

## Applying for or Renewing Trainer Membership

Trainers are individuals who deliver high quality professional development experiences to people working in the field of early care and education. A current Trainer membership is required to own courses, be listed on a course authorized trainer list, and schedule approved training events in Develop.

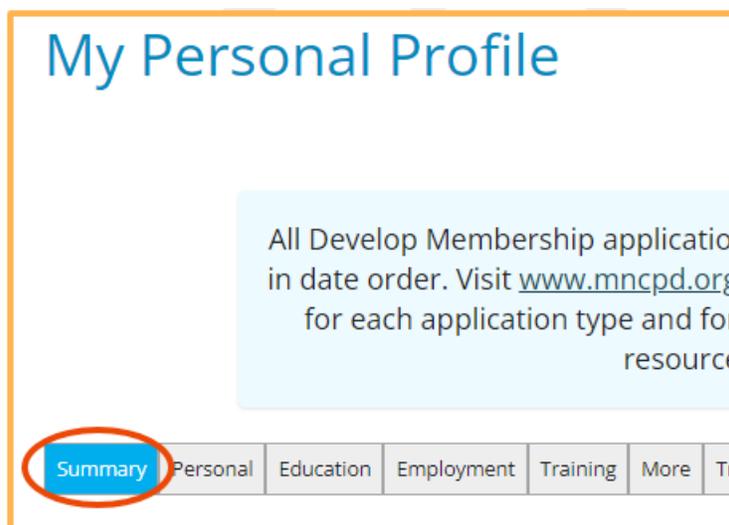
To be approved for a Trainer Membership, review requirements and submit an application to Achieve MNCPD with supporting documentation. Trainer Memberships are valid for five years and then must be renewed. The Achieve Trainer Membership Companion Guide can be referenced to make sure all requirements are met prior to submitting an online application

### HOW TO APPLY

To apply and submit for a Trainer Membership in Develop, 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. On the **Summary** tab of the My Personal Profile page, check the **Apply for Trainer Membership** box, then click on **Apply/Renew**.

Note: The system will also automatically check the box to apply for an individual membership if there is no membership or renew your individual membership if expired.



# Applying for or Renewing Trainer Membership

Your Personal Profile is open. Use the tabs above to edit or add new Self-Reported information to your profile.

Be sure to renew your Individual Membership and complete the application process when you need to update your Career Lattice Step and Develop Learning Record with new training and/or education documents. Visit [www.mncpd.org](http://www.mncpd.org) for helpful Membership Application resources.

Your Individual Membership is current

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



3. Read the instructions on the **My Personal Profile**. Click **Start** to begin the application process.

## 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. Trainer Information
7. Submit Application



## Applying for or Renewing Trainer Membership

4. On the **Personal Information** tab, review and update your personal information. When done, click **Save and Continue** at the bottom of the page.

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 red border. Below the navigation bar, the page displays the "Individual ID 103698". There are three text input fields: "First Name \*" containing "Charlie", "Middle Name" (empty), and "Last Name \*" containing "Brown".

A blue button with the text "Save and Continue >" is shown, highlighted with an orange border.

5. On the **Education** tab, review and update the education information. To add more information, click **Add New** from the drop-down menu.

Note: Documentation is required for the information entered on this page. To review Achieve MNCPD's Acceptable Documentation Policy, reference the policy at <https://www.mncpd.org/acceptable-documentation-policy/>

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

# Applying for or Renewing Trainer Membership

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

High School  
Graduation Year 2000 VERIFIED [View](#)

**Higher Education**

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

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

[Save and Continue >](#)

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

To report and add employment the [Reporting Employment for Individuals \(PDF\)](#) may be referenced.

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
Child Care Center Inc	Director	\$30.00 / hr.	2/20/2018	Present	Self Reported
Child Care Center Inc	Director	\$30.00 / hr.	2/15/2018	Present	Verified by Program
Childcare Center	Director	\$30.00 / hr.	3/1/2016	2/16/2018	Verified by Program

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

# Applying for or Renewing Trainer Membership

7. On the **Training** tab, review the training event(s) attended. When done, click **Save and Continue** at the bottom of the page.

The screenshot shows the 'Training' tab selected in the navigation menu. 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 --'. A table lists training events with columns for Event ID, Title, Completed, Credit, Type, Hours, Level, and Verified.

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

[Save and Continue >](#)

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

Note: This is an optional tab. Uploaded documents in this section will not be used for approval, but to provide additional memberships and contributions.

The screenshot shows the 'More' tab selected in the navigation menu. 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 next to each section, with an arrow pointing to the 'Professional Memberships' button.

# Applying for or Renewing Trainer Membership

Save and Continue >

9. On the **Trainer Information** tab complete the following sections:
  - a. Type – Select the trainer type that best describes the training activity. Each trainer type has specific eligibility criteria that must be met to be approved. For more information on trainer types reference [Achieve – MN Center for Professional Development](#) web page.
  - b. Schedule availability – Select the day(s) of availability for training.
  - c. Time of day – Select the time(s) of availability for training.
  - d. Miles you are willing to travel – Enter the amount of miles willing to travel to give training.
  - e. Training counties – Select the counties training will be offered in.
  - f. Training language(s) - Select the language(s) the training will be offered in.
  - g. Include my profile in public trainer search results - Select check box to include profile in public trainer search results. This choice is optional. If check box is not selected the profile will not show up in search results.
  - h. Trainer profile - Enter profile description. This will appear if chosen to have profile available publicly.
  - i. Trainer directory keywords - Enter keywords to help locate profile in directory. This will appear if chosen to have profile available publicly.
  - j. Age group expertise – Select and check the box for age group focus and professional expertise.
  - k. Trainer documentation - Add documentation.
  - l. Knowledge and Competency Framework (KCF) Areas – Select and check the boxes for areas of training experience. 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](#).
  - m. Other competencies – Select and check the boxes for other competencies experience.

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

# Applying for or Renewing Trainer Membership

Note: Only KCF areas that are approved can be scheduled and offered as a training event in Develop. KCF areas that have not been approved cannot be scheduled or be offered as a training event.

Select the trainer type that best describes your training activity.

Type **a**  
-- Select Trainer Type --

Each of these Trainer Types has specific eligibility criteria that must be met to be approved. [Please click here](#) to consult the Trainer Approval Process Guide on MNCPD.ORG for more information.

Schedule Availability **b**  
-- Select One --

Time of Day **c**  
-- Select One --

Miles Willing to Travel **d**

Training Counties **e**

Training Languages **f**

**g** Include my profile in public trainer search results

Trainer Profile **h**

Your profile appears when people search for you in the Trainer directory

Trainer directory keywords **i**  
Enter Keywords...

**i** Enter any keywords that may help locate your profile in the directory.

# Applying for or Renewing Trainer Membership

Age Group Expertise\*

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

Trainer Documentation

[Add Documentation](#)

*j*

*k*

*i* No documentation entered.

# Applying for or Renewing Trainer Membership

## Knowledge and Competency Framework Areas \*

Select Knowledge and Competency Framework Areas for which you have training experience.

<input type="checkbox"/>	I: Child Development and Learning	<input type="checkbox"/>	Verified
<input type="checkbox"/>	II.A: Creating Positive Learning Experiences	<input type="checkbox"/>	Verified
<input type="checkbox"/>	II.B: Promoting Cognitive Development	<input type="checkbox"/>	Verified
<input type="checkbox"/>	II.C: Promoting Social and Emotional Development	<input type="checkbox"/>	Verified
<input type="checkbox"/>	II.D: Promoting Physical Development	<input type="checkbox"/>	Verified
<input type="checkbox"/>	II.E: Promoting Creative Development	<input type="checkbox"/>	Verified
<input type="checkbox"/>	III: Relationships with Families	<input type="checkbox"/>	Verified
<input type="checkbox"/>	IV.A: Observing, Recording and Assessing Development	<input type="checkbox"/>	Verified
<input type="checkbox"/>	IV.B: Assessing and Using Information to Plan	<input type="checkbox"/>	Verified
<input type="checkbox"/>	IV.C: Assessing and Using Information to Enhance and Maintain Program Quality	<input type="checkbox"/>	Verified
<input type="checkbox"/>	V: Historical and Contemporary Development of Early Childhood Education	<input type="checkbox"/>	Verified
<input type="checkbox"/>	VI: Professionalism	<input type="checkbox"/>	Verified
<input type="checkbox"/>	VII.A: Establishing Healthy Practices	<input type="checkbox"/>	Verified

I

## Other Competencies

Select other competencies for which you have experience.

<input checked="" type="checkbox"/>	Adult Education: Delivery for Trainers	<input type="checkbox"/>	Verified
Addl Info	<input type="text" value="Course 98765"/>	Expiration Date	<input type="text"/>

m

Save and Continue >

# Applying for or Renewing Trainer Membership

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



I confirm that the submitted **Trainer 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 Trainer Membership agreement form, with full understanding that violation of any of the statements or procedures may adversely affect my status as an Achieve Approved Trainer including suspension and/or revocation of my Trainer Membership status.

I acknowledge that I have reviewed the Trainer agreement.

< Previous Step      Save and Continue >

## Applying for or Renewing Trainer Membership

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. 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 Trainer Membership application will be cancelled and a new application will need to be submitted.