develop

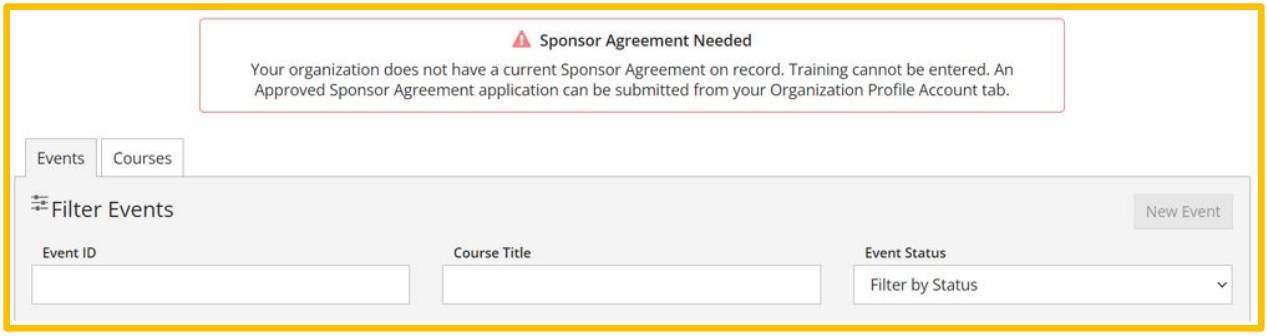
The Minnesota Quality Improvement & Registry Tool

Training Event Entry for Training Sponsor Organizations

Training Sponsor Organizations are businesses and entities that provide high quality professional development experiences to people working in the field of early care and education. To be approved as a Training Sponsor Organization, submit an application and meet certain criteria by submitting documentation to Achieve MNCPD for verification. For help on how to create an organization profile reference the document, Develop – Creating An Organization Profile (PDF).

An organization must be approved in Develop as a Training Sponsor Organization to own Courses and offer Training events.

Current registered Training Sponsor Organizations will need to agree to the terms and conditions and apply for KCF Area(s). Until the process is completed, an error message will be displayed in the Training Entry area of your Organization Profile. See screen shot below.



HOW TO ENTER AN EVENT

To enter a new training event, follow these instructions.

1. Log into the Develop Individual Profile.
    - To create an Individual Profile reference the document, Creating an Individual Profile (PDF).
    - After creating and Individual Profile reference the document, Linking Organization and Individual Accounts (PDF).
2. In the context menu in the upper, right-hand corner of the screen, select the **Organization Profile**.

DEPARTMENT OF HUMAN SERVICES

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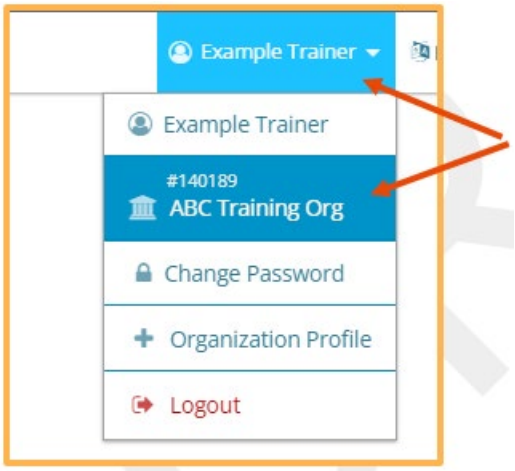
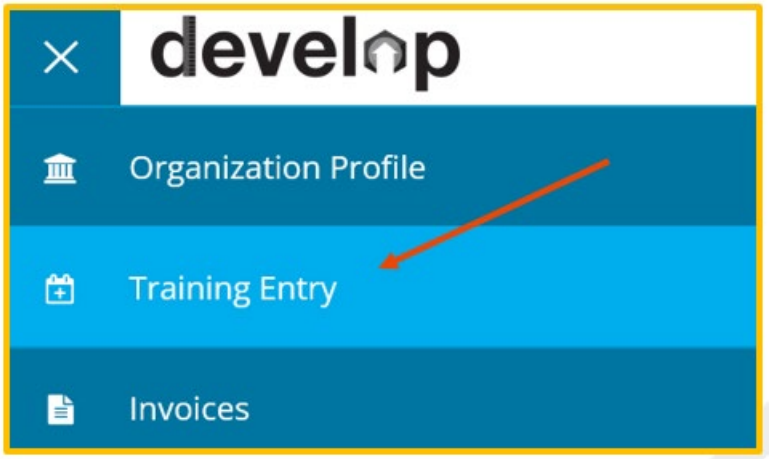
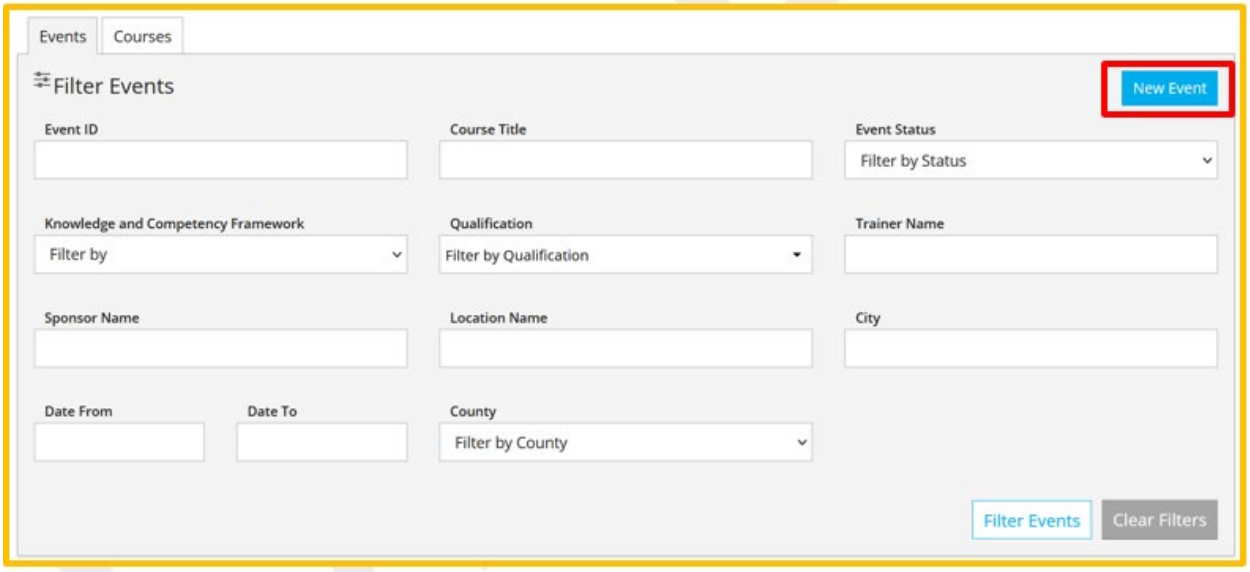


3. In the left-hand navigation menu, select **Training Entry**.



4. When the Training Entry page loads, click **New Event**.



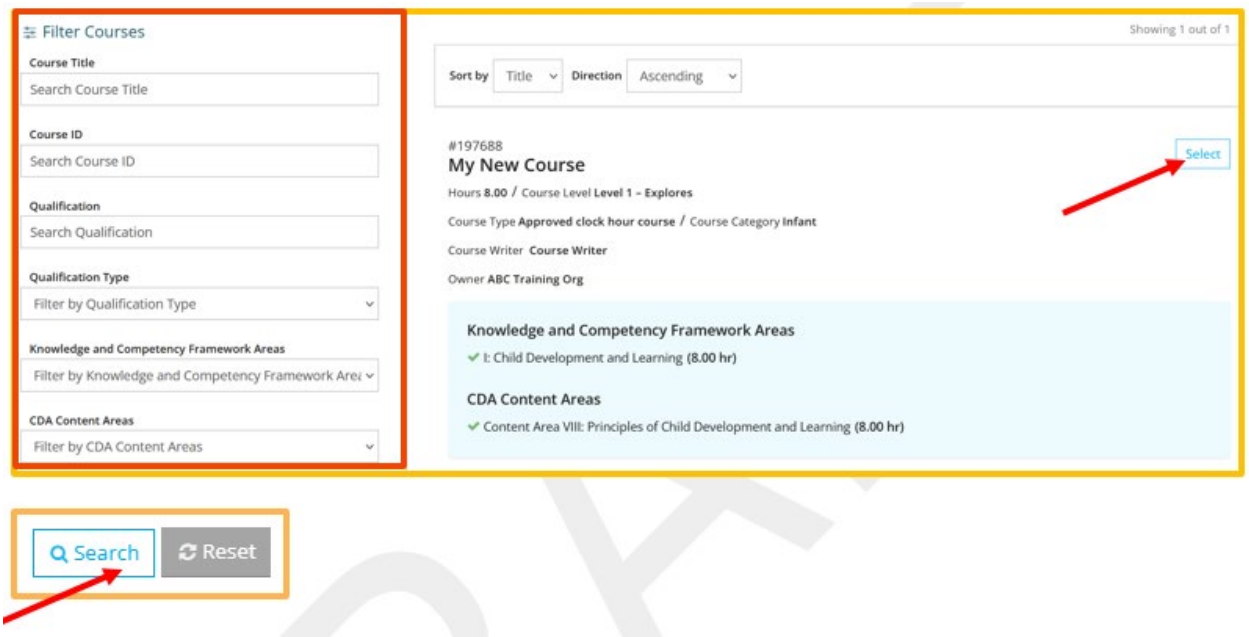
5. Use the filters or search fields to find the course to schedule an event. Click **Search**. Once the course shows up on the list, click **Select**.

   In order for a course to appear in the course catalog, the organization must have authorized access to the content.

   To schedule an Event from a Course in the Course Catalog, the organization must be approved to train on the Knowledge and Competency (KCF) Areas covered by the course. If the organization is not approved to train on one or more of the KCF Areas covered by the course, they will not be able to schedule an event from the course, even if it appears in their course catalog.

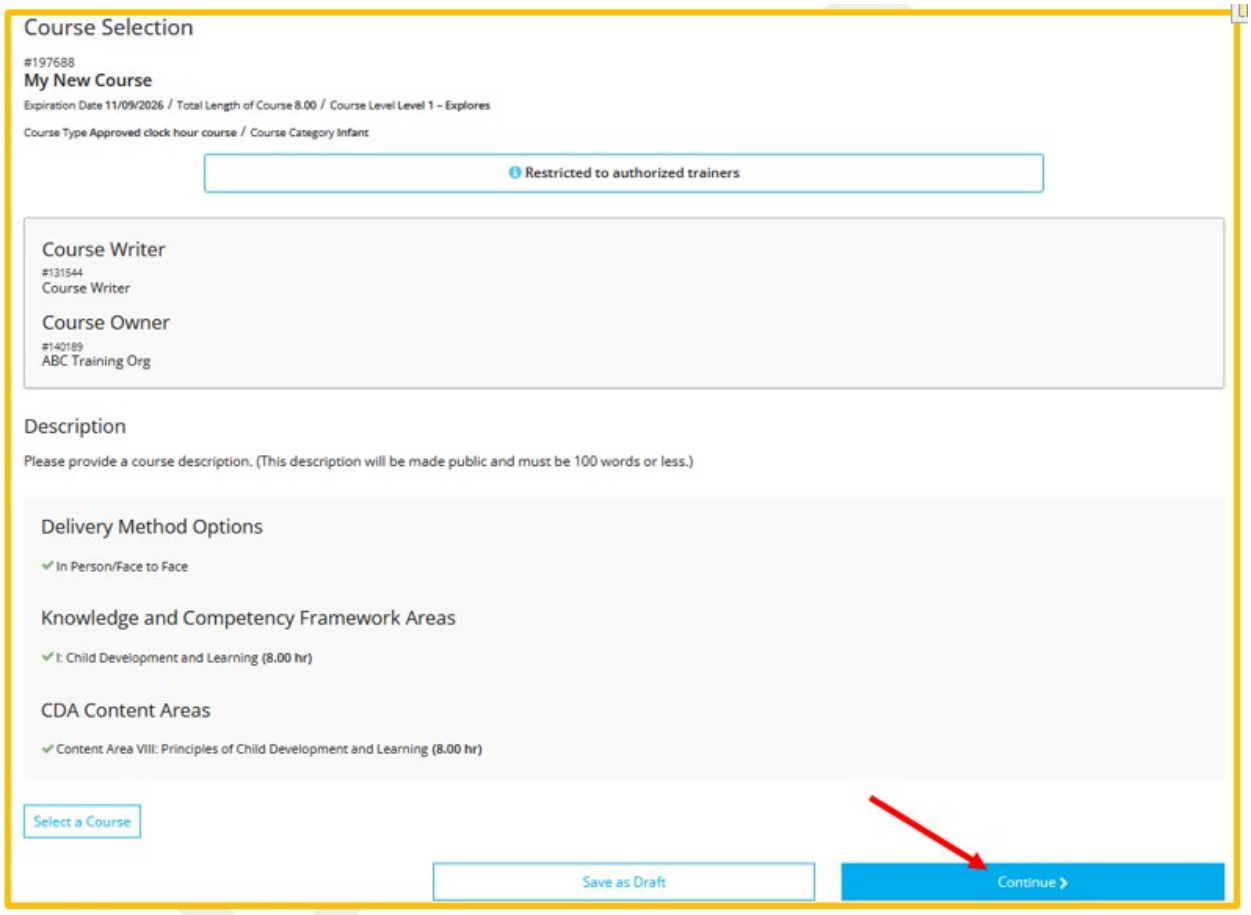
   For example: A Course Writer can transfer ownership of a Course to a Training Sponsor Organization that is approved in each of the KCF areas.

   The Training Sponsor Organization will need access to the content and be approved for all the KCFs that the Course covers. The organization will not create the Course. It will be the Course Writer, who is approved in all the KCF Areas. The Training Sponsor Organization will need to make sure they are approved for the KCF Areas of the Courses they own or becoming owners of.

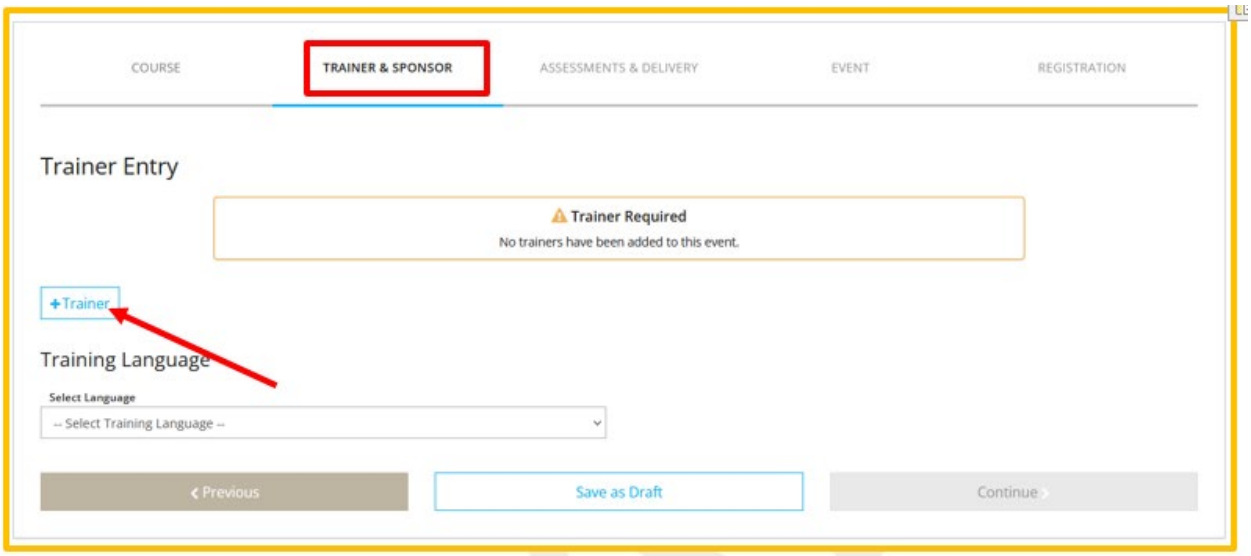


6. Displayed is the **Course** tab. The course details will display in this section. To keep scheduling the Event, click Continue.

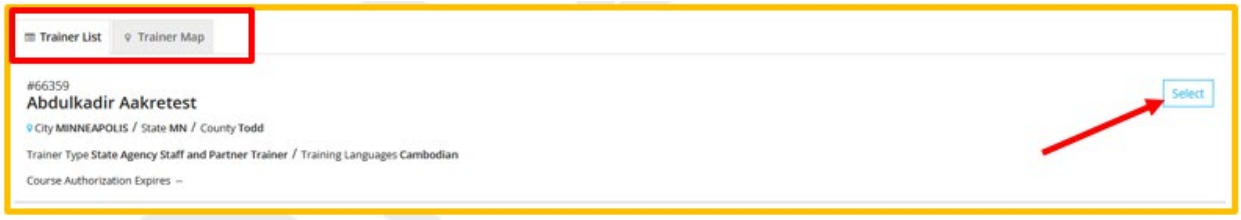
   Note: To save as a draft and return to make changes later, click on **Save as Draft**. This option is available at the bottom of each screen. See step 11 for an event that saved in Draft status.



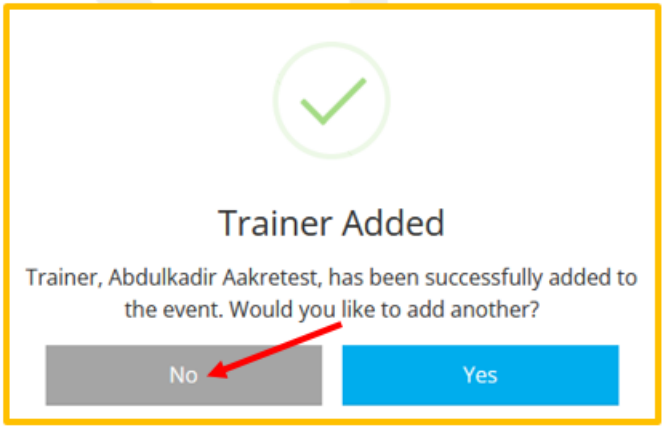
7. On the **Trainer and Sponsor** tab, click **+Trainer**.



8. Using the **Trainer List** or **Trainer Map**, pick the Trainer and click **Select**.



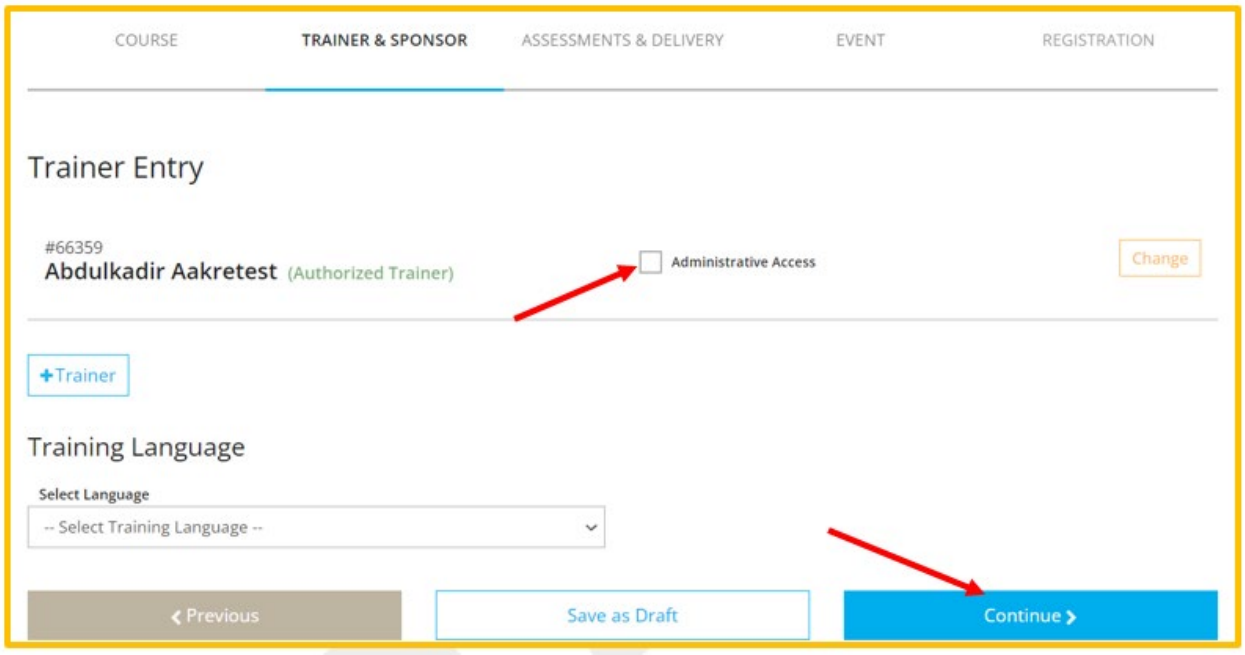
9. A confirmation message will be displayed and ask to add another Trainer. To add another Trainer, click **Yes**. If finished adding Trainers, click **No**.



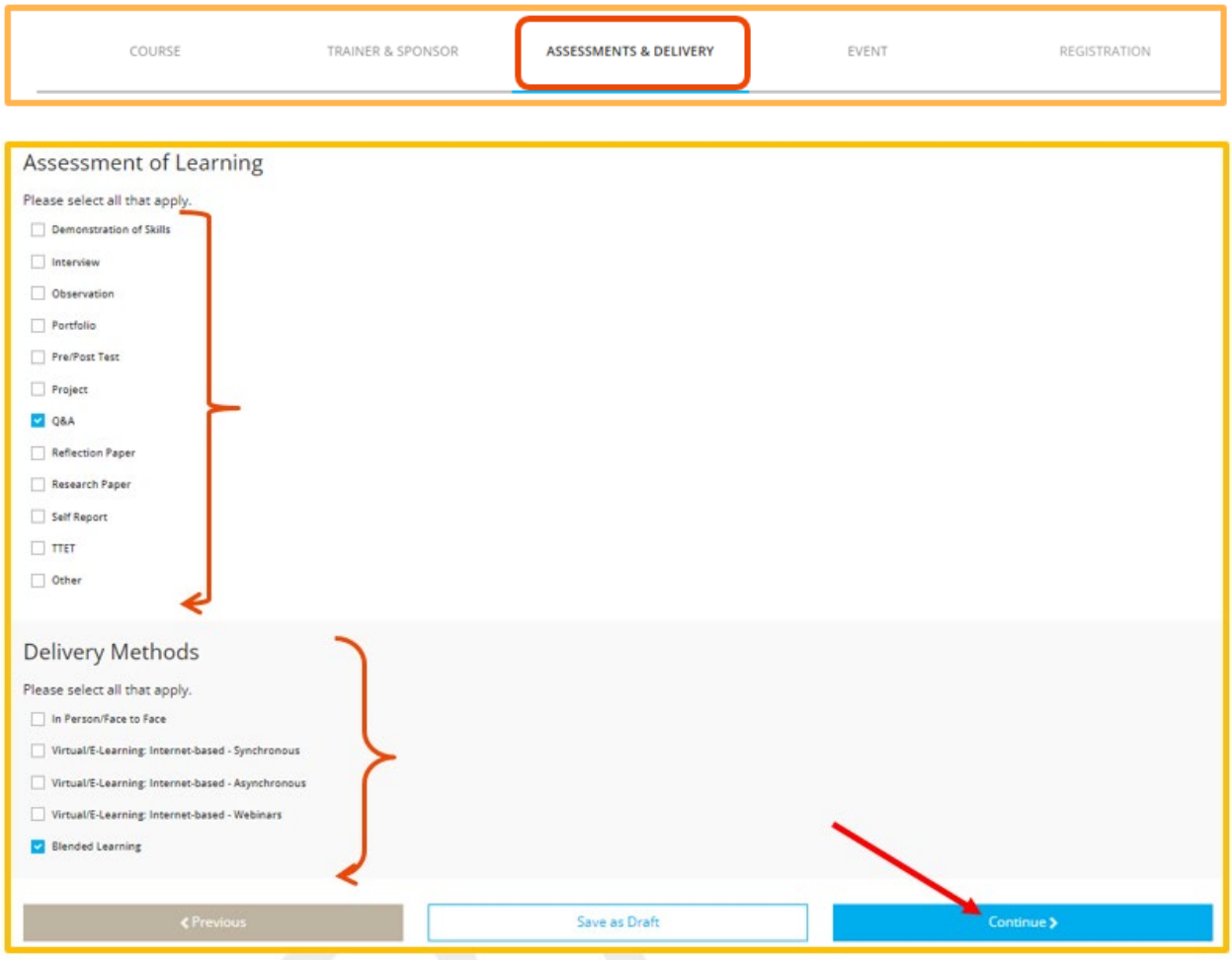
Training Event Entry for Training Sponsor Organizations

10. To give a Trainer administrative access to the event, check the **Administrative Access** box. Use the drop-down menu to select the language that the event will be offered in. Click **Continue**.

    Note: Administrative Access is access for the trainer to enter attendance and use the messaging roster to email attendees.



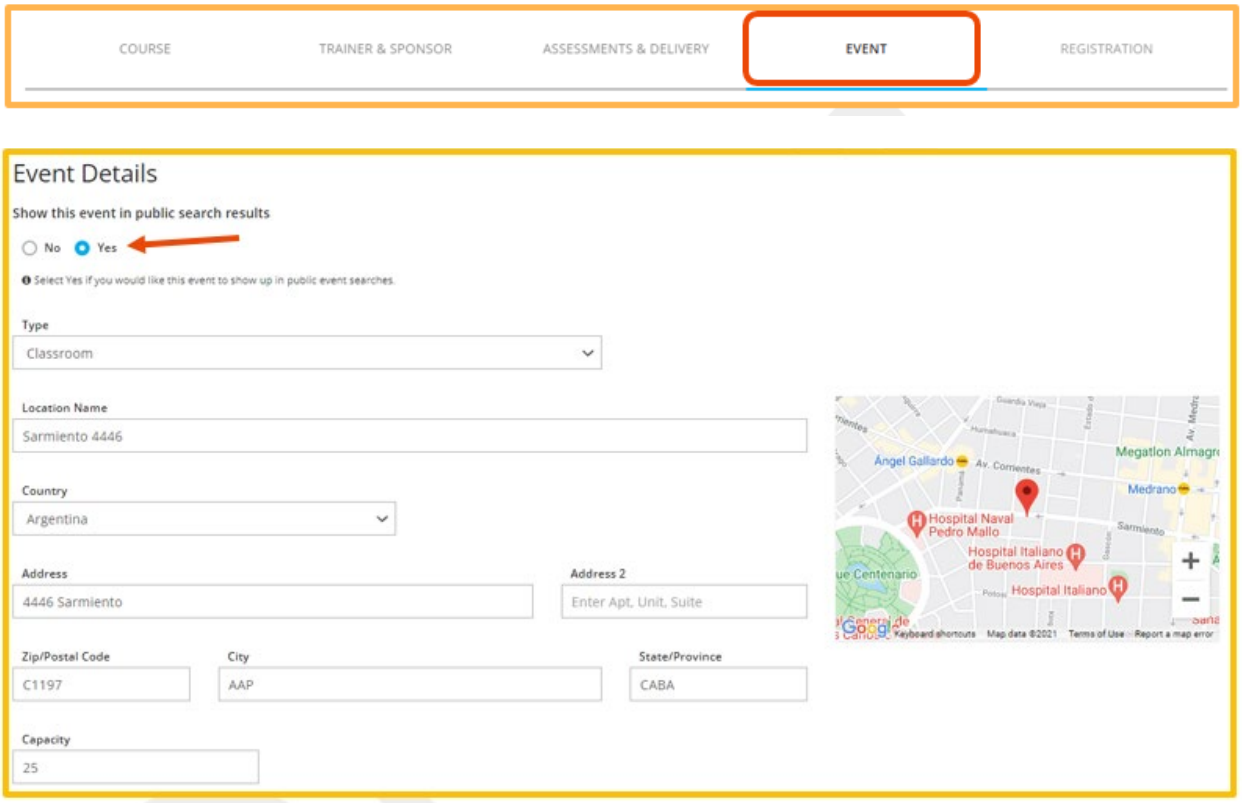
11. On the **Assessment & Delivery** tab, check the boxes to indicate the type(s) of assessment of learning and delivery methods the event will use. Click **Continue**.



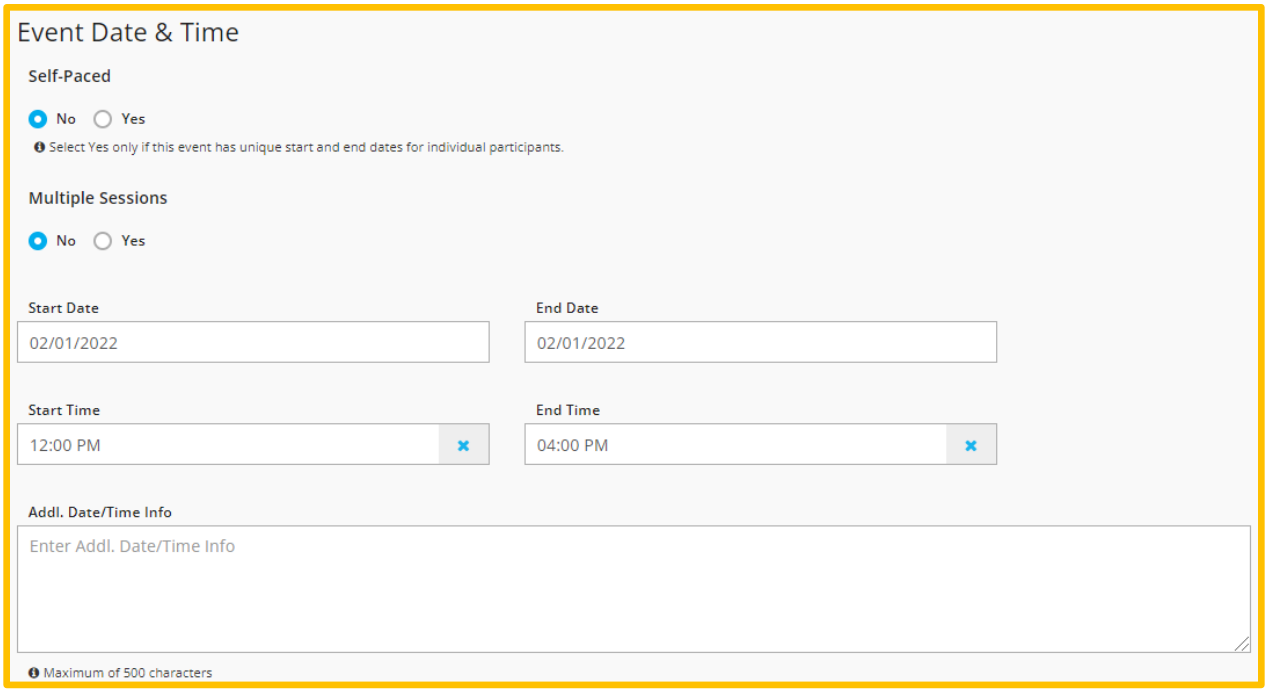
12. Displayed is the **Event** tab.

    a. To have an event appear in the public training search results, select the **Yes** button. To not have an event to appear to the public in training search results, select the **No** button.

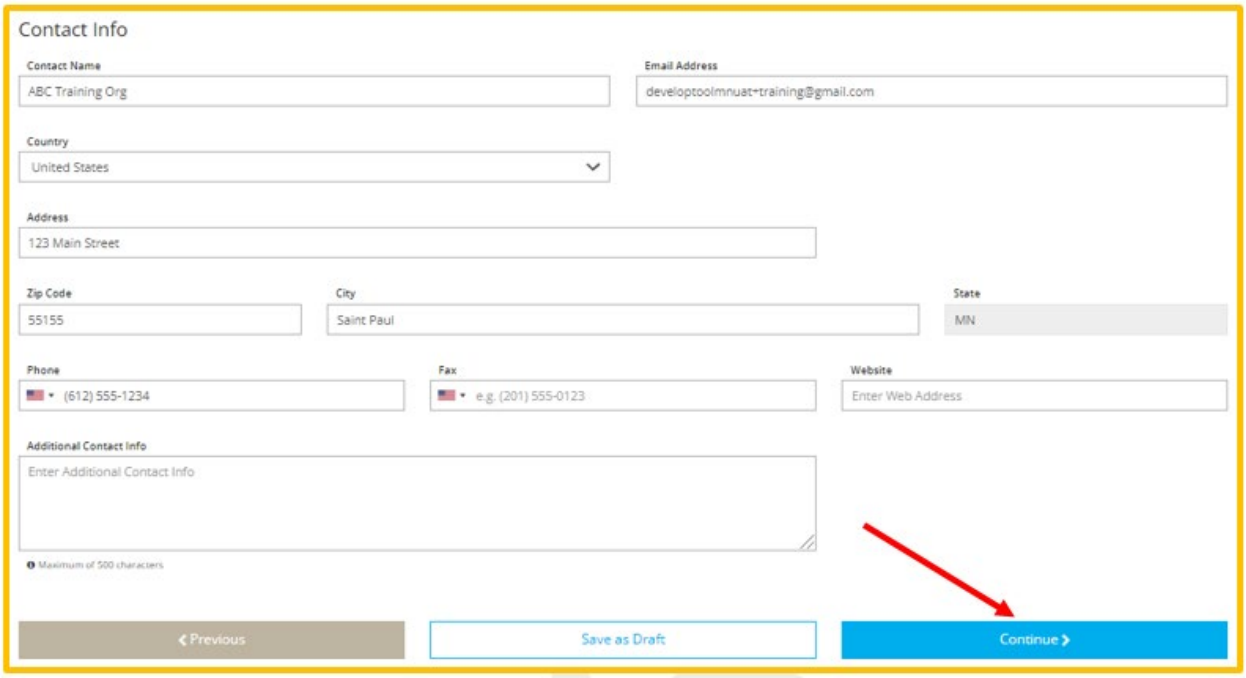
    b. Enter the location information.



c. Enter date and time information.



d. Review the contact information. Information from your organization will automatically populate, but the information that is shown can be changed for this event. Click **Continue**.



13. Displayed is the **Registration** tab.

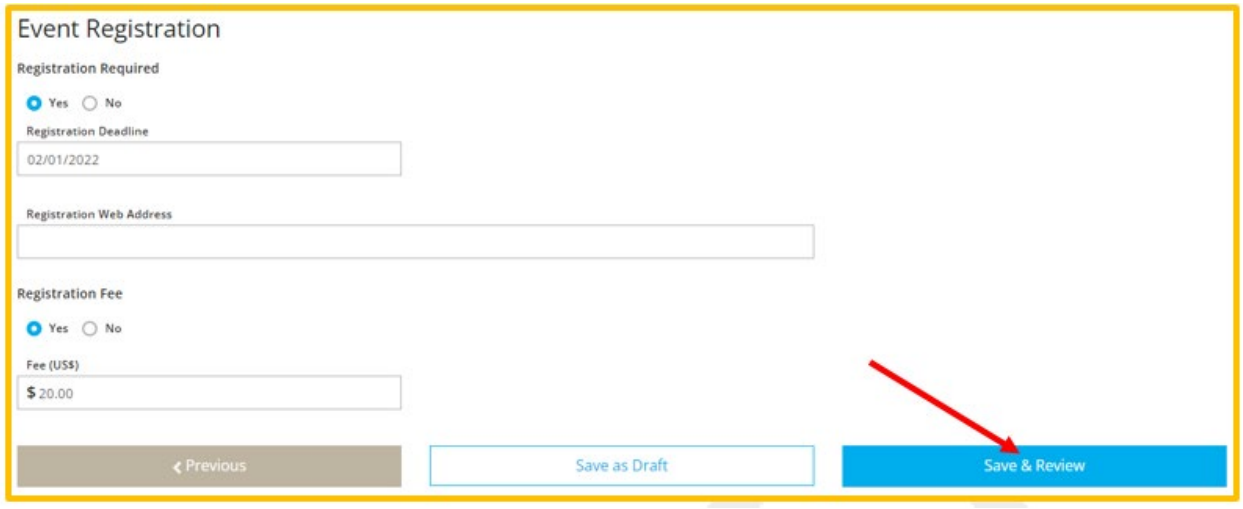
a. In the Event Registration tab, select or fill in the following:

   i. If registration is required

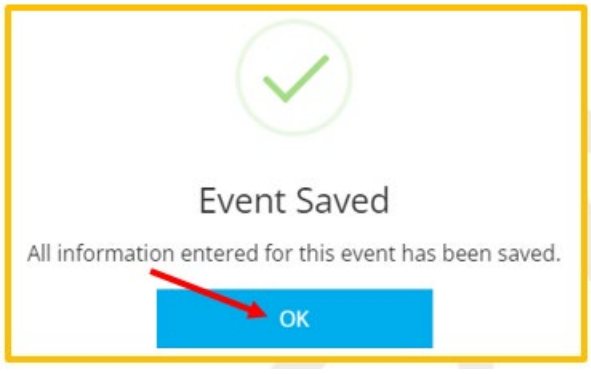
   ii. The registration deadline and the registration web address location

   iii. If there is a registration fee and the amount of the fee.

b. Click **Save & Review**.



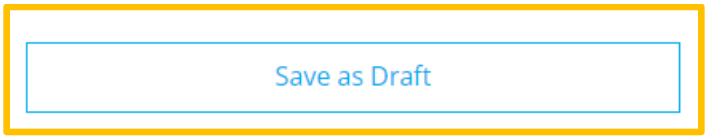
14. A confirmation message will display. Click **OK**.



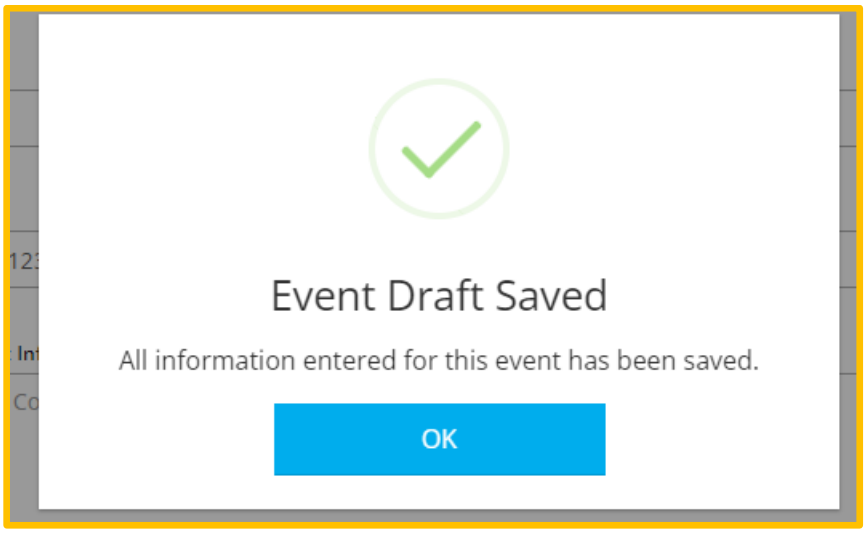
15. If the event is saved in **Draft** status the information can be reviewed as needed. The **Save as Draft** button is available at the bottom of each screen and information can be saved at any point in the process.

    a. To save as a draft at any point during the process.

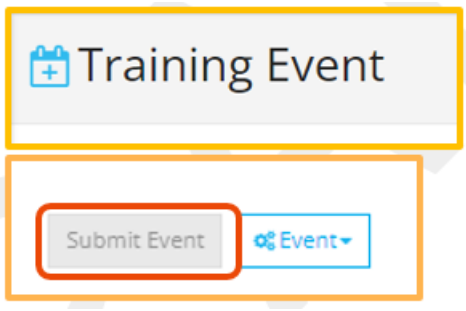
        i. Click on **Save as draft** on the bottom of the page.



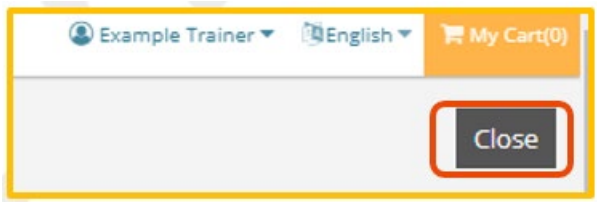
        ii. A display box will appear stating that the information enter has been saved. Click on **OK**.



        iii. Displayed is the **Training Event** page. The status of the event shows as a **Draft**. It will also state the **Event Not Submitted** and the **Submit Event** button is grayed out.



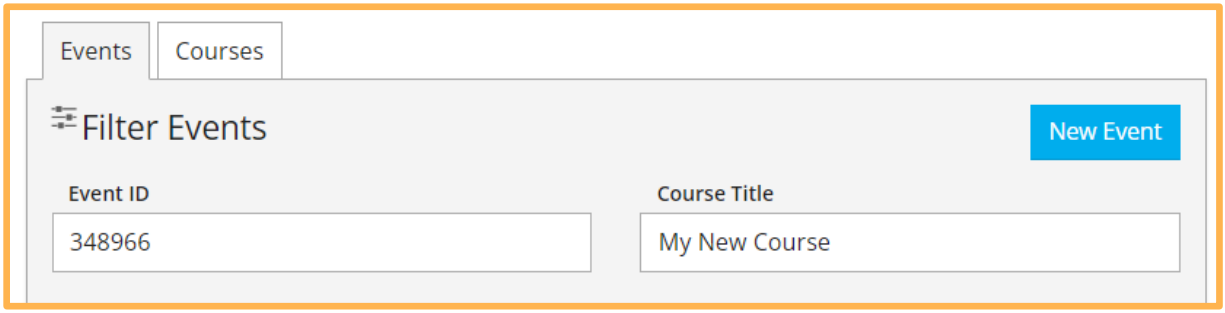
At this point, the information is saved as a draft. To completely close out and come back to make edits later, select the **Close** button in top right corner of the page.

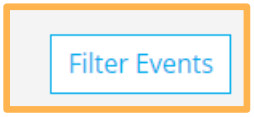


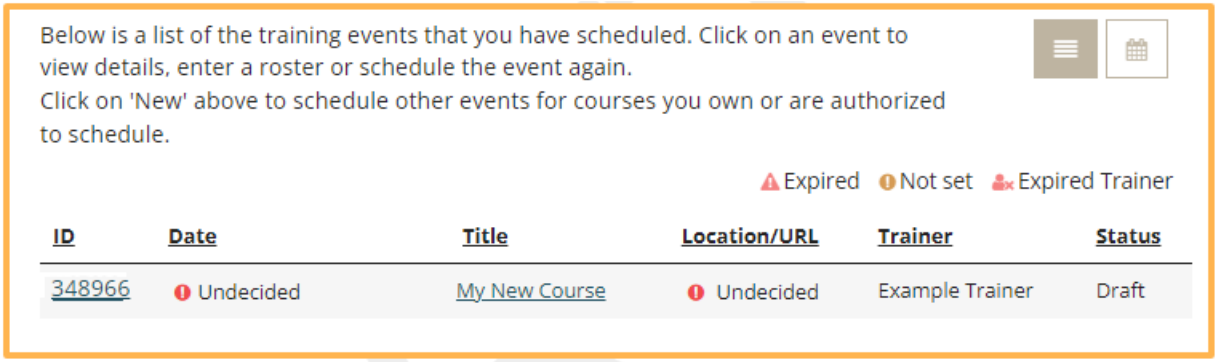
b. Review and edit information

i. To review and edit a saved draft of a training entry after completely closing out of Develop, follow steps 1-2 in this document.

Enter on the Training Entry page, the course ID and/or the name of the course in the search fields. Click **Filter Events** button. Scroll down the page to see the search results and select the event to edit.



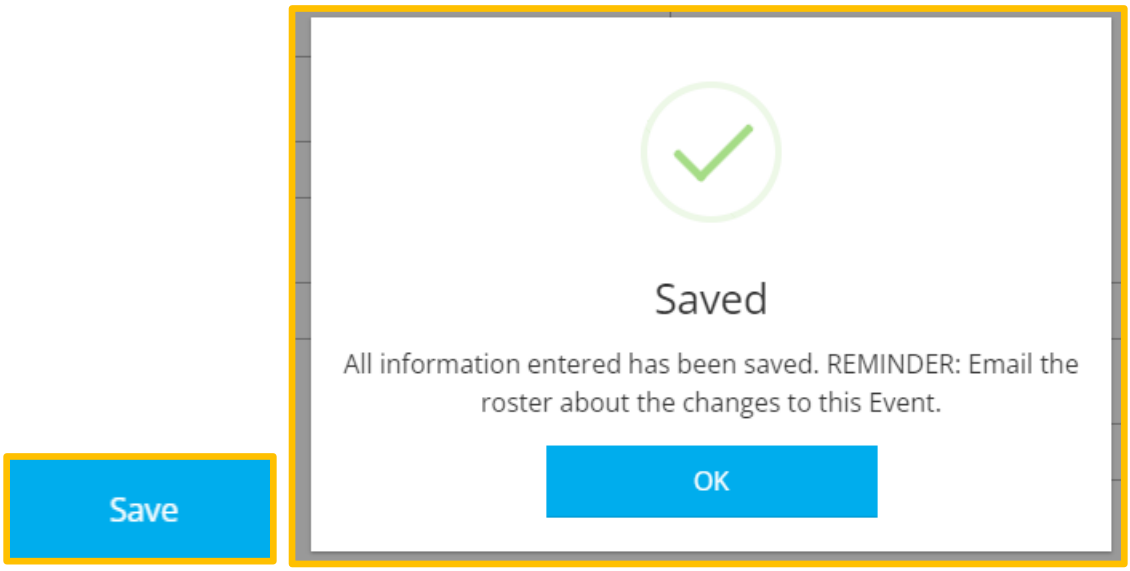




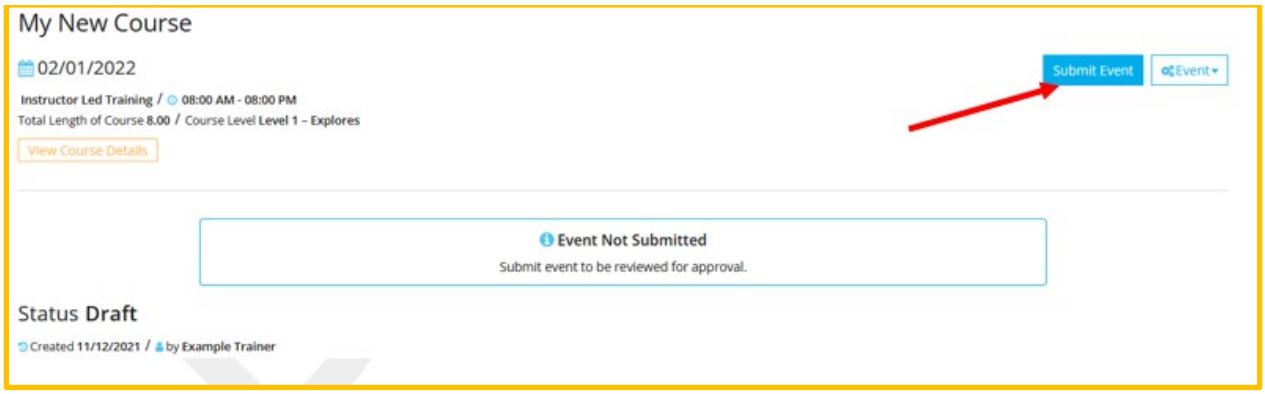
ii. All the sections will now display on the **Training Event** page instead of tabs. Go to the desired section to review or edit.

- Course – The number, name, and course information.
- Status – The status will display as draft and display that the event has not been submitted. This status will change once all sections have been filled out and the Event has been submitted for approval.
- This event will show in public search results – The choices in this section can be edited right on the page.
- Event Details – Details of the event.
- Event Registration – Details if the event requires registration or a fee.
- Trainers and Sponsor – Details of trainer entry.
- Assessments and Delivery – Displays the type(s) of assessment of learning and delivery methods the event will use.

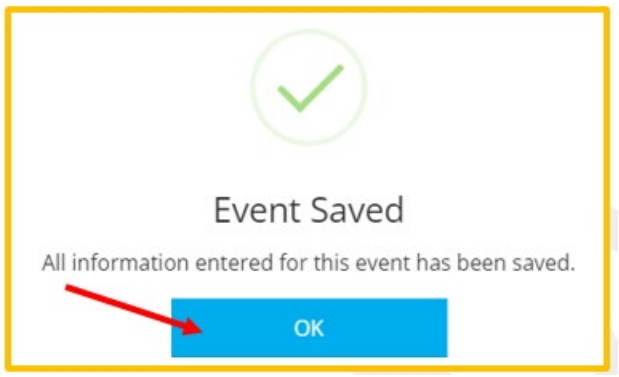
iii. To edit the desired section, click on the **Manage** button. The specific section will display to edit. When finished, click on **Save**. A box will display that all the information entered has been saved.



c. If any section is, missing information a message with a red triangle will state **Missing Information Required to Submit**. When completed and all sections are filled out, click the **Submit Event** button. The button will now be blue instead of gray when all information is entered.

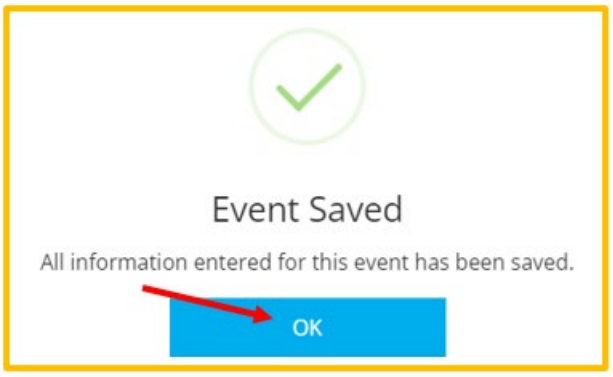


d. A confirmation message is displayed stating that the event was saved. Click **OK**.



e. The status on the Training Event page should now state **Accepted**.

16. A confirmation message will be displayed. Click **OK**.



17. Depending on certain course and event details, the event will either be reviewed by Achieve MNCPD before being changed to Accepted status (allow up to three days), or it will be moved to Accepted status immediately. Either way, an automated email will be sent when the event is approved and has moved into Accepted status.