develop

The Minnesota Quality Improvement & Registry Tool

Course Entry for Course Writers

Course Writers are individuals who have met the requirement set by DHS to be approved in the Develop system to design and develop curriculum for adult learners. Once approved, Courses are valid for five years and will need to be revised and renewed. A supplemental document called Course Approval Requirements will provide context and guidance for each entry field. It is available on the MNCPD Achieve website.
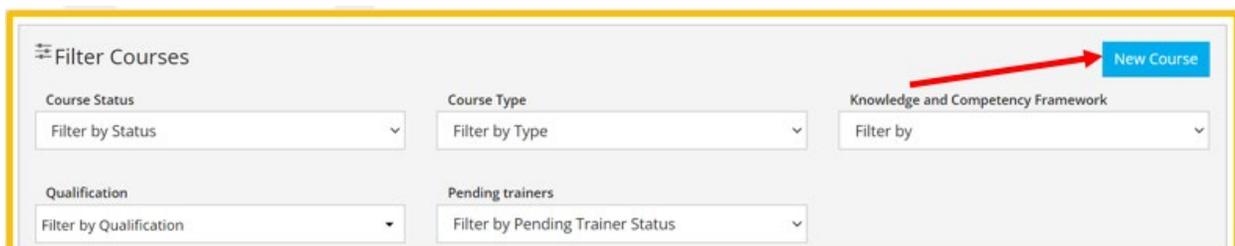
HOW TO SUBMIT

To submit a course for review to Achieve MNCPD, follow the instructions below.

1. Log into the Develop Individual Profile.

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

3. Displayed is the Training Entry page. Click **New Course**.

DEPARTMENT OF HUMAN SERVICES

Course entry for Course Writers

4. Displayed is the **Course Information** tab. Fill in the following information:

   a. Title – Enter in the course title.

   b. Course Type – The course type is "approved clock hour course". This is the only selection from the drop down list.

   c. Course Level – Select from the list the course level that corresponds to the level of competency being targeted in the learning objectives.

      i. Level 1: Explores - New to a concept, not necessarily new to the profession but exploring new skills or ideas

      ii. Level 2: Implements – More problem solving occurs and educators are implementing what they know

      iii. Level 3: Designs and Leads - Highly involved in decision making; designs, guides and leads other adults and/or programs

         Note: Refer to the Minnesota's Knowledge and Competency Framework for reference.

   d. Description – Enter the course description. Course descriptions must be clear, easy-to-read, and grammatically correct. Match description content with chosen KCF(s). Course description can be 30-100 words.

   e. Intellectual Property Owner and Copyrighted Materials – Select the appropriate choice that best describes the ownership of the course content.

      i. Exclusively Owned: the course content is owned by the person submitting the course for review or the organization.

      ii. Publicly Available: the course content was developed by a government agency or non-profit and is available to the public for widespread use.

      iii. Publisher: the course was developed by a private publisher who granted permission to use it, the publisher's name must be listed with this selection. *

      iv. Other: none of the above circumstances fit, please describe how this course was developed.

   When done, click **Save and Continue**.
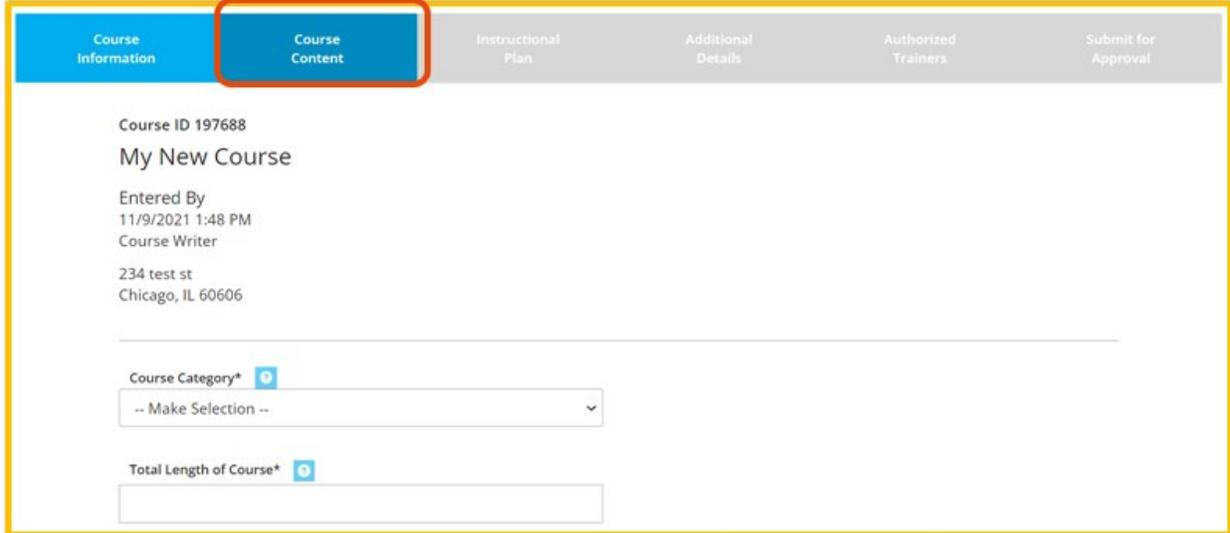
Course Entry for Course Writers

5. On the **Course Content** tab, enter the following information:

   a. Course Age Category – Select from the list the appropriate age group that best fits the course content.

   b. Total length of the Course – Enter hours. All courses must be at least two hours to be considered for approval.

   c. Knowledge and Competency Framework Area(s) by hour – Select the KCF Content Areas that align to the course title, description, and content. Enter hours in the appropriate area. The length of the course must equal the total number of hours by KCF Area.

   Note: Course entry must be at least two hours. There are guidelines for identifying the appropriate number of KCF Content Areas for a course based on the length.

   - 2-3 hours: Select one KCF area

   - 4-5 Hours: Select no more than two KCF areas

   - 6-7 Hours: Select no more than three KCF areas

   - 8-9 Hours: Select no more than four KCF areas

   d. CDA Content Areas - The CDA Content Area(s) will automatically populate based on the KCF Area(s) that you choose.

DEPARTMENT OF HUMAN SERVICES

Course entry for Course Writers

When you are done, click **Save and Continue**.

6. On the **Instructional Plan** tab, enter the requested information about the course. Read the instructions on the screen for each section.

   Upload the completed Course Content Approval Template or an instructional plan designed for the course.
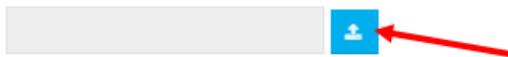
   To upload document(s) click on **Click here to Upload Documents/Files**.

Course Entry for Course Writers

7. On the **Additional Details** tab, enter the requested information about the course delivery methods, target audience, and ages addressed. Then, click **Save and Continue**.

Course Information | Course Content | Instructional Plan | **Additional Details** | Authorized Trainers | Submit for Approval

Course ID 197688

My New Course

Entered By
11/9/2021 1:48 PM
Course Writer

234 test st
Chicago, IL 60606

Additional Course Details

Delivery Method Options *

- ☐ In Person/Face to Face
- ☐ Virtual/E-Learning: Internet-based - Synchronous
- ☐ Virtual/E-Learning: Internet-based - Asynchronous
- ☐ Virtual/E-Learning: Internet-based - Webinars
- ☐ Blended Learning

Target Audience

- ☐ Early Childhood Classroom Staff
- ☐ School-Age Classroom Staff

Save And Continue

DEPARTMENT OF HUMAN SERVICES

Course entry for Course Writers

8. On the **Authorized Trainers** tab, select the following for each section below:

Note: Trainers added to this list must be approved at an appropriate training level and KCF Area(s) of the training in order to be accepted by Achieve MNCPD. Once a Trainer is added to the list, it can take up to three business days for them to be approved. They will not be able to schedule Events from the Course until they have been approved by Achieve MNCPD.

a. Training of the Trainers (TOTs) - Select whether the course has one or more TOTs. If it does, enter the Course ID or title.

Note: Click "Yes" to indicate that trainers are required to take a specific course (or courses) in order to be added to the Authorized Trainer List. Then click on "Add Course" to add the specific course. Note that only courses that have already been identified with a Training of Trainers (TOT) qualification can be selected.

b. Authorized Trainers - Select whether the course has authorized trainers. If, yes, enter at least one trainer by Individual ID or name by clicking **Add Trainer** button. The list can be changed after a course is approved.

c. Child Care Aware Training Scheduler - Select whether to share the course with Child Care Aware.

Then, click **Save and Continue**.

Course Entry for Course Writers

9. On the **Submit for Approval** tab, review the information entered for the course.

    To make changes to any information, click **Previous**.

    When you are ready to submit, carefully read the terms and conditions. Check the box to agree, and click **Submit for Approval**.

DEPARTMENT OF HUMAN SERVICES

Course entry for Course Writers

You agree not to use this Course Submission module to:

    a. propose courses that you do not intend to offer as events

    b. upload, post, email, transmit or otherwise make available any Information that infringes any patent, trademark, trade secret, copyright or other proprietary rights (Rights) of any party;

    c. upload, post, email, transmit or otherwise make available any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment;

3. Obligations of Course Owners

You must be legally able to offer the course that you create on our site. You must accurately describe your course and all content that will be covered. If you indicate that this course has an approved trainer list, you are obligated to maintain that list. If you grant a Trainer permission to train on this course, you are responsible for ensuring that the Trainer offers the course as it was described in this Course Submission module. Without limiting any other remedies, we may suspend or terminate your account if we suspect that you have engaged in fraudulent activity in connection with our site or your course or associated event.

By using our Course Submission process, you are obligated to ensure that whenever this course is offered as an Event, accurate attendance data for Event attendees is entered into Develop (by direct entry or via entry into MNStreams) within 2 weeks of Event conclusion. If attendance data is not supplied within 2 weeks of Event conclusion, we may withdraw your course submission privileges. If you or your delegated Trainers issue Training Attendance Certificates for instances of this course, you are obligated to ensure that those Training Attendance Certificates include the Event ID Number as issued by Develop, the date of the training Event, the name of the Trainer, the name of the Training Organization (if applicable), and the name of the Attendee.

By using our Course Submission process, you are obligated to ensure that whenever this course is offered in Minnesota, the Event is entered in Develop. If an event for this course is ever offered that is not entered into Develop, that Event will NOT be considered approved by the MNCPD and attendees will NOT receive credit toward their Career Lattice. Regardless of Course Approval Status, you shall not advertise an Event as MNCPD approved unless that Event has already been entered into Develop and approved by MNCPD.

4. Indemnification

You agree to indemnify and hold the Minnesota Department of Human Services, the Minnesota Center for Professional Development, Registry, Inc., and all subsidiaries, affiliates, officers, agents, co-branders or other partners, and employees, harmless from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of information you submit, post, transmit or make available through the Services, your use of our services, your connection to the services, your violation of the TOS, or your violation of any rights of another.

5. Disclaimer of Warranties

You expressly understand and agree that this service is provided "as is" and without any warranty or condition, express or implied, including, but not limited to implied warranties of merchantability, fitness for a particular purpose and non-infringement.

☐ I agree to the terms and conditions for Course Approval

Previous   **Submit for Approval**

10. An automated email will be sent to confirm the course was submitted for approval.

    After Achieve MNCPD has reviewed the course, an automated email will be sent if the course was approved or declined. Achieve may also require revisions and use the Revisions Required status to reach out directly to the course writer via email.
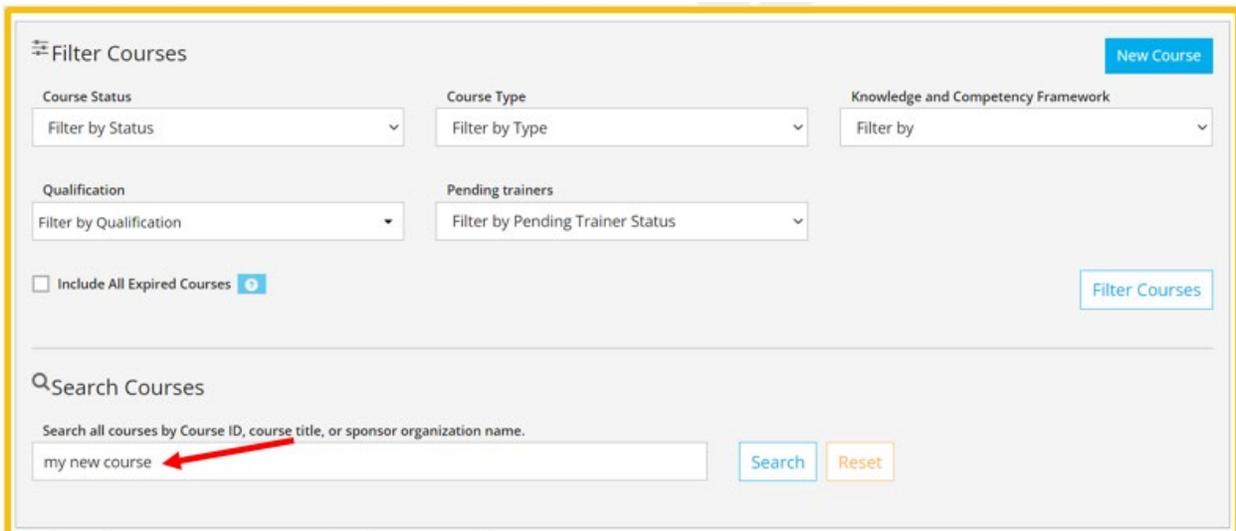
    If the course is approved, the Course Writer can keep ownership or transfer it to an approved trainer or a training organization. If the Course Writer keeps ownership and has a current trainer membership, events can be scheduled from the course.

Course Entry for Course Writers

11. To transfer ownership of the course to an approved Trainer or Training Organization, click **Training Entry** in the left-hand navigation menu.

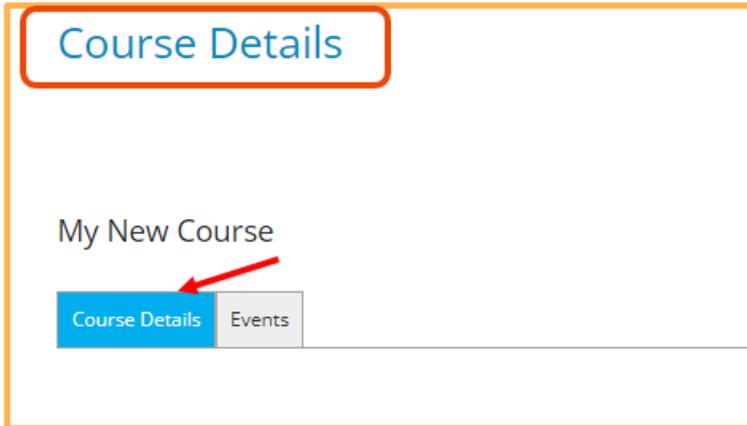12. Use the filter and search options to find the course to transfer.

Course entry for Course Writers

13. Click on the **Course ID** or **Title** to open the course.

14. Displayed is the **Course Details** page. The **Course Details** tab is automatically chosen on the page.


15. Under **Course Owner**, click the blue pencil icon.
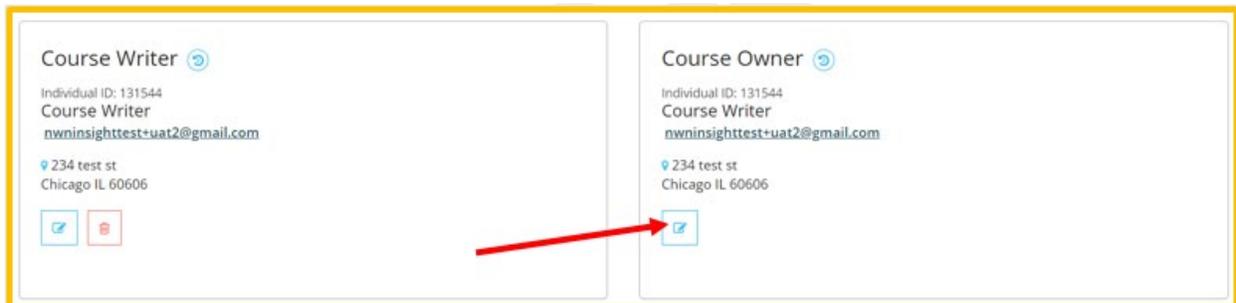
Course Entry for Course Writers

16. Select the appropriate choice of buttons for the type of owner the course is transferring to.

- To transfer to another Course Writer or to a Trainer, select **Individuals**.

- To transfer to a Training Organization, select **Training Sponsor Organization**.

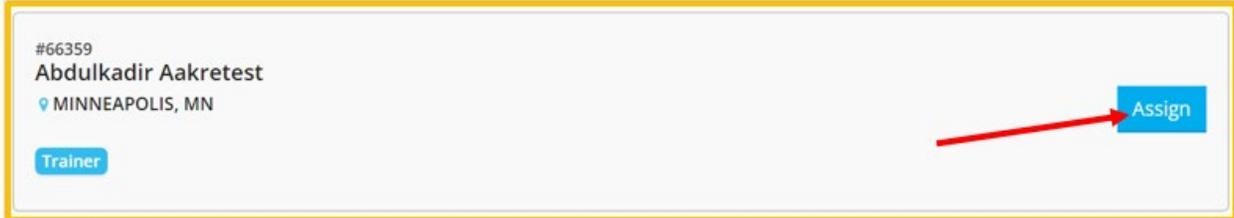Enter the name or Develop ID number and click **Search**.
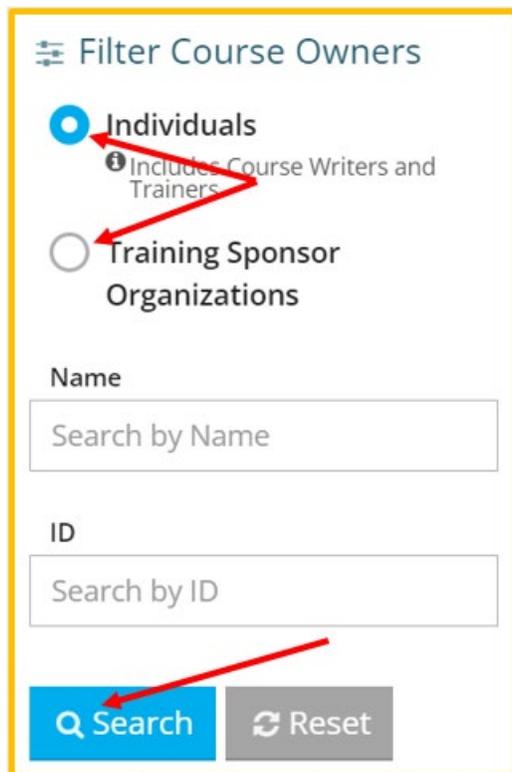
Note: If **Individuals** is selected, the only option is to transfer a course to an approved Course Writer or Trainer. A course can be transferred to a person whose Trainer membership has expired, but they will not be able to schedule Events from the Course until they have a current Trainer membership.

If **Training Sponsor Organizations** is selected, a course can only be transferred to an approved Training Organization.
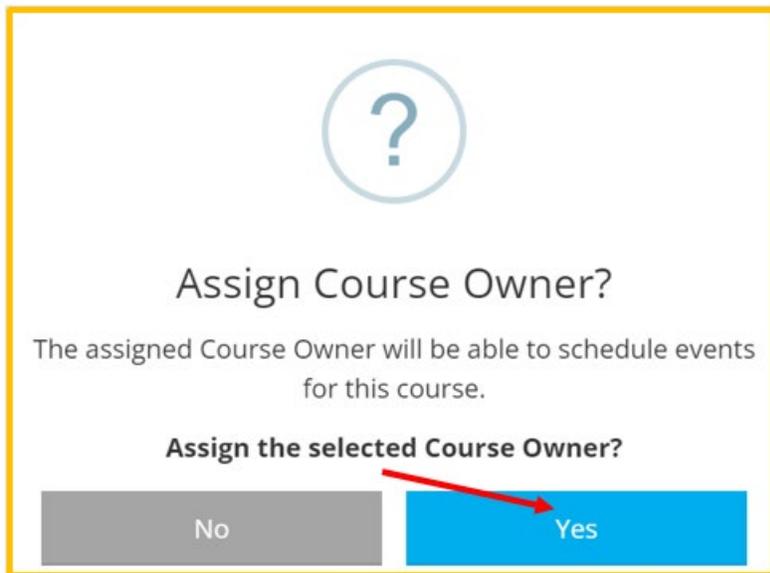
A course can be transferred to a Training Sponsor Organization whose Training Organization agreement has expired, but the organization cannot schedule events from the course until they have a current Training Organization agreement.

DEPARTMENT OF HUMAN SERVICES

Course entry for Course Writers

17. Find the person or organization and click **Assign**.

#66359
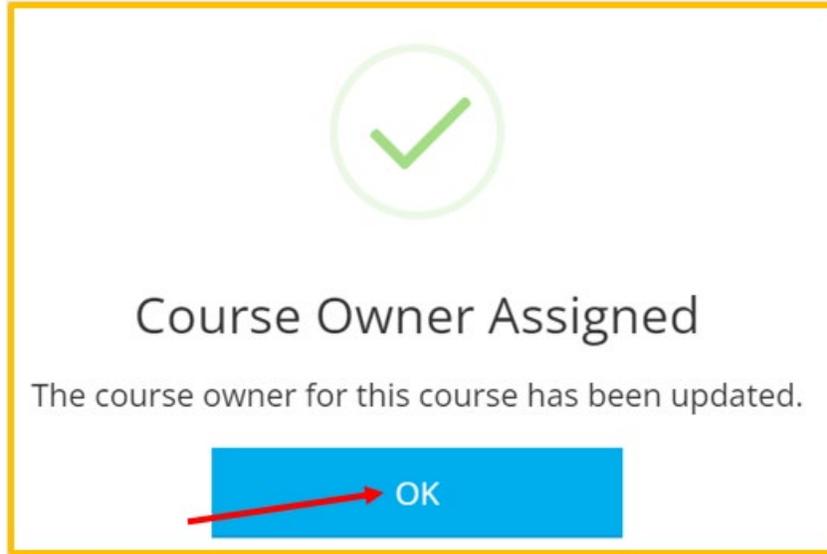Abdulkadir Aakretest
◉ MINNEAPOLIS, MN

Trainer

Assign

18. A message will display asking to confirm the selection to assign course owner. To select the person or organization as the Course Owner, click **Yes**. To go back and assign someone else, click **No**. Follow steps 15 and 16 to select the owner.

?

Assign Course Owner?

The assigned Course Owner will be able to schedule events for this course.

Assign the selected Course Owner?

No   Yes

Course Entry for Course Writers

19. A confirmation message will be displayed.

20. The course can be viewed in the Course Catalog and Course Details, including the Course TTET (Trainer and Training Evaluation Tool) report, but the owner cannot be changed.

DEPARTMENT OF HUMAN SERVICES