



Updated: May 31, 2023

TRAINER MEMBERSHIP



COMPANION GUIDE

Welcome!

We are [Achieve – The Minnesota Center for Professional Development](#). We are one of several partner agencies that support Minnesota's statewide trainer and training approval system for the Early Childhood Education Workforce. Our team follows guidelines and policies set by [The Minnesota Department of Human Services – Child Development Services Division](#) to ensure the high quality of Trainers and Training Events approved in [Develop](#), Minnesota's Quality Improvement and Registry website.

Develop's Approved Trainers are the face of Minnesota's Professional Development system for early childhood professionals. If you want to deliver Training Events for early care and education professionals in Minnesota, use this guide as a companion to Develop's online Trainer Membership application. You'll learn all the ins and outs for approval, how to gain access to approved course content, best practices for scheduling Training Events, and more!

Trainer Membership is your ticket to access Develop's Training Event Entry tools. As an Approved Trainer, you can:

- Be authorized by Course Owners to schedule and host Approved Training Events for the courses in [Develop's Course Catalog](#).
 - Learn more on [page 6](#)
- Advertise your Events in [Develop's search for training tool](#).
- Enter attendance electronically for participants.
 - Learn more on [page 8](#)
- Be a leader in the field of Early Childhood Care and Education; expand your professional network and collaborate with Develop Approved Course Writers and Training Sponsor Organizations to share your expertise.
 - *Develop Trainers are independent contractors. Trainer Membership is not an employment contract and does not guarantee ongoing work opportunities with organizations using the system.*

We are here to support you throughout the approval process, and we look forward to working with you!

With appreciation for all you do for Minnesota's children and educators.

— [Your Achieve Team](#)





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Trainer Types

Develop offers several options for Trainer Membership approval. Each Trainer Type recognizes the unique skill sets, knowledge, and expertise needed to support Minnesota’s high quality professional development system. All Trainer applicants must apply for Individual Membership in Develop and earn a [Career Lattice Step](#) (CLS). Click on a Trainer Type below to learn more about its specific requirements and to determine which type best fits your background. Remember, all requirements must be met before you submit a trainer application in Develop.

Use the clickable buttons below to navigate to the trainer type pages in this guide

Foundational Trainer Individuals with CLS 6, 7, 8, or 9a	Advanced Trainer Individuals with CLS 9b, 9c, 9d, 10b, 11b, or 12b	Expert Trainer Individuals with CLS 10c, 10d, 11c, 11d, 12c, or 12d
Subject-Specific Trainer Individuals with CLS 10a, 11a, or 12a or Bachelor’s Degree or Professional License	Subject-Specific Trainer (First Aid/C.P.R.) Individuals with valid First Aid/CPR Instructor Card from the American Red Cross or American Heart Association	Subject-Specific Trainer (C.A.R.S.) Individuals with valid C.A.R.S. Instructor Certification
Subject-Specific Trainer (First Children’s Finance) Employees of First Children’s Finance	State Partner Trainer Employees of state partner agencies	Native American Cultural Trainer Individuals endorsed by Minnesota Tribal Resources for Early Childhood Care (MnTRECC)
Higher Education Trainer Teaching Faculty at an accredited college/university		

Develop Memberships

Develop offers several membership options that can be combined and interact together.

Individual Membership

Required as part of all other memberships.

All Trainer applicants must apply for Individual Membership in Develop and earn a [Career Lattice Step](#) (CLS). To learn more about Individual Membership, see our [Individual Membership Companion Guide](#).

Course Writer Membership

Design Course Content

Approved Course Writers create and submit course content for approval in the Develop system. If you would like to develop your own content as a trainer, you must also become approved as a Course Writer.

Course Writer Membership provides access to additional tools in Develop. Only Approved Course Writers can:

- Submit course content for approval in [Develop's Course Catalog](#).
- Authorize Approved Trainers to access approved course content for their use.
- Transfer ownership of their course content to Approved Trainers and/or Training Sponsor Organizations.

To learn more about Course Writer Membership, see the following resources.

- [Achieve's Resources for Course Writers](#)
- [Develop's How do I?... Guides](#)

Training Sponsor Organizations

Employ or Contract with Course Writers and Trainers

Training Sponsor Organizations (TSOs) are employers or contracting agencies that partner with Develop's Approved Course Writers and Trainers to host Approved Training Events. Approved TSOs can access Develop's tools to:

- Submit and schedule Approved Training Events.
- Verify attendance for participants electronically.
- Own courses and manage courses' Authorized Trainer lists.
- Transfer Course Ownership back to the original Course Writer for renewal purposes.

Approved Course Writers and Trainers can work independently from a TSO, but a TSO must work with Approved Course Writers and Trainers to offer approved professional development opportunities in Develop. To learn more about TSO Membership, see the following resources.

- [Achieve's Resources for Training Sponsor Organizations](#)
- [Develop's How do I?... Guides](#)

As independent contractors, Approved Course Writers, Trainers, and Training Sponsor Organizations (TSO) must agree to the terms of any collaborative partnerships. Develop and Achieve will not arbitrate contracts or agreements.



Training Events

The ability to schedule approved training events and verify participants' attendance electronically in Develop sets Develop's Approved Trainers apart from other trainers in the field for Minnesota's early childhood educators. Once attendance is recorded in Develop, your participants can use their Develop Learning Record as proof of their training for licensors, supervisors, prospective employers, and other stakeholders within the MN Child Development System. Early childhood educators throughout the state rely on these services for their own professional success.

Once you are an Approved Trainer, you will gain access to Develop's Training Entry tools. With this access you will be able to manage your Events and Courses (if applicable).

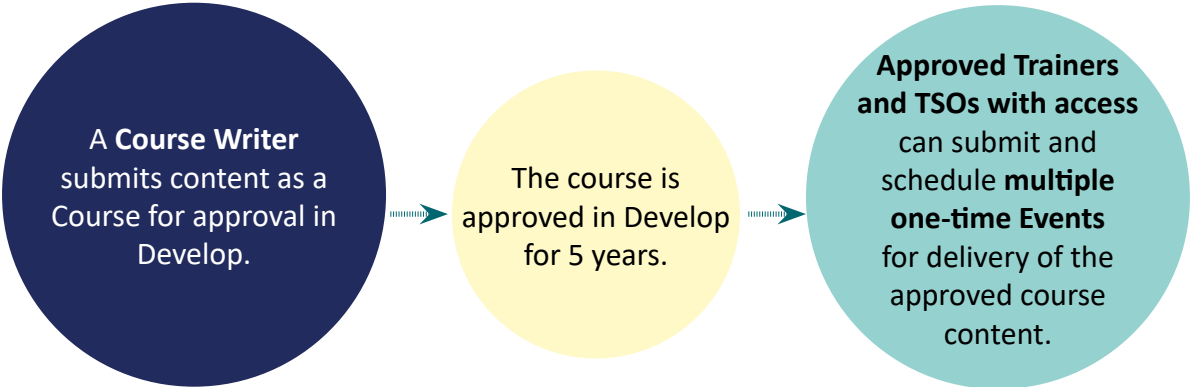
Course vs Event



Important! The terms **Course** and **Event** mean very different things in the Develop Professional Development System.

Course = Content
Only approved Course Writers can submit Course content for approval in Develop. This content includes learning objectives, curriculum outlines, KCF areas, and cited sources for the training material.

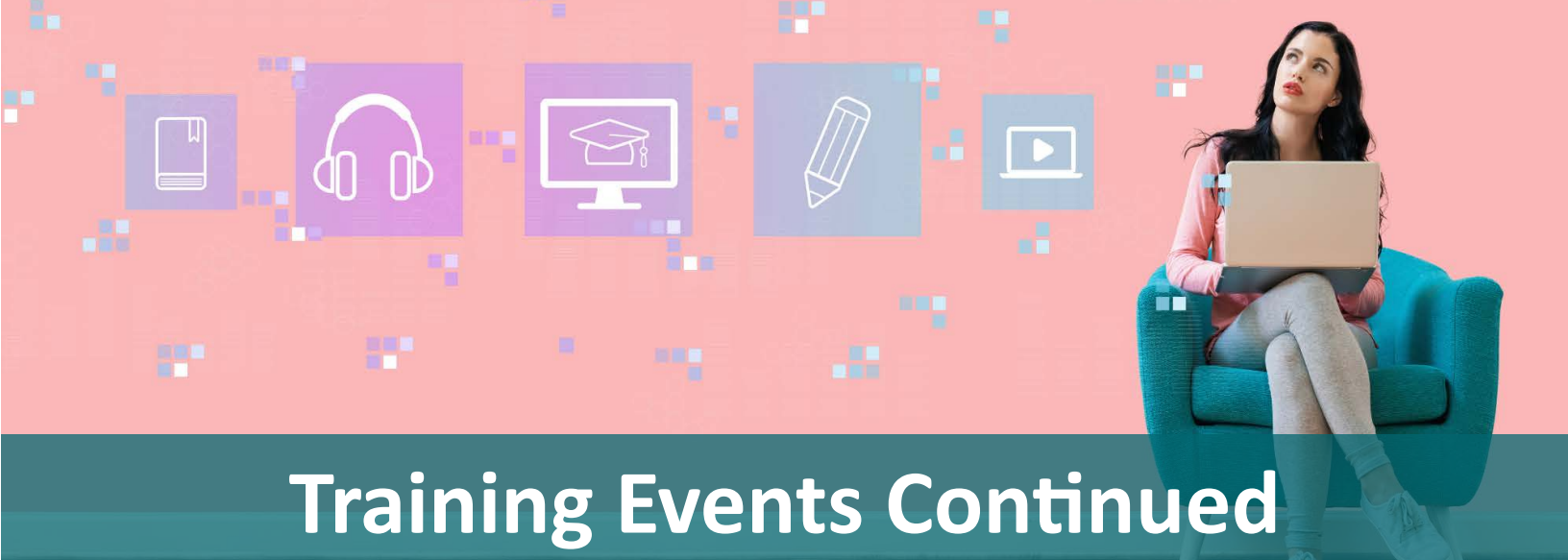
Event = Delivery
Approved Trainers and Training Sponsor Organizations can schedule training Events in Develop. Develop Event Details include the date, time, and location where the approved course content will be delivered.



AUTHORIZED TRAINERS

When you are an Approved Trainer, Course Owners (ie. Trainers, Course Writers, & TSOs) can choose to add you to the Authorized Trainer List for their courses. When you are accepted by Achieve as an Authorized Trainer on a Course, the Course will become available on your Develop profile through your Training Entry tool. This allows you to schedule and facilitate Training Events.

Achieve reviews all trainers added as an Authorized Trainer before access is granted. To be accepted as an Authorized Trainer, your Trainer Type must be approved to train on the Course's KCF, Level, and Delivery Method. See each Trainer Type Information Page for more details.



Training Events Continued

Requirements To Deliver Web-Based, Virtual/E-Learning Training Events

Basic Trainer Membership Approval is for face-to-face training delivery only. To deliver web-based, virtual/E-learning training in Develop, you must show that you have completed at least 16 hours of training geared towards designing and delivering online training for adults. Some examples of training/coursework that meets this requirement can be found [here](#).

Email us at support@mncpd.org upon your completion of this requirement. You may be asked to provide acceptable documentation such as a certificate of completion or an official transcript.

The Minnesota Knowledge And Competency Framework

Each Trainer is approved to train on Knowledge and Competency Framework (KCF) Area(s) and Level(s) based on their verified education and experience. Every Approved Course in Develop is assigned KCF Area(s) and a Level by the Course Writer.

Set forth by the Minnesota Department of Education, the [Knowledge and Competency Framework](#) (KCF) combines what an early childhood educator needs to know about research and theory, alongside the skills and abilities needed to work effectively in the field. The KCF has eight Content Areas aligned to the Professional Educator Licensing and Standards Board (PELSB) Standards. Within each Content Area, there are three levels that show a progression of skill development. Each level builds on the competencies of the level before it.

Level 1 - Explores

New to a concept, not necessarily new to the profession but exploring new skills or ideas

Level 2 - Implements

More problem solving occurs and educators are implementing what they know

Level 3 - Designs + Leads

Highly involved in decision making; guides and leads other adults and/or programs

SPECIAL REQUIREMENTS TO TRAIN ON KCF AREAS IX AND X

To be approved to facilitate Training Events for Courses in KCF Areas IX (Trauma-Informed Care) and X (Working with Multilingual Preschoolers and their families), you must first show that you have completed at least 6 hours of approved training in that KCF Area.



Training Events Continued

Schedule Events in Advance

Check out the [Develop Training Event Entry for Trainers Guide](#) for step-by-step instructions to submit and schedule Events in Develop. Events must be submitted in Develop before the date of your training and are subject to review by Achieve.



Scheduling in Advance Ensures:

Participants can find and register for your training event using [Develop's Search and Training Calendar](#)

Time for Achieve's Review (allow up to 3 business days)

Your ability to verify your participants' attendance in Develop within 3 business days after the event (As outlined in the Trainer Agreement in Develop)

Develop Help Desk

The Develop Help Desk offers technical assistance navigating the Develop website Monday – Friday, 8 a.m. to 5 p.m., with extended hours on Tuesday and Thursday until 7 p.m.

Managing Your Event Roster

You must update your Event roster and verify attendance within **3 business days** after the event.

How to Manage Your Event Roster

- Access your Event's electronic roster to verify attendance in Develop using **Training Entry** in left-hand side menu
- Add each participant to the event's roster and electronically verify their attendance by entering their Develop ID number or full name in the Add Attendee section



TIP

Develop ID number is the best choice for attendance entry. It ensures an accurate match to the attendees' Develop profile. Be sure to ask for your attendees' Develop ID number for attendance purposes.



You Cannot:

Remove or edit attendee information once it's added OR access the Manage Roster feature for attendance entry if the event is in Completed status. You will need to contact the Develop Help Desk for assistance in managing your training event and/or the Training Event roster.



844-605-6938



support@develophelp.zendesk.com



Training Events Continued

Additional Information in Event Entry

When you submit a Training Event in Develop, you can include additional information in the Event Details. These fields are a great place to include helpful information for your participants. For example:

Location Notes

- Suite Location
- Helpful directions for driving and parking
- Whether the site contains or does not include ramps or other things to enable people with disabilities
- If the event is online, include instructions for accessing the training

Additional Date/Time Information

- Whether participants should arrive early
- Information regarding how arriving late or leaving early may affect receiving credit for the training
- Inform participants to provide their Develop ID during registration or at the time of training
- Inform participants events will be canceled if there are less than two participants

Additional Contact Information

- Contact information if there is someone other than the Trainer who should be contacted in case of technical difficulties
- Additional registration instructions
- How and when attendance will be verified in Develop

COMMON REASONS EVENTS MAY BE DENIED IN DEVELOP

- 1** It is scheduled for a past date
- 2** It does not have an Approved Trainer attached
- 3** The Approved Trainer linked to the event does not meet requirements to facilitate the Course KCF, Level, or Delivery Method
- 4** The Delivery Method for the Event does not match the approved delivery method for the Course



Professional Expectations

As leaders in the field of Early Childhood Care and Education, approved Develop Trainers are expected to uphold the integrity of MN's Professional Development system and protect attendees' best interests. Each approved Trainer must sign an electronic Trainer Agreement Form during Develop's application process which outlines high standards for professional conduct expectations.

Read the electronic Trainer Agreement Form carefully when you apply in Develop to become a Trainer. Failure to follow any part of the agreement may result in disciplinary action as outlined in the [Training Quality Concern Policy](#).

TTET AND TRAINING CONCERNS POLICY

Beyond the high standards set for trainers in the initial approval process, we rely on direct participant feedback to ensure the standard of high-quality Develop approved Trainers and Training Events. Participants are encouraged to submit feedback using one or both of the 2 methods explained below.



DEVELOP TRAINER AND TRAINING EVALUATION TOOL (TTET)

The TTET is an anonymous survey built directly into Develop. After you enter attendance for your Training Event, each verified participant will receive an email from Develop inviting them to complete the TTET. This tool allows them to offer feedback about their experience, including the learning environment, training content, and delivery skills. You can view this feedback in the TTET Trainer Summary on the Reports tab of your Develop Individual Profile.



TRAINING QUALITY CONCERN FORM

The [Training Quality Concern Form](#) allows individuals to confidentially report concerns about their training experience directly to Acheive for review. Each valid concern is addressed by Acheive with the goal of offering a supportive mediation process for complete resolution. Some concerns may require additional support and/or guidance from TARSS and/or DHS – Child Development Services Unit.

RELATED RESOURCES

- [Develop How-To-Guide: Completing the TTET](#)
- [MN DHS New Trainer and Training Evaluation Tool and New Training Search Page in Develop](#)

Please review the [Training Quality Concern Policy](#) carefully for more information on the circumstances under which an individual may submit a Training Quality Concern Form.

Foundational Trainer



KCF Level 1 Approved Content | Verified KCF Areas | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Current Develop Individual Membership with Career Lattice Step 6, 7, 8, or 9a	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	
Adult Learning Module 1: Delivery Skills	
Adult Learning Module 2: Design Skills	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. When you find a level 1 Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Renewal Requirements



The Foundational Trainer membership is valid for 5 years and then must be renewed. Renewing Foundational Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Current Develop Individual Membership with Career Lattice Step 6, 7, 8, or 9a	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Advanced Trainer



KCF Levels 1 & 2 Approved Content | Verified KCF Areas | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership with Career Lattice Step 9b, 9c, 9d, 10b, 11b, or 12b	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	
Adult Learning Module 1: Delivery Skills	
Adult Learning Module 2: Design Skills	
16 hours of training geared towards designing and delivering online training for adults*	

*Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.

How to Access Develop's Approved Course Content

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. When you find a level 1 or level 2 Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Become an Approved Course Writer*

Submit your own Course content for approval in Develop! You can find more information about this membership on the [Achieve website](#).

*Only Individuals with a [Career Lattice Step 9d](#) and higher are eligible to apply for Course Writer membership.

Renewal Requirements



The Advanced Trainer membership is valid for 5 years and then must be renewed. Renewing Advanced Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 9b, 9c, 9d, 10b, 11b, or 12b	
Develop Training : Complete 30 hours of Approved Training* within 5 years of your renewal application	

*Training must be approved and verified on your Develop Learning Record



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Expert Trainer



KCF Levels 1, 2, & 3 Approved Content | Verified KCF Areas | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	
Adult Learning Module 1: Delivery Skills	
Adult Learning Module 2: Design Skills	
16 hours of training geared towards designing and delivering online training for adults*	

*Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.

How to Access Develop's Approved Course Content

Become an Approved Course Writer



Submit your own Course content for approval in Develop! You can find more information about this membership on the [Achieve website](#).

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements



The Expert Trainer membership is valid for 5 years and then must be renewed. Renewing Expert Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10c, 10d, 11c, 11d, 12c, or 12d	
Develop Training : Complete 30 hours of Approved Training* within 5 years of your renewal application	

*Training must be approved and verified on your Develop Learning Record



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.



Subject-Specific Trainer



KCF Levels 1, 2, and 3 Approved Content | Verified KCF Areas based on expertise | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10a, 11a, or 12a, OR a Bachelor's Degree OR a Professional License	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	
Adult Learning Module 1: Delivery Skills	
Adult Learning Module 2: Design Skills	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Become an Approved Course Writer



Submit your own Course content for approval in Develop! You can find more information about this membership on the [Achieve website](#).

Only Individuals with a [Career Lattice Step](#) 9d and higher are eligible to apply for Course Writer membership.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Authorized Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements



The Subject-Specific Trainer membership is valid for 5 years and then must be renewed. Renewing Subject-Specific Trainer applicants must meet the following renewal requirements.

Renewal Requirements	Completed?
Develop Individual Membership with Career Lattice Step 10a, 11a, or 12a, OR a Bachelor's Degree OR a Professional License	
Develop Training: Complete 30 hours of Approved Training* within 5 years of your renewal application	

**Training must be approved and verified on your Develop Learning Record*



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Subject-Specific Trainer (First Aid/C.P.R)



KCF Level 1 Approved American Heart Association (AHA) or American Red Cross (ARC) Content | Verified KCF Areas | Valid for 2 years or when AHA/ARC Instructor Certificate Expires

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Current valid First Aid/CPR Instructor Card from the American Heart Association or American Red Cross	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	

How to Access Develop's Approved Course Content

Become an Approved Course Writer



Submit your own Course content for approval in Develop! You can find more information about this membership on the [Achieve website](#). First Aid/C.P.R. Trainers bypass some requirements for Course Writer approval.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Approved Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. If you find a CPR/First Aid course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements



The First Aid/C.P.R. Trainer membership is valid until the expiration date on the Instructor Card from the American Heart Association or American Red Cross. Renewing First Aid/C.P.R. Trainer applicants must meet the following renewal requirement.

Renewal Requirement	Completed?
Send your updated valid First Aid/CPR Instructor Card from the American Heart Association or American Red Cross to Achieve within 15 business days after you submit your Trainer Renewal application online in Develop	



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.

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



KCF Level 1 Approved Content owned by the MN Office of Traffic Safety (OTS) | Verified KCF Areas | Valid one month after expiration date listed on C.A.R.S. Trainer Certificate issued by OTS

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership with a verified High School Diploma or GED	
Valid C.A.R.S. Trainer Certificate from the Office of Traffic Safety	

- To get a copy of your instructor certificate, contact: Traffic.Safety.CPSForms@state.mn.us
 - Achieve cannot accept a certificate from Safe Kids Worldwide for approval

How to Access Develop's Approved Course Content

Contact the Office of Traffic Safety via email

Attach a copy of your Achieve approved Trainer certificate and request to be added to the Authorized Trainer List for the approved Develop C.A.R.S. Course.



Traffic.Safety.CPSForms@state.mn.us

Submit and Schedule Training Events

Once you are added to the Authorized Trainer List, you will gain access in Develop to submit and schedule Training Events for the approved Develop C.A.R.S. Course.

Renewal Requirements



The C.A.R.S Trainer approval is valid until one month after the expiration date on the C.A.R.S Trainer Certificate from the Office of Traffic Safety. Renewing C.A.R.S. Trainer applicants must meet the following renewal requirement.

Renewal Requirement	Completed?
Send your updated valid C.A.R.S. Instructor Certificate from the Office of Traffic Safety to Achieve within 15 business days after you submit your Trainer Renewal application online in Develop.	



- You must provide a new Safe Kids Worldwide certificate to the Office of Traffic Safety. They will then provide you with a new C.A.R.S Trainer certificate to send to Achieve for renewal.
 - o You cannot request a new Instructor Certificate from the Office of Traffic Safety until your current certificate is expired.
- If you are approved as a different Trainer Type, but you have a C.A.R.S. Trainer Endorsement, **keep track of your C.A.R.S. Instructor Expiration Date**. You must send your updated C.A.R.S. Instructor Certificate to Achieve to renew this endorsement. The Develop system will not send a reminder.

Subject-Specific Trainer (FCF)



KCF Levels 1, 2, and 3 Approved [First Children's Finance](#) (FCF) Content | KCF VI | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership showing verified completion of High School	
Develop verified employment with First Children's Finance - Develop Org ID# 73	
Develop Training:	
Minnesota Trainer Orientation Module 1	
Minnesota Trainer Orientation Module 2	
Adult Learning Module 1: Delivery Skills	
Adult Learning Module 2: Design Skills	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access Develop's Approved Course Content

Connect with your employer, First Children's Finance. Program staff at First Children's Finance manages all FCF's Develop approved course content and schedules all approved Training Events in the Develop system. Program staff will determine when you are needed to train on their content.

Renewal Requirements



The Subject Specific Trainer - FCF Trainer membership is valid for 5 years and then must be renewed. Renewing SS-FCF Trainers must meet the following renewal requirements:

Renewal Requirement	Completed?
Continued verified employment with First Children's Finance	



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.



First Children's Finance

State Partner Trainer



KCF Levels 1, 2, & 3 Approved Content available through employer | Verified KCF Areas | Valid for 5 years or until employment ends

MN Department of Education

- MN Public School Districts
- MN Head Start Programs
- Child and Adult Care Food Program (CACFP)

MN Department of Human Services

- Child Care Licensing Division
- Behavioral Health Division
- Family Child Care County Licensing Agencies

MN Department of Health

MN County Public Health Departments

MN Higher Education Institutions

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership	
Employment with a state partner agency verified in Develop	

How to Access Develop's Approved Course Content

Contact your employer's Develop Organization Profile Owner

Request to be added to the Authorized Trainer List for the approved Develop courses they own.

*The email address to contact your employer's Develop Organization Profile Owner can be found on the Employment tab of your Individual Profile.

Become an Expedited Course Writer

Submit Course content for approval in Develop for your employer's organization! You can find more information about this membership on the [Achieve website](#). State Partner Trainers bypass some requirements for Course Writer approval.



- **As a State Partner Trainer, you can only deliver training owned by the State Partner training organization you are employed by.** If you have approved courses you wrote for your use as an independent trainer, or have access to approved courses owned by other organizations; you are advised to apply for one of the other Trainer types available.

Renewal Requirements



State Partner Trainer approval is valid for 5 years and then must be renewed. Renewing State Partner Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
Continued employment with a State Partner Agency verified in Develop	



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

Native American Cultural Trainer



Approved Content reviewed and/or owned by Minnesota Tribal Resources for Early Childhood Care (MNTRECC) | Valid 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership	
Meet all MNTRECC approval criteria and receive a Letter of Assurance from MntTRECC's Tribal Training Advisory Committee. Visit MNTRECC's website for more information.	
16 hours of training geared towards designing and delivering online training for adults*	

**Not required for Trainer Membership Approval. Only required for trainers who plan to facilitate Web-Based, Virtual/E-Learning Events in Develop.*

How to Access MNTRECC's Develop Approved Course Content

Contact Diane Smith and request to be added to the Authorized Trainer List for the approved Develop courses MNTRECC owns. You will only have access to deliver training for courses owned by MNTRECC.



diana.smith@llojibwe.net

Renewal Requirements



Native American Cultural Trainer approval is valid for 5 years, then must be renewed. Renewing Native American Cultural Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
An updated Letter of Assurance from MNTRECC's Tribal Training Advisory Committee	



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.



Higher Education Trainer



KCF Levels 1, 2, & 3 Approved Content | Verified KCF Areas | Valid for 5 years

Application Requirements



Use the checklist below to ensure all requirements are met before you apply online. Applications will be denied if requirements aren't met.

Application Requirements	Completed?
Develop Individual Membership with a verified degree in Early Childhood Education, Child Development, or other closely related degrees.	
Current employment as higher education instructor at an accredited college/university (Part Time, Full Time, Adjunct, or Professor Emeritus)^	

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

How to Access Develop's Approved Course Content

Become an Approved Course Writer



Submit your own Course content for approval in Develop! You can find more information about this membership on the [Achieve website](#). Higher Education Trainers bypass some requirements for Course Writer approval.

Be employed by a TSO or contract with a TSO

TSOs work together with Approved Course Writers and can own course content in Develop. A TSO can choose to add you to the Authorized Trainer List for Courses they own and/or add you as an Approved Trainer for an upcoming Training Event.

Connect with an Approved Course Writer

Use [Develop's Course Writer Directory](#) to search for Approved Course Writers and review their course catalog. When you find a Course you would like to train, reach out to the course writer, and request to be added to the Authorized Trainer List for the Course.

Renewal Requirements



Higher Education Trainer Approval is valid for 5 years, then must be renewed. Renewing Higher Education Trainer applicants must meet the following requirement.

Renewal Requirement	Completed?
Continued employment as higher education faculty at an accredited college/university*	

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



- Once the above renewal requirements are met, log in to your Develop profile to renew your membership at least 90 days before it expires. Your access to Develop's Training Entry features and your ability to schedule and manage events will be unavailable to you if your membership expires.
- There are no documents required to renew this Trainer Type. After you submit your renewal application online, select **I have no documentation to submit** to move your renewal into process.

TARSS



[Trainer and RBPB Support Services \(TARSS\)](#) supports trainers, coaches, and relationship-based professional development (RBPB) specialists in the early education field.

Professional Development

TARSS offers professional development for trainers, coaches, and RBPB Specialists. To register for these courses visit the TARSS website.

Free Orientation Trainings

- Trainers and Course Writers need these trainings as part of their applications
- Courses are online
- Courses are self-paced

Other Training Opportunities

- Adult Learning Modules required for Trainer approval
- Two required Course Writer trainings
- Trainings are offered throughout the year

Events and Conferences

[TARSS](#) hosts two statewide events per year: The RBPB Retreat and the Trainer and RBPB Symposium. These events include opportunities for Trainers and RBPB Specialists to increase their knowledge and skills, as well as network and meet others in the field. Learn more about these events on the TARSS website.

The Trainer Academy

The Trainer Academy is a trainer support program designed for people who would like to be trainers but have not reached Career Lattice Step 6, which is the minimum requirement for trainers. The Trainer Academy is specifically designed to support the growing knowledge and skills of professionals working toward the goal of applying to be a Foundational Trainer. The Trainer Academy consists of:

- Career Goal Advising
- Non-Credit Training
- Mentorship and observation designed using the key areas of the Trainer Knowledge and Competency Framework

Training of Trainer (ToT) Opportunities for DHS Courses

DHS creates training for the early education professionals across the state, with more than 300 trainings in their library. TARSS offers ToT opportunities for these trainings throughout the year. ToT opportunities are offered based on the need for trainers across different geographic areas of the state, and the content/topic area.

Observation and Mentorship to Trainers

The TARSS Observation Program at CEED is intended to ensure a consistent, high-quality training experience for Minnesota's early care and education workforce by observing trainers in the field during training sessions. Trainers will receive strengths-based feedback from qualified observers who will use an observational tool to assess the strengths and areas for growth. If trainers are interested, there are opportunities to be mentored by a fellow experienced trainer.

Contact Information



- Individual, RBPD, Trainer, and Course Writer Application and Renewal Processing and Approval
- [Career Lattice Steps](#)
- Authorized Trainer Approval
- Training Event Approval
- Course Approval



Monday - Friday 7:30 am - 4:30 pm



support@mncpd.org



855-378-3131



www.mncpd.org



- General Website Navigation Support
- Develop Technical Questions
- Login Support
- Technical Application Support
- Training Event Scheduling
- Employment Verification
- Linking Organization and Individual Profiles
- Grant Applications
- Organization Registration



Monday - Friday 8 am - 5 pm
(Extended hours Tuesday/Thursday until 7 pm)



support@develophelp.zendesk.com



844-605-6938



www.developtoolmn.org



- Professional Development for trainers, coaches, and RBPD Specialists
- Events and Conferences
- The Trainer Academy
- "Training of Trainer" events for DHS courses
- Observation and mentorship for trainers
- And more!



Monday - Friday 8:30 am - 4:30 pm



tarss@umn.edu



612-624-5708



ceed.umn.edu/tarss/



- Child Care Aware Trainer Opportunities
- Curriculum Training Opportunities
- Parent Aware
- Grants and Scholarships
- Professional Development



BecomeATrainer@childcareawaremn.org



www.childcareawaremn.org/contact-us/

