

## Applying for Course Writer Membership

Course Writers are individuals who are skilled in design and development of for adult learners. To be approved as a Course Writer the individual must have a Career Lattice of Step 9d or higher. See the How to Apply section of the document for further instructions.

For more information on Course Writer requirements reference:

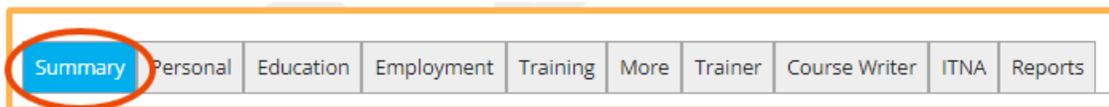
- [Course Submission Approval Requirements for Standard Course Writers and Higher Education Course Writers \(PDF\)](#)
- [Course Writer Companion Guide \(PDF\)](#)

Only approved Course Writers can submit courses for full course review and approval by Achieve MNCPD.

## HOW TO APPLY

To apply for Course Writer membership, follow the instructions below.

1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, [Creating an Individual Profile \(PDF\)](#).
2. Displayed is the **Summary** tab of the Individual Profile.



Based on the individual's membership status the choices on this screen will look different. See below for the appropriate choice and follow the directions.

- a. The individual wants to become an approved Course Writer and has a Career Lattice Step of 9d or higher, but does not have an Individual Membership.

Select the box to **Apply for Course Writer Membership**. The box for **Apply for Individual Membership** will automatically be selected too. This is for individuals who are applying for an Individual Membership the first time.

Click **Apply/Renew**. Continue to step 3 of the document.

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A screenshot of a web form for membership applications. The form contains four rows, each with a checkbox and a button to its right. The first row has a checked checkbox for 'Apply for Individual Membership' and a blue button with a plus icon. The second row has an unchecked checkbox for 'Apply for Trainer Membership' and a blue button with a plus icon. The third row has an unchecked checkbox for 'Apply for RBPD Specialist Membership' and a blue button with a plus icon. The fourth row has a checked checkbox for 'Apply for Course Writer Membership' and a blue button with a plus icon. An orange arrow points from the 'Apply for Course Writer Membership' checkbox to the right, and another orange arrow points from the 'Apply/Renew' button to the left. The 'Apply/Renew' button is a blue rectangle with white text.

- b. The individual wants to become an approved Course Writer and has a Career Lattice Step of 9d or higher with a current Individual Membership.

Select the box to **Apply for Course Writer Membership**.

Click **Apply/Renew**. Continue to step 3 of the document.

A screenshot of a web form for membership applications. At the top, a message in a rounded rectangle says 'Your Individual Membership is current'. Below this are four rows, each with a checkbox and a button to its right. The first row has an unchecked checkbox for 'Renew your Individual Membership' and a blue button with a plus icon. The second row has an unchecked checkbox for 'Apply for Trainer Membership' and a blue button with a plus icon. The third row has an unchecked checkbox for 'Apply for RBPD Specialist Membership' and a blue button with a plus icon. The fourth row has a checked checkbox for 'Apply for Course Writer Membership' and a blue button with a plus icon. An orange arrow points from the 'Apply for Course Writer Membership' checkbox to the right, and another orange arrow points from the 'Apply/Renew' button to the left. The 'Apply/Renew' button is a blue rectangle with white text.

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- c. The individual wants to become an approved Course Writer and has a Career Lattice Step less than the required 9d. The individual must renew their Individual Membership and submit documentation that shows they can meet the Step 9d requirements.

Select the box to **Apply for Course Writer Membership**. The box for **Renew your Individual Membership** will be automatically selected too.

Click **Apply/Renew**. Continue to step 3 of the document.

A screenshot of a web form with four rows of membership options. Each row has a checkbox on the left and a help icon (a question mark in a blue circle) on the right. The first row is selected, with a blue checkmark in the checkbox. The fourth row is also selected, with a blue checkmark in the checkbox. Two red arrows point from the checkboxes in the fourth row to the 'Apply/Renew' button, which is a blue rectangular button located at the bottom right of the form area.

<input checked="" type="checkbox"/> Renew your Individual Membership	?
<input type="checkbox"/> Apply for Trainer Membership	?
<input type="checkbox"/> Apply for RBPD Specialist Membership	?
<input checked="" type="checkbox"/> Apply for Course Writer Membership	?

Apply/Renew

- 3. Displayed is the **My Personal Profile**. Read the instructions and click **Start**.

A screenshot of a web page titled 'My Personal Profile' in a blue box. Below the title is a paragraph of instructions: 'You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.' Below this is a numbered list of seven steps. At the bottom of the page is a blue rectangular button labeled 'Start'. A red arrow points from the 'Start' button to the third step in the list, 'Employment History'.

## My Personal Profile

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Other Information
6. Course Writer Information
7. Submit Application

Start

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4. Displayed is the **Personal Information** tab.
  - a. If the individual is applying for a Course Writer membership and has a Career Lattice Step of 9d or higher, but does not have an Individual Membership complete step 4 – 11 of the document. When done, click **Save and Continue** at the bottom of the page.
  - b. If the individual is applying for a Course Writer membership and has a Career Lattice Step of 9d or higher with a current Individual Membership, review and update the information for steps 4 -8 of the document. When done, click **Save and Continue** at the bottom of the page.
  - c. If the individual is applying for a Course Writer membership and has a Career Lattice Step less than the required 9d, the individual must renew their Individual Membership. Review and update the information for steps 4 -8 of the document. When done, click **Save and Continue** at the bottom of the page.

Note: The individual must submit documentation that shows they can meet the Step 9 requirements.

The screenshot shows a web interface titled "My Personal Profile". At the top, there is a navigation bar with several tabs: "Personal Information", "Education", "Employment", "Training", "More", "Course Writer Information", and "Submit Application". The "Personal Information" tab is highlighted with a blue background and a red border. Below the navigation bar, the form displays "Individual ID 103698". There are three input fields: "First Name \*" with the value "Charlie", "Middle Name" (empty), and "Last Name \*" with the value "Brown".

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5. Displayed is the **Education** tab, add or update the education information. To add more information, click **Add New** from the drop-down menu.

Note: If the individual is applying for a new Individual Membership and a Course Writer Membership, documentation is required as part of the application process for specific information entered on this screen. If the individual has a Career Lattice step of 9d or higher and a current Individual Membership documentation is not required.

When done, click **Save and Continue** at the bottom of the page.

Personal Information **Education** Employment Training More Course Writer Information Submit Application

High School View  
Graduation Year 2000 VERIFIED

Higher Education

Some College	Jan 2007	SELF REPORTED
Sudan University for science and Technology Computer Science		
Some College	May 2015	VERIFIED
Normandale Community College Dental Hygiene (Pre-Acceptance) 8 Credits		

-- Add New --  
-- Add New --  
Associate's Degree  
Bachelor's Degree  
Certificate/Credential for Credit  
Doctorate  
Master's Degree  
Some College

6. On the Employment tab, add or update the employment information. When done, click **Save and Continue** at the bottom of the page.

Personal Information Education **Employment** Training More Course Writer Information Submit Application

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

Program	Title	Compensation	Start	End	Status		
h Child Care Center Inc	Director	\$30.00 / hr.	2/20/2018	Present	Self Reported		
h Child Care Center Inc	Director	\$30.00 / hr.	2/15/2018	Present	Verified by Program		
s Childcare Center	Director	\$30.00 / hr.	3/1/2016	2/16/2018	Verified by Program		

Return to My Profile < Previous Step **Save and Continue >**

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7. On the Training tab, add or update the training Events attended. When done, click **Save and Continue** at the bottom of the page.

The screenshot shows the 'Training' tab selected in the top navigation bar. Below the navigation bar, there is a 'Training Documentation' section with a message: 'No documentation entered.' Below this is a 'Filter by Qualification' dropdown menu set to '-- No Filter --'. At the bottom, there is a table with the following data:

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified
95590	Full Rating Grants	04-30-20		Quality Improvement	1.00	RBPD	<input checked="" type="checkbox"/>
81365	RBPD Cycle of Coaching	10-25-19		CLASS Coach	1.25	RBPD	<input checked="" type="checkbox"/>
80744	Incomplete Documentation	10-21-19		Parent Aware	1.00	RBPD	<input checked="" type="checkbox"/>

8. On the **More** tab, add or update the professional memberships and contributions. To add a new entry, click **+Add**. When done, click **Save and Continue** at the bottom of the page.

The screenshot shows the 'More' tab selected in the top navigation bar. Below the navigation bar, there are two sections: 'Professional Memberships' and 'Professional Contributions'. Each section has a message: 'No Memberships have been entered.' and 'No Contributions have been entered.' respectively. There are '+Add' buttons in the top right corner of each section. An orange arrow points from the 'More' tab to the '+Add' button in the 'Professional Memberships' section.

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9. On the **Course Writer Information** tab complete the following sections:
  - a. Course languages – Select the language(s) all written training documents and supplemental course materials will be available in.
  - b. Include my profile in public course writer search results - Select the check box to include profile in public Course Writer search results. This choice is optional. If check box is not selected the profile will not show up in search results. If the profile does not show up in the search results, others in Develop will not be able to contact you regarding your course(s).
  - c. Course writer profile - Enter profile description. This will appear if chosen to have profile available publicly.
  - d. Course writer directory keywords - Enter keywords to help locate profile in directory. This will appear if chosen to have profile available publicly.
  - e. Age group expertise – Select and check the boxes for the age group(s) the course content will focus on.
  - f. Course writer documentation - Add the documentation that is to be considered as part of the Course Writer membership. Include a sample Course and documentation of qualifications to design an In Person/Face-to-Face content and/or Virtual/Online content.
  - g. Course writer competencies – Select and check the boxes for Course Writer competencies. Writers must have specific knowledge and competencies related to the design and development of curriculum.

When done, click **Save and Continue** at the bottom of the page.

The screenshot shows a web form titled "Course Writer Information" with a navigation bar at the top containing tabs for "Personal Information", "Education", "Employment", "Training", "More", "Course Writer Information" (highlighted), and "Submit Application". The form contains several sections:

- Course Languages:** A dropdown menu with a plus icon. An orange box labeled 'a' points to the plus icon.
- Include my profile in public course writer search results:** A checkbox. An orange box labeled 'b' points to the checkbox.
- Course Writer Profile:** A large text area. An orange box labeled 'c' points to the text area. Below it, a note reads: "Your profile appears when people search for you in the Course Writer directory".
- Course Writer Directory Keywords:** A text input field with the placeholder "Enter Keywords...". An orange box labeled 'd' points to the input field. Below it, a note reads: "Enter any keywords that may help locate your profile in the directory."

# Applying for Course Writer Membership

### Age Group Expertise\*

- Infants
- Toddlers
- Preschoolers
- School Age
- Middle School
- Secondary
- Adults

**e**

### Course Writer Documentation

**f** [Add Documentation](#)

**i** No documentation entered.

### Course Writer Competencies

Approved Course Writers must have specific knowledge and competencies related to the design and development of curriculum for adult learners. Course Writers who are interested in creating content for virtual/online delivery must meet additional requirements.

<input checked="" type="checkbox"/> In-Person/Face-to-Face Course Design	<input type="checkbox"/> Verified
Addl Info: Course 12345	Expiration Date: 11/08/2026
<input checked="" type="checkbox"/> Virtual/Online Course Design	<input type="checkbox"/> Verified
Addl Info: AdLrng 2205	Expiration Date: 01/17/2025

**g**

[< Previous Step](#) [Save and Continue >](#)

## Applying for Course Writer Membership

10. On the Submit Application tab, read the Course Writer membership agreement form carefully. Check the box to acknowledge the agreement was read and click **Save and Continue**.

I confirm that the submitted **Course Writer Membership** application and the supporting documents provided to [Achieve – The MN Center for Professional Development](#) accurately reflects my training, education, and experience. By electronically agreeing to this form, I confirm that I agree to abide by all terms and conditions set forth in this Course Writer Membership Agreement form, with full understanding that violation of any of the statements or procedures may adversely affect my status as an Achieve Approved Course Writer including suspension and/or revocation of my Course Writer Membership status.

I acknowledge that I have reviewed the Course Writer agreement.

< Previous Step    Save and Continue >

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11. A page will appear with instructions on next steps. Read the section.

## Instructions:

### Are you Ready to Submit?

Once you press **Submit Application** below, the following will occur:

- The online portion of your application process will be submitted.
  - Additional steps like sending documents **may** be required to complete your application.
- Visit the [Achieve](#) website to review the approval requirements for your selected membership type(s).
- Allow up to six weeks for Achieve to finish your completed application.
- Access to update/edit your profile will be restricted.
  - You will regain access to edit your information after your application is finished by Achieve MNCPD.
- You can contact the Develop Help Desk at [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com) if you need your information edited/updated before your application is done.
- A confirmation email with additional guidance will be automatically sent to you by the Develop system.

By submitting my application for the Develop membership(s) I selected, I hereby agree the self-reported information and any physical documents provided by me for this Registry Application are complete and accurate records of my achievements. I understand the information I provide is subject to review and approval and may take up to six weeks to be completed by Achieve MNCPD.

12. To go back and make any changes, click **Previous Step**. When ready to submit the application, click **Submit Application**.



13. An email will be sent after an application is submitted. If the individual is applying for a new Individual Membership and a Course Writer Membership, submit supporting documentation within 15 business days to Achieve MNCPD via [support@mncpd.org](mailto:support@mncpd.org). If documentation is not submitted within 15 business days, the Course Writer membership application will be cancelled and a new application will need to be submitted.

If the individual has a Career Lattice step of 9d or higher and a current Individual Membership, documentation is not required.