# 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 Needed**

Your organization does not have a current Sponsor Agreement on record. Training cannot be entered. An Approved Sponsor Agreement application can be submitted from your Organization Profile Account tab.

| Events | Courses |

⇌ Filter Events                                                          New Event

| Event ID | Course Title | Event Status |
| --- | --- | --- |
| | | Filter by 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, Creating an Individual Profile (PDF).

2. In the context menu in the upper, right-hand corner of the screen, select the **Organization Profile**.

**m|n DEPARTMENT OF HUMAN SERVICES**

# Applying for KCF Areas for existing Training Sponsor Organizations
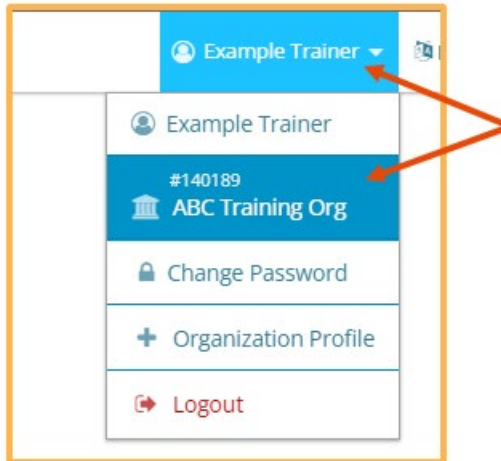


3. Displayed is the **Org. Details** tab of the Organization Profile.
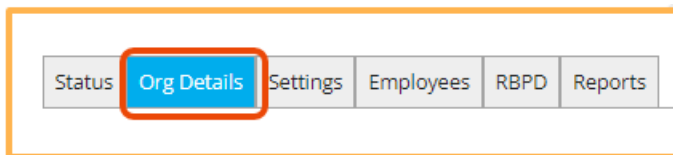


4. Scroll down to the middle of the page. Click **Change Knowledge and Competency Framework Areas**. Based on the Training Sponsor Organization's expertise, check one or more Knowledge and Competency Framework (KCF) Area box(es).

   For more information about Minnesota's Knowledge and Competency Framework the following information can be referenced at Minnesota Department of Education: Knowledge and Competency Framework website.
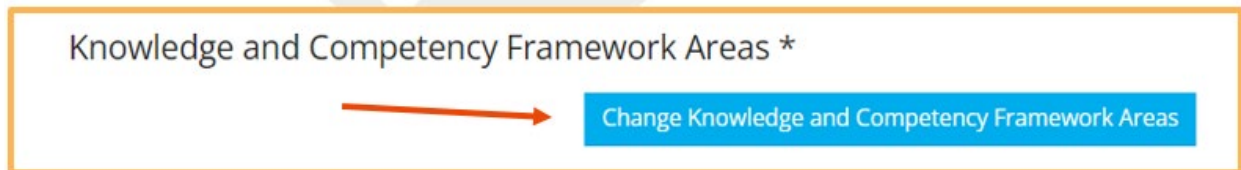
# Applying for KCF Areas for existing Training Sponsor Organizations



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.B: Promoting Cognitive Development
- ☑ II.C: Promoting Social and Emotional Development
- ☑ II.D: Promoting Physical Development
- ☑ II.E: Promoting Creative Development
- ☑ III: Relationships with Families
- ☑ IV.A: Observing, Recording and Assessing Development
- ☑ IV.B: Assessing and Using Information to Plan
- ☑ IV.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.

## Upload Supportive Documentation

Upload any documentation to support selected Knowledge and Competency Framework Areas for which you have training experience.

- ◯ I have documentation to add.
- ◯ I have NO documentation to add.

**DEPARTMENT OF HUMAN SERVICES**

# Applying for KCF Areas for existing Training Sponsor Organizations

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.
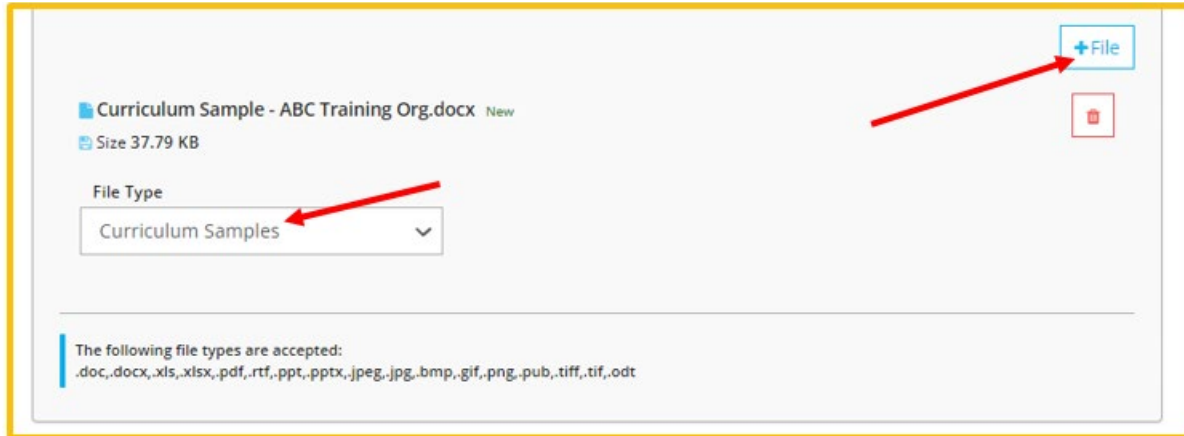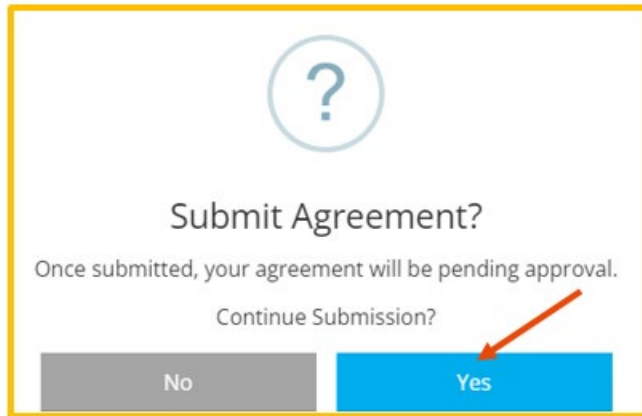


7. Read the Training Sponsor Organization agreement form carefully. Check the box to agree to the agreement and click **Submit Agreement**.
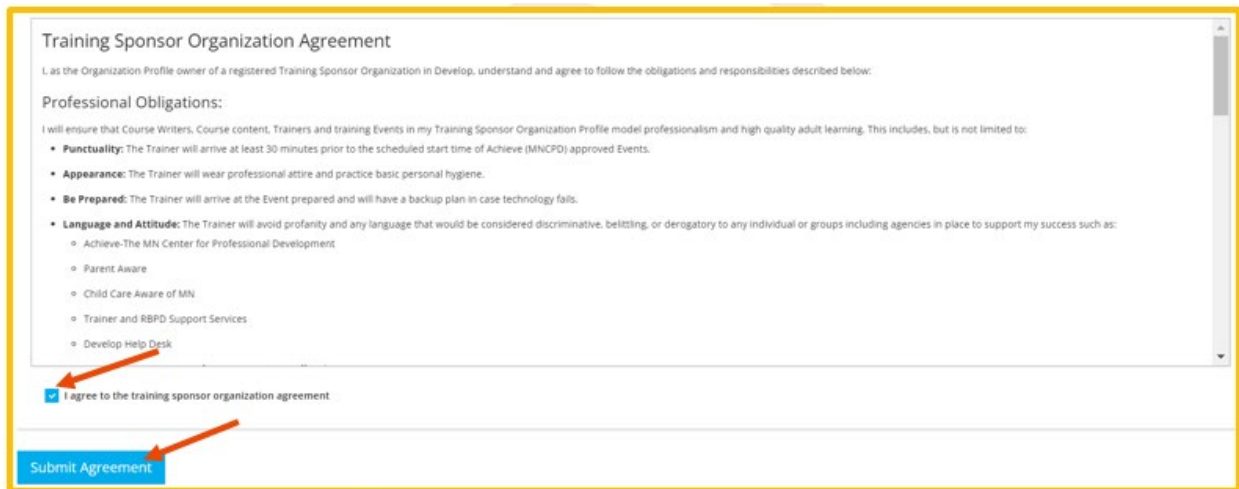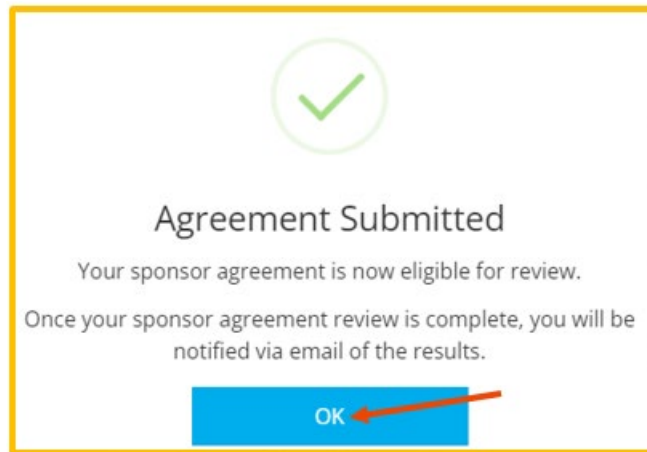
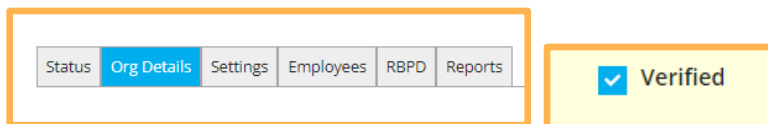# Applying for KCF Areas for existing Training Sponsor Organizations

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**.



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.

DEPARTMENT OF HUMAN SERVICES

# Applying for KCF Areas for existing Training Sponsor Organizations

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



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.

# Applying for KCF Areas for existing Training Sponsor Organizations

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