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UPCOMING CHANGES TO THE MINNESOTA DEPARTMENT OF HUMAN SERVICES EARLY CHILDHOOD AND SCHOOL-AGE CARE PROFESSIONAL DEVELOPMENT SYSTEM

The Minnesota Department of Human Services has engaged in a process to make changes to the Professional Development System for Early Childhood and School Age Care. These changes are designed to provide more streamlined and transparent processes, ensure quality of training, and make the system more accessible to users. This document will provide updated information on new policies for trainer approval, course approval, a new course writer approval process, and expectations for Training Sponsor Organizations. These revised policies will go into effect on March 10, 2022.

CHOOSE A Develop MEMBERSHIP ROLE TO LEARN MORE



IMPORTANT LINKS



MNCPD Achieve
Trainer Approval
Guide



MNCPD Achieve
Course Writer
resource page



Develop User
Guides



Contact the Develop Help Desk at
support@develophelp.zendesk.com
or 844-605-6938.

Multilingual support is available

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PROFESSIONAL DEVELOPMENT SYSTEM CHANGES FOR TRAINERS



Need to know your Career Lattice Step?

Log in to your Develop profile to see it, or go [here](#) for more details.

The membership approval process allows skilled individuals to participate in Develop's professional marketplace and build their own success. Develop's professional marketplace makes connecting and knowledge sharing easy for early education professionals seeking high quality training Events.



After the launch of the new Trainer types, Trainers will be able to sign a new electronic Trainer agreement electronically in the application. Existing Trainers need not apply until their current approval expires. At that time, the new Trainer type requirements must be met. Membership approval in Develop does not guarantee ongoing work opportunities or employment with organizations using the system.

Going forward:

- Resume and references no longer required. Continuing education hours (30) extended over five years of membership .
- Trainers will be approved for five years. There will no longer be a provisional one year approval option.
- Existing approved Trainers will need to meet requirements found under one of the new Trainer types when their current membership expires.
- Trainers will not have access to submit NEW courses for approval unless they are also approved as a Course Writer. Trainers will continue to have access to their existing courses (until expiration) and can schedule training events.
- Beginning March 10, 2022, those considering becoming an approved Trainer without prior approval must meet the requirements found under one of the new Trainer types in the chart on the following page.

If you want to become a Trainer:

- Review the Trainer type qualifications and decide which type fits your qualifications.
- Complete the Trainer Orientation Modules, Adult Learning Module 1 and Adult Learning Module 2
- Apply in Develop, and sign the Trainer agreement – all of this is done within Develop.
- If you are not yet a Career Lattice Step Six, contact [TARSS](#) to learn more about the Trainer Academy.

If you are already an approved Trainer:

- You do not need to make any changes until your membership is due to expire – unless you want to change Trainer type.
- Review the Trainer type qualifications and decide which type fits your qualifications.
- Apply in Develop, and sign the Trainer agreement – all of this is done within Develop.



Look for written user help documents for common system tasks, live customer service through the Develop Help Desk and Achieve, and a universal requirement to enter attendance and use Develop-approved Trainers.

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PROFESSIONAL DEVELOPMENT SYSTEM CHANGES FOR TRAINERS

To find any required courses in Develop please go [here](#).

2022 Trainer Membership Types and Requirements

Trainer Membership Types	Career Lattice Step or Alternate Requirements	Completion of Adult Learning Modules 1 and 2	Approval Time	Renewal Requirements	Can Apply and qualify for Course Writer Membership
Foundational Trainer	6,7,8, or 9a	Yes	5 years	30 hours of PD	No
Advanced Trainer	9b,9c, 9d, 10b,11b, or 12b	Yes	5 years	30 hours of PD	No – 9b & 9c Yes – 9d, 10b, 11b, & 12b
Expert Trainer	10c, 10d, 11c, 11d, 12c, or 12d	Yes	5 years	30 hours of PD	Yes
Subject Specific (SS) Trainer	10a, 11a, 12a, or Verified BS/BA or Professional License	Yes	5 years	30 hours of PD	Yes
SS- C.A.R.S. Trainer	Proof of High School Valid C.A.R.S. certification	No	2 years	Updated copy of C.A.R.S. certification	No
SS- FA/CPR Trainer	Valid FA/CPR Instructor Card	No	2 years	Updated copy of certification	Yes
State Partner Trainer	Verified Employment in Develop with state partner agency	No	5 years	None	No
Native American Cultural Trainer	N/A	No	5 years	None	No
Higher Education Trainer	Verified degree in ECE/Child Development, or closely related degree Employed as higher education faculty at an accredited college/university (PT/FT) Professor Emeritus Status accepted in lieu of employment	No	5 years	Verified Current employment	Yes



Look for written user help documents for common system tasks, live customer service through the Develop Help Desk and Achieve, and a universal requirement to enter attendance and use Develop-approved Trainers.

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PROFESSIONAL DEVELOPMENT SYSTEM CHANGES FOR COURSE WRITERS

A new Develop membership role has been created for Course Writers. This communication provides information on upcoming changes effective March 10, 2022.

Changes have been made to clarify the process for entering Courses into Develop. This will make the process more intuitive for Course Writers to submit Courses and allow for better measurement of Course content quality. Improvements in Develop functionality in this area and the revisions in the Course Approval process through Achieve will make it easier for training participants to search in Develop for training Events. Course Approval pathways have been reduced to two pathways. Paper training certificates will be phased out effective December 31, 2022. This change will reduce paper use, electronic storage of documents, improve the accuracy of electronic records and eliminate the need to save and send paper to Achieve MNCPD. New Course Writer and Training Sponsor Organization Agreements will make expectations and responsibilities clear within Develop prior to joining the system.



Look for written user help documents for common system tasks, live customer service through the Develop Help Desk and Achieve, and a universal requirement to enter attendance and use Develop-approved Trainers.

One of the most visible changes is that now there are separate endorsements for both Trainers and writers. This is because training and Course writing are different skillsets.

So – what is a Course Writer?

- A Course Writer is a person who can create Develop - approved Courses.
- A Course Writer is an individual with knowledge of instructional design and adult learning principles.
- A Course Writer can write and submit Courses for approval, own and transfer Courses to approved Trainers or Training Sponsor Organizations and maintain authorized Trainer lists for Courses they own.
- A Course Writer is unable to schedule Events for Courses they own unless they are also a currently-approved Trainer.
- Course writers are not able to train a Course, even a Course they themselves have written, unless they are also a Trainer. Information about becoming a Trainer can be found [HERE](#).



For the first time, we will have an online, on-demand Course Writer orientation Course to orient new Course Writers to the system, the foundational elements of instructional design, and where to go for support.

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DEVELOP MEMBERSHIP CHANGES FOR COURSE WRITERS

2022 Course Writer Membership and Requirements

All requirements must be met before applying online. A Develop individual membership is needed.

Career Lattice Step	Training Hours for Approval	Course Writing Sample	Approval Time	Authorized to Write
9D, 10A, 10B, 10C, 10D, 11A, 11B, 11C, 11D, 12A, 12B, 12C, or 12D.	204796 - Course Writer Orientation 204822- Course Writer: Design Skills 204823- Course Writer: Crafting and Drafting a Course	The sample must contain necessary elements of instructional design to be considered. The sample must be uploaded to the online Course Writer application in Develop before application submission.	Never Expires	Levels 1,2, & 3 All KCF areas

Improvements in Develop and the revisions in the Course Approval process through Achieve will make it easier for training participants to search on Develop for training Events. The Course Approval pathways have been reduced to two routes. The auto-approval pathway will be phased out by December 31, 2022.

Upon approval, Course Writers will gain access to the Course Entry section of Develop and can manage their Courses in the following ways:

- Course Writers who are also Approved Trainers can also schedule approved Training Events for the Courses they own.
- Course Writers can share their content for training distribution by adding approved Authorized Trainers to their content.
- Course Writers can transfer ownership of their content with Training Sponsor Organizations and/or Independent Approved Trainers



Look for written user help documents for common system tasks, live customer service through the Develop Help Desk and Achieve, and a universal requirement to enter attendance and use Develop-approved Trainers.

What is a Course Owner?

- A Course Owner is an individual or organization that is listed as the owner of a Course in Develop. The Course Owner role is not a membership role chosen during the membership application process. Ownership of Courses can be transferred from a Course Writer to a Trainer or a Training Sponsor Organization.
- A Course Owner can schedule Events from Courses they own, maintain the Authorized Trainer List for Courses they own, schedule Events for Courses they own, and transfer ownership of a Course to a Course Writer to renew/revise the Course.
- A Course Owner is unable to submit Courses for review and approval or renew/revise Courses.

Membership approval in Develop does not guarantee ongoing work opportunities or guarantee employment with organizations using the system. The Membership approval process allows skilled individuals to participate in Develop's professional marketplace and build their own success. Develop's professional development marketplace makes connecting and knowledge sharing easy for early education professionals seeking high quality training Events.

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PROFESSIONAL DEVELOPMENT SYSTEM CHANGES FOR TRAINING SPONSOR ORGANIZATIONS

This communication provides information on upcoming changes to our system for Training Sponsor Organizations (TSOs).

A training Sponsor Organization (TSO) is a host offering high-quality professional development opportunities to people working in the field of early care and school-age education. A TSO can own Courses and maintain authorized Trainer lists for Courses it owns, schedule approved training Events from Courses it owns, and enter and update attendance for their training Events. A TSO is unable to submit Courses for approval or renewal, or schedule Events for Courses it doesn't own.

- A new screening process in Develop for Training Sponsor Organizations and increased customer service support for these organizations is being rolled out. Registered Organizations who wish to have Training Sponsor Organization access will be required to apply online.
- The online application will include a Training Sponsor Agreement form outlining their responsibilities and the expectations of their work in Develop. Look for written user help documents for common system tasks, live customer service through the Develop Help Desk and Achieve, and a universal requirement to enter attendance and use Develop-approved Trainers.
- Once approved, Training Sponsors must use, employ or contract with approved Course Writers and approved Trainers for the development of content and scheduling of approved Training Events.