</th>
<th>Application Requirements*</th>
<th>Approval Time</th>
<th>Renewal Requirements</th>
</tr>
</thead>
</table>
| Subject Specific Trainer | • Develop approved course content  
  o Levels 1, 2, & 3  
  *K.C.F. area(s) based on specific subject expertise | • Develop Individual Membership with  
  o Career Lattice Step 10a, 11a, or 12a or  
  o Bachelor’s Degree or  
  o Professional License  
  • Develop Trainings:  
    o Minnesota Trainer Orientation:  
      ▪ Module 1  
      ▪ Module 2  
    o Adult Learning:  
      ▪ Module 1: Delivery Skills  
      ▪ Module 2: Design Skills | 5 years | 30 hours of Professional Development |
| Subject Specific Trainer (First Aid/CPR) | • Develop approved course content:  
  o Provided to instructors by American Red Cross or American Heart Association | • Develop Individual Membership with  
  o Valid First Aid/CPR Instructor Card from the American Red Cross or American Heart Association  
  • Develop Trainings:  
    o 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:  
  o Owned by The Office of Traffic Safety | • Develop Individual Membership with  
  o High School Diploma or GED  
  o Valid C.A.R.S. Trainer Certificate | 2 years | Updated valid C.A.R.S. Trainer Certificate |
| State Partner Trainer | • Develop approved course content:  
  o Owned by your employer (a state partner agency) | • Develop Individual Membership with  
  o Employment with a state partner agency shown as Verified in Develop. | 5 years | Continued verified employment with a state partner agency. |

*with access granted by the Course Owner and Accepted by Achieve

*Verified on Develop Learning Record

All requirements must be met before applying online. Applications will be denied if requirements aren't met.
<table>
<thead>
<tr>
<th>Trainer Membership Types</th>
<th>Authorized to Train*</th>
<th>Application Requirements*</th>
<th>Approval Time</th>
<th>Renewal Requirements</th>
</tr>
</thead>
</table>
| Native American Cultural Trainer | • Develop approved course content:  
  o Owned by Minnesota Tribal Resources for Early Childhood Care (MnTRECC) | • Develop Individual Membership and  
  o 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:  
  o Levels 1, 2, & 3 | • Develop Individual Membership with:  
  o Verified Degree in ECE/Child Development, or closely related degree  
  o Currently employed* as higher education faculty at an accredited college/university  
    o Part Time  
    o Full Time  
    o Adjunct  
    o 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

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](https://www.coursera.org)
    - Trainer must send certificate of completion to [support@mncpd.org](mailto:support@mncpd.org).
  - **Good Teaching is Good Teaching Anytime** (ETL)
    - Online registration available using Develop’s [Search for Training](https://www.develop.mncpd.org) 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.

See the [Develop Training Participants - Searching for Training guide](https://www.develop.mncpd.org) 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](https://www.develop.mncpd.org) 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](mailto:support@mncpd.org)