develop

The Minnesota Quality Improvement & Registry Tool

Applying for Knowledge Competency Framework Areas for Existing Training Sponsor Organizations

Training Sponsor Organizations host training events for professionals working in the field of early care and education.

Current registered Training Sponsor Organizations will need to agree to the terms and conditions and/or apply for KCF Area(s), follow the instructions below. **Do not use these instructions to apply as a new Training Sponsor Organization**. Until the process is completed, an error message will be displayed in the Training Entry area of the Organization Profile.

	🛕 Sponsor Agreement N	leeded	
	Your organization does not have a current Sponsor Agreemen Approved Sponsor Agreement application can be submitted f	t on record. Training cannot be entered. An rom your Organization Profile Account tab.	
Events Courses			
[≢] Filter Events			New Event
Event ID	Course Title	Event Status	

HOW TO APPLY FOR KCF AREAS AS A TRAINING SPONSER ORGANIZATION

- 1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, <u>Creating an Individual Profile (PDF)</u>.
- 2. In the context menu in the upper, right-hand corner of the screen, select the **Organization Profile**.





3. Displayed is the **Org. Details** tab of the Organization Profile.



4. Scroll down to the middle of the page. Click **Change Knowledge and Competency Framework Areas**. Based on the Training Sponsor Organization's expertise, check one or more Knowledge and Competency Framework (KCF) Area box(es).

For more information about Minnesota's Knowledge and Competency Framework the following information can be referenced at <u>Minnesota Department of Education:</u> Knowledge and Competency Framework website.

	Knowledge and Competency Framework Areas *			
Change Knowledge and Competency Framework Area	Change Knowledge and Competency Framework Area			

Please review your current Knowledge and Competency Framework Areas and make any needed changes.
Be sure to agree to the sponsor agreement and submit your renewal in order to be available for processing. Once approved, you
Knowledge and Competency Framework Areas
Select at least one item from Knowledge and Competency Framework Areas.
I: Child Development and Learning
✓ II.A: Creating Positive Learning Experiences
✓ II.8: Promoting Cognitive Development
✓ II.C: Promoting Social and Emotional Development
V II.D: Promoting Physical Development
✓ II.E: Promoting Creative Development
✓ III: Relationships with Families
VI.A: Observing, Recording and Assessing Development
VI.B: Assessing and Using Information to Plan
VIV.C: Assessing and Using Information to Enhance and Maintain Program Quality
V: Historical and Contemporary Development of Early Childhood Education

5. Select the appropriate choice of buttons to indicate if supportive documentation will or will not be uploaded.





6. To add supportive documentation, click **+File.** Choose the document to be uploaded and select the **File Type**. To add more files click on the **+File**. To remove uploaded files click the red trash can icon.

Curriculum Sample - ABC Training Org.docx New	8
File Type	
Curriculum Samples 🗸 🗸	

7. Read the Training Sponsor Organization agreement form carefully. Check the box to agree to the agreement and click **Submit Agreement**.

aning sponsor organization Agreement	- 1
s the Organization Profile owner of a registered Training Sponsor Organization in Develop, understand and agree to follow the obligations and responsibilities described below.	
rofessional Obligations:	
Ill ensure that Course Writers. Course content, Trainers and training Events in my Training Sponsor Organization Profile model professionalism and high quality adult learning. This includes, but is not limited to: Punctuality: The Trainer will arrive at least 30 minutes prior to the scheduled start time of Achieve (MNCPD) approved Events.	
Appearance: The Trainer will wear professional attire and practice basic personal hygiene.	
Be Prepared: The Trainer will arrive at the Event prepared and will have a backup plan in case technology fails.	
Language and Attitude: The Trainer will avoid profamity and any language that would be considered discriminative, belitting, or derogatory to any individual or groups including agencies in place to support my success such as: • Achieve-The MN Center for Professional Development.	
Parent Aware	
Child Care Aware of MN	
Trainer and RBPD Support Services	
Develop Help Desk	

8. A message will display asking if the agreement is ready to be submitted. Click **No** to go back, or **Yes** to continue.



9. A message will display after the agreement has been successfully submitted. Click **OK**.

Agreement Submitted
Your sponsor agreement is now eligible for review.
Once your sponsor agreement review is complete, you will be notified via email of the results.
ОК

- 10. After a Training Sponsor Organization agreement has been reviewed, an automated email will be sent. Log into the Individual Profile and navigate to the Organization Profile to review which KFC Area(s) the organization was approved for.
- 11. On the **Org. Details** tab, review the KCF Area(s) that were applied for and which area(s) have been approved to train on. Approved areas will have the **Verified** box checked.





12. To apply for additional KCF Areas, click **Change Knowledge and Competency Framework Areas**.

Knowledge and Competency Framework Areas *		
	Change Knowledge and Con	npetency Framework Areas
Select at least one item from Knowledge and Compete	ncy Framework Areas.	
I: Child Development and Learning		Verified
✓ II.A: Creating Positive Learning Experiences		Verified
II.B: Promoting Cognitive Development		Verified
 II.C: Promoting Social and Emotional Development 	nt	
 II.D: Promoting Physical Development 	Note: No "Verified" checkbox indicates the	\langle
✓ II.E: Promoting Creative Development	approved.	
V III: Relationships with Families		Verified
VIV.A: Observing, Recording and Assessing Develo	pment	Verified
IV.B: Assessing and Using Information to Plan		Verified

13. The supportive documentation submitted can be reviewed. The status will display if documentation was accepted or not accepted, and why. To add more documentation click **Add Documentation** button.

Supportive Documentation	Add Documentation
Curriculum Sample - ABC Training Org.docx Status Accepted Muploaded 11/9/2021 File Type Curriculum Samples	
 Organization Description - ABC Training Org.docx Status O Not Accepted Oploaded 11/9/2021 Reason Duplicate File Type Organization Description 	

14. If approved for at least one KCF Area, the **Training Entry** will display as an option in the left-hand navigation menu.



