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.

## Interested in applying to be a Course Writer?
## Here's what you need to know.

⚑ ## Before you apply:

- Review our Course Writer Membership Options and Requirements document to make sure you qualify.
- Complete your selected Course Writer membership requirements.
  - All requirements must be met before you apply, or your application will be denied.
  - The Course Writer Membership is limited to two separate application attempts.
    - If you do not meet requirements after two attempts, the option to apply for the Course Writer membership will be removed from your Develop profile.
- Consider how your approved content will be delivered.
  - The Course Writer membership supports face-to-face content delivery.
    - If you'd like to offer content to be delivered online, you'll need to meet the online training requirement.
    - The online requirement applies to all Course Writer types EXCEPT: Expedited Course Writer and Course Writer for Higher Education Trainers.
      - For more information, review the Disclaimers and Additional Information section of the Course Writer Membership Options and Requirements document.

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⚑ ## To apply:

- Open Develop's Applying for Course Writer Membership help guide for step-by-step instructions.
  - Important: After you click **Submit** at the end of the application, you must scroll down and click the **I have no documentation to submit** button.
    - This selection will ensure your application does not get canceled by the system.
    - Allow up to 42 calendar days for your application to be processed.
      - Membership approval in Develop does not guarantee ongoing work opportunities or employment with organizations using the Develop system.

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⚑ ## Once approved as a Course Writer You Can:

- Submit professional development course content for approval in Develop.
- Share your content with approved trainers by adding them to the Authorized Trainers section of your course.
- Transfer ownership of your approved course content to Training Sponsor Organizations and/or Independent approved trainers.
- Consider becoming an Approved Trainer.
  - Only Approved Trainers can schedule approved Training Events for approved course content.
  - See our Trainer Membership Companion Guide for more information.

**For more information about this 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