

## Course Writer Membership Options

## Application Requirements\*

## Approval Time

*\*Verified on Develop Learning Record*

### Course Writer

- Develop [Individual Membership](#) with Career Lattice Step:
  - 9D, 10A, 10B, 10C, 10D,11A, 11B, 11C, 11D,12A, 12B, 12C, or 12D
- Develop Trainings:
  - Course Writer Orientation
  - Course Writer: Design Skills
  - Course Writer: Crafting and Drafting a Course
- Course Sample\*
  - See the [Course Sample Overview and Requirements](#) document for more information.

Permanent

\* The sample and any supporting documents must be uploaded to the [Course Writer](#) application at the time of your online submission in Develop.

### Course Writer for Subject Specific CPR First Aid Trainers

- Develop Training:
  - Course Writer Orientation

Duration of most recent  
First Aid/CPR Instructor  
certification.

Submitted course content for approval must be publisher owned by the American Red Cross or the American Heart Association for certification purposes only.

### Course Writer for Higher Education Trainers

- Approved Higher Education Trainer in Develop
- Develop Trainings:
  - Course Writer Orientation

Permanent

### Expedited Course Writer

- Verified Employment\* with one of the following organization types:
  - School District
    - Employed by a registered organization with a valid ISD number.
  - Head Start
    - Employed by a registered Head Start Organization.
  - DHS State Partner Agency
    - Employed by a registered organization identified as State Partners by the MN Department of Human Services.

Duration of verified  
employment at one of  
these organizations.

\* Submitted course content for approval must be marked in Develop as Publisher owned by your verified employer. Upon approval of submitted content, you must transfer all approved courses to your employer's Develop profile using their Develop Organization ID#.

## Course Writer Membership Options

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## Approval Time

### Conference Course Writer

Restricted\* Membership Access

- Verified Employment with the registered Training Sponsor Organization holding the conference event.
- Conference Schedule\*
  - If the schedule is not yet available, a draft can be submitted.

*\* Additional details are shared after approval and will include guidance and conference course submission approval requirements.*

*\* The Conference Schedule or draft version of the schedule must be uploaded to the Course Sample section of the application at the time of your online submission in Develop.*

**Limited Approval**  
Access to the Course submission form to gain approval for a conference course is valid for 8-weeks.

## Disclaimers and Additional Information

Basic approval granted for face-to-face content only. Course Writers who wish to submit online course content for approval in Develop, must complete:

- 16 clock hours of online training. For example:
  - **Learning to Teach Online** through [coursera](https://www.coursera.org)
    - Course Writer 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](#) 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 Course Writer types EXCEPT: Expedited Course Writer and Course Writer for Higher Education Trainers.*

The Course Writer membership is limited to two separate application attempts. If both attempts result in a Qualifications Not Met status, the option for Course Writer membership will be removed as an option from your Develop profile.

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.

Course Writer Membership does not provide Develop access to schedule and administer training events. See the [2022 Trainer Types and Requirements](#) for more information about Trainer Membership.

*Course Writer 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)