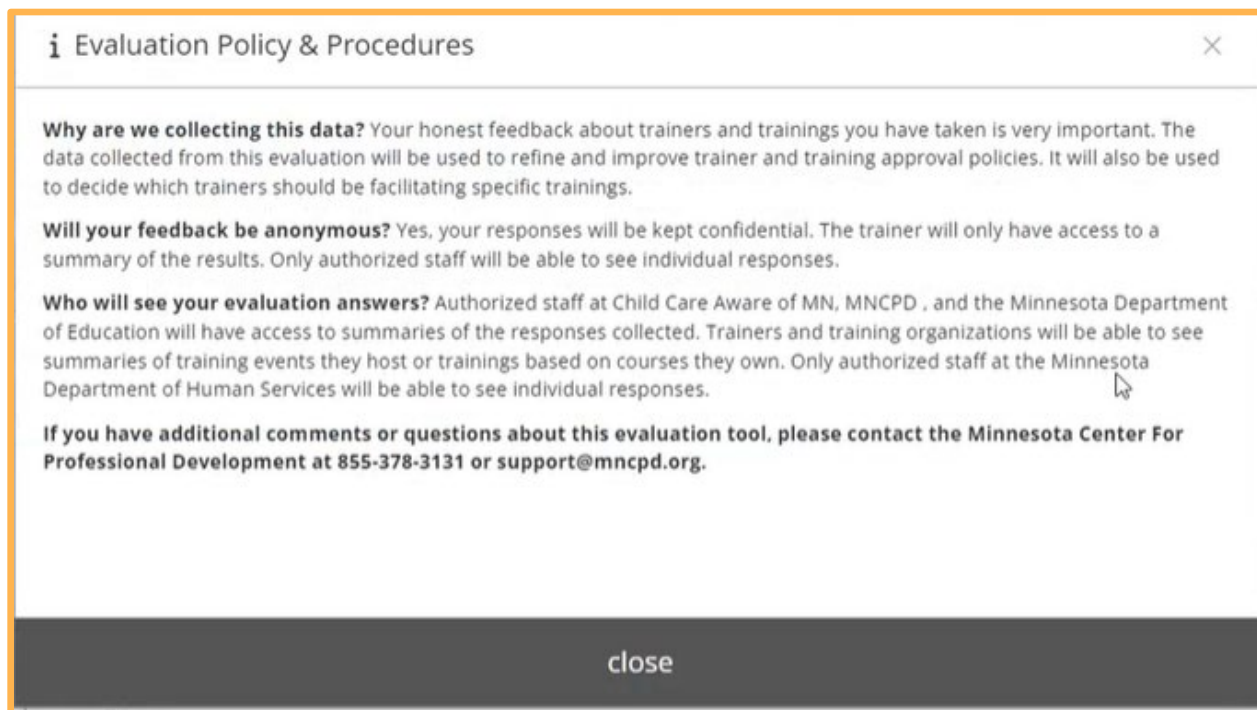


Completing the Trainer and Training Evaluation Tool (TETT)

Attendees who participate in approved Training Events are encouraged to provide honest feedback about their experience by completing the Trainer and Training Evaluation Tool (TETT).

All responses and comments are kept confidential. However, a summary of all responses are available to the Trainer and/or Training Sponsor as a Develop report. These reports are used to increase a trainer's performance, inform content revisions, improve the learning environment, and/or provide background for reported Training Quality Concerns. See the Evaluation Policy and Procedures below for more information.



The screenshot shows a dialog box titled "Evaluation Policy & Procedures" with a close button in the top right corner. The text inside the dialog box is as follows:

Why are we collecting this data? Your honest feedback about trainers and trainings you have taken is very important. The data collected from this evaluation will be used to refine and improve trainer and training approval policies. It will also be used to decide which trainers should be facilitating specific trainings.

Will your feedback be anonymous? Yes, your responses will be kept confidential. The trainer will only have access to a summary of the results. Only authorized staff will be able to see individual responses.

Who will see your evaluation answers? Authorized staff at Child Care Aware of MN, MNCPD, and the Minnesota Department of Education will have access to summaries of the responses collected. Trainers and training organizations will be able to see summaries of training events they host or trainings based on courses they own. Only authorized staff at the Minnesota Department of Human Services will be able to see individual responses.

If you have additional comments or questions about this evaluation tool, please contact the Minnesota Center For Professional Development at 855-378-3131 or support@mncpd.org.

At the bottom of the dialog box, there is a dark grey bar with the word "close" centered in white text.

The Trainer or Training Sponsor Organization (TSO) that held the Event will verify the attendee's attendance in Develop within 3 days after the Event happens. This will prompt the system to send an automated message to the email address listed in the Individual Profile. The subject line of the email will be, "Tell us what you thought about (Event name)."

Completing the Trainer and Training Evaluation Tool (TETT)

TETT TYPES AND SECTIONS

The type of TETT received is based on the training event type regardless of delivery method.

There are three types of TETTs:

- In-person: Face-to-Face training that allows a learner to interact with an instructor and other learners. This TETT is divided into three sections:
 - ➔ Trainer performance evaluation
 - ➔ Training content evaluation, and
 - ➔ Training delivery environment evaluation.
- Virtual Self-Paced: This training is online and self-paced; there is no instructor. It is based on the learner's own time and schedule. This TETT divided into three sections:
 - ➔ Type of device used
 - ➔ Course content evaluation, and
 - ➔ Training delivery environment evaluation.
- Virtual Instructor-Led: This training is online with an instructor and other learners in a virtual classroom. This TETT is divided into four sections:
 - ➔ Type of device used
 - ➔ Trainer performance evaluation
 - ➔ Course content evaluation, and
 - ➔ Training delivery environment evaluation.

Completing the Trainer and Training Evaluation Tool (TETT)

HOW TO COMPLETE THE TETT

There are two ways to access the TETT, through the email or logging into Develop.

To complete the TTET, follow the steps below.

1. To access through email.
 - a. Click on the blue button in the email that says **Complete Evaluation**. A new browser tab will open to log into Develop. Enter the email address and password to log in.

Dear Example Person,

We are committed to ensuring that all Achieve- and Develop-approved training is high quality. Provide feedback regarding the Event you recently attended by completing an evaluation linked below.

The evaluation will only be available until March 31, 2023



Complete Evaluation

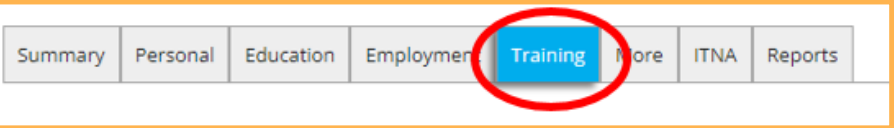
If clicking the blue button does not open a new browser tab, the email will have a URL. Copy and paste the URL into the internet browser. Log into Develop. Enter the email address and password to log in.

Having trouble with the button above? Copy and paste the url below into the browser of your choosing, to complete the evaluation.

<https://mnuat.newworldnow.com/app/Event/Survey.aspx?EventId=12345>

2. To access through Develop.

If the email invitation to take the TTET cannot be found, log into Develop and click on the **Training** tab.



Summary Personal Education Employment **Training** More ITNA Reports

Completing the Trainer and Training Evaluation Tool (TETT)

3. Click the icon with a blue notebook to access the TTET for that Event.

My Personal Profile

All Develop Membership applications are processed by Achieve in date order. Visit www.mncpd.org to view the processing date for each application type and for other helpful application resources

Summary Personal Education Employment **Training** More ITNA Reports

Training Documentation

No documentation entered.

Training [Edit Training](#)

Please click the to complete the Trainer Training Evaluation Tool (TTET) for the applicable training event.

Status Legend
● TTET Complete TTET Available TTET Closed Not Eligible

Event ID	Title	Completed	Credit	Type	Hours	Level	Status	TTET
162711	Co-Creating Goals in EQUIP	12/27/2022		CLASS Coach	1.00	RBPD	REGISTERED	
397374	How to Bake Cookies	02/12/2023		Early Childhood	8.00	Level 1 - Explores	VERIFIED	

The Status Legend is for the completion of the TTET only. Completing the TTET is strongly encouraged, but not required and does not affect your verified attendance.

Status Legend

TTET Complete TTET Available TTET Closed Not Eligible


Note: If more than 30 days have passed since an attendee's attendance was verified, a message will display that the TETT for the event has been closed. The attendee will not be able to complete the TTET.

The Training and Trainer Evaluation Tool for this event is now closed.

Once a TETT has been completed for an Event, a message will display stating that an evaluation has been completed. A TETT cannot be completed more than once or edit any previous responses and comments.

Completing the Trainer and Training Evaluation Tool (TETT)

 You have already completed an evaluation of this event. Thank you. To complete an evaluation for a different event, visit the Training tab on your individual profile.

 My Training

4. A series of questions will show. Respond to each question based on the training experience during the event.

Below are examples of TETT sections.

- ➔ Example 1: Trainer performance evaluation

Trainer Evaluation

The trainer showed strong knowledge of the course topic

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

The trainer was well prepared

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
-

Completing the Trainer and Training Evaluation Tool (TETT)

➔ Example 2: Type of devices used

Intro & Devices

▲ What type of device did you use for this online training event? (Check one)

Desktop/laptop computer

iPad/tablet

Cell phone

Other: _____

➔ Example 3: Training content evaluation

Training Content Evaluation

The course title and description matched my training experience

Strongly Agree

Agree

Disagree

Strongly Disagree

The content is up to date

Strongly Agree

Agree

Disagree

Strongly Disagree

➔ Example 4: Training delivery environment evaluation

Completing the Trainer and Training Evaluation Tool (TETT)

Training Delivery Environment Evaluation

▲ I was able to search and find online training with no difficulty

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
-

▲ I was able to register and attend online training with no difficulty

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
-

▲ I felt professionally engaged in this online training event

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
-

Completing the Trainer and Training Evaluation Tool (TETT)

- ➔ Example 3: Open text boxes.

At the end of each section, there will be a text box to enter comments. This is optional, but is encouraged to help explain any questions when the response is "Strongly Agree" or "Strongly Disagree."

Please explain any "Strongly Agree" or "Strongly Disagree" responses, and any other feedback you would like to share.

- ➔ Example 4: After completing all the evaluation sections of the TETT, the very last text box is for additional comments about the training. **Comments are optional.**

Is there anything else you would like to tell us about this training?

5. When ready to submit TETT responses, click **Submit Evaluation**.

Note: Once the Submit Evaluation button is clicked responses or comments cannot be changed.

If there are immediate Training Quality concerns, use the **Click here** link to submit a Training Quality Concern for review by Achieve/MNCPD.

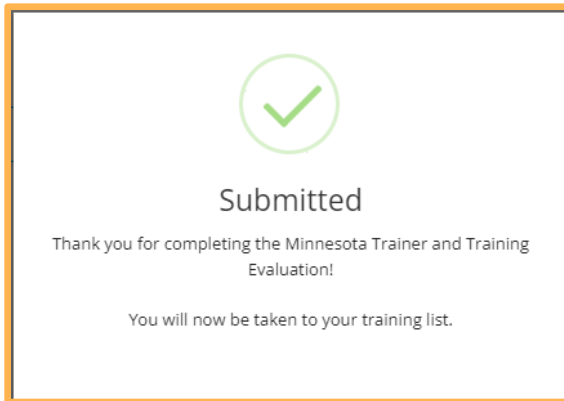
To learn more about what should be reported as a concern, please review the [Training Quality Concern Policy \(PDF\)](#).

[Click here](#) if you would like to submit a Training Quality Concern for us to review.

[Submit Evaluation](#)

Completing the Trainer and Training Evaluation Tool (TETT)

6. A confirmation message will display stating the TETT has been successfully submitted.



DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150