develop

The Minnesota Quality Improvement & Registry Tool

DEVELOP TRAINING PARTICIPANTS – SEARCH FOR TRAINING

People can search for training in Develop to meet their professional development goals and needs. The Search for Training page is located at Develop - Event Search (developtoolmn.org). This page is specific to finding Events, or scheduled training opportunities. See the end of this document for searching for Courses, or training content that may or may not have Events scheduled.

This guide offers tips to find training using filters and search options to meet your criteria.

Some things to keep in mind:
- You do not need to type in every field. Searching fewer fields will give you more results.
- Spelling counts! Avoid abbreviations when searching.

1. The first section, Training Filter Options, allows you to search for Event-specific criteria. If you know the exact Course Title or Event ID, Trainer or Sponsor Name that you are looking for, you can type it into the appropriate field.
   Use these fields if you only want to find training that matches the specific words or name you enter.

⇌ Training Filter Options

Course Title

Filter by Title

Event ID

Filter by Event ID

Trainer Name

Filter by Trainer Name

ℹ Trainer's first and/or last name

Sponsor Name

Filter by Sponsor Name

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2. If you are looking for training within a certain date range, you can enter dates into the **From Date** and/or **To Date** fields. The **From Date** field will default to using today's date unless you change it to a different date.
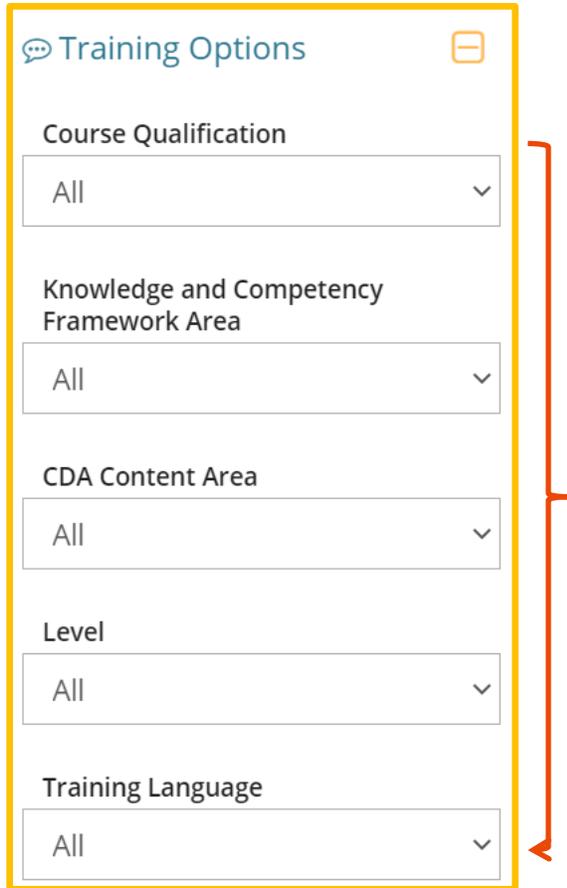
   If you are looking for training within a certain geographic area, you can enter a **city** or **zip** code and select the **distance** you are willing to travel from that location.

   In more rural areas, you may have difficulty finding training within 50 miles of your location. If you choose to use this field, you may want to enter the city name or zip code where you are willing to travel to in order to attend training.

From Date	To Date
06/07/2021	Filter To Dat

9 Training Location

City

Filter by City

Zip Code | **Distance**
Filter by Zip | Select ∨

ℹ Search Events within zip code

Select
5 miles
10 miles
15 miles
20 miles
30 miles
50 miles

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3. Click the ⊞ icon to expand the **Training Options menu**. If you are looking for training in a specific area, you can select from **Course Qualification**, **Knowledge and Competency Framework (KCF) Area**, **CDA Content Area**, training **Level**, and the **Language** in which the training will be offered.
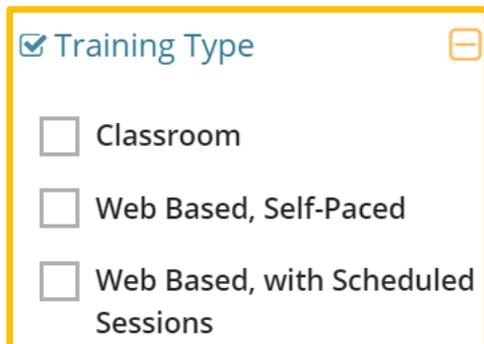
💬 Training Options ⊟

Course Qualification

| All | ⌄ |

Knowledge and Competency
Framework Area

| All | ⌄ |

CDA Content Area

| All | ⌄ |

Level

| All | ⌄ |

Training Language

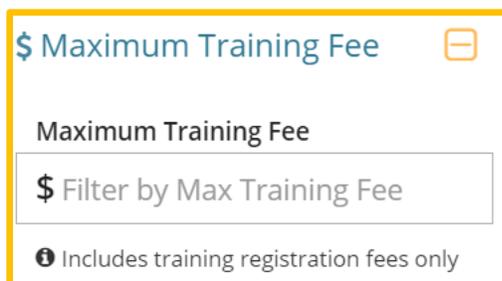| All | ⌄ |

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4. Click the ⊞ icon to expand the Training Type menu. If you have a preference on the type of training you want, you can check boxes to include Events offered in a **Classroom** (in-person); **web based, self-paced**; or **web based, with scheduled sessions**.
   If you don't check any boxes, all types of training will be included in your results.
   Checking one or two boxes will include only those types of Events in your results.

☑ Training Type   ⊟

☐ Classroom

☐ Web Based, Self-Paced

☐ Web Based, with Scheduled
  Sessions

5. Click the ⊞ icon to expand the Training Fee menu. If you enter a dollar amount, your results will only show training Events that cost that amount or less.
   If you enter 0, only free training will appear in your results.
   If you leave the box empty, all training will appear in your results, regardless of cost.
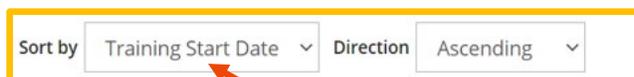
$ Maximum Training Fee   ⊟

Maximum Training Fee

$ Filter by Max Training Fee

ⓘ Includes training registration fees only

6. When you have entered all of your criteria, click **Search**.
   To reset all the options, click **Reset**, then follow steps 1-6 until you are ready to search.

🔍 Search   ⟳ Reset

7. Your results will load. By default, training will be sorted by the start date, with the earliest start date appearing first. You can change this by using the drop-down menus to sort by Title.

Sort by | Training Start Date ⌄ | Direction | Ascending ⌄

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8. The **Training Type** will appear in the upper, left-hand corner. Event details, like title, date, hours, level, registration requirement and fee, and Trainer, appear below.
Note: if the Event is in-person, classroom training, the physical location will appear (rather than View Website).
To view more detailed information about an Event, click **View Overview**.
Some Events that appear in your results may be full, or registration may have already closed. If the Event requires registration, registration is open, and there are available seats, you will see either a **Register** or **Register Online** button.

Web Based, with Scheduled Sessions

#348513
Keeping Boredom At Bay: Outdoor Activities For Children - Online
📅 Thursday, September 2, 2021 / ⏰ 6:30 PM - 8:30 PM
Hours **2.00** / Course Level **Level 1 – Explores**

View Overview

🛈 **Registration Required**

Fee **$20.00**

📅 Register By **09/02/2021**

Register

Web Based

View Website

Primary Trainer

🪪 Katelyn Youngstest
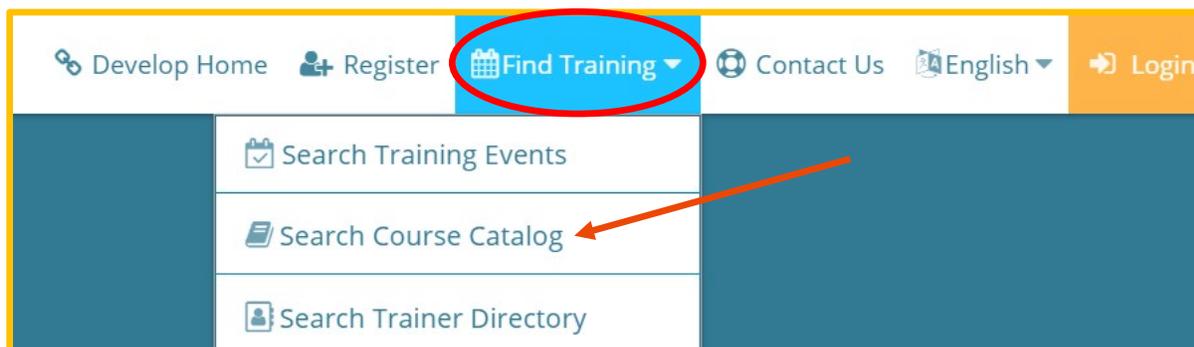
Sponsor

Acorn Education and Consulting

9. Based on the results of your search, you may need to go back through steps 1-6 to refine your search and include different criteria to include the training you are looking for.

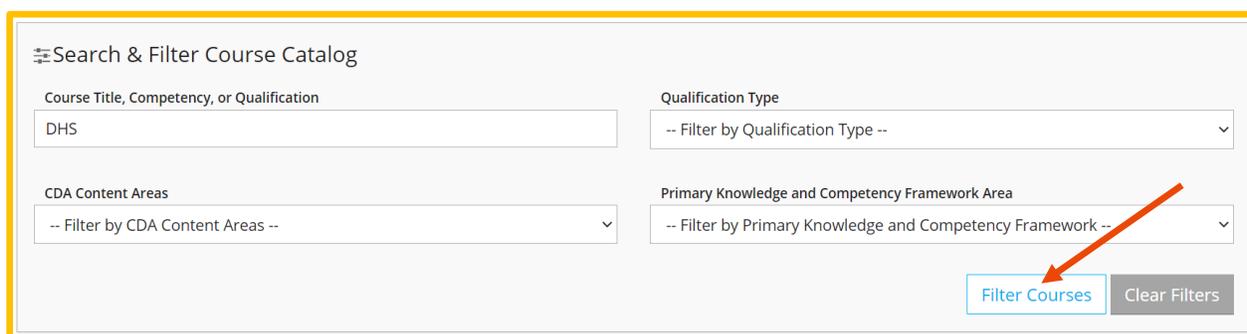# Develop training participants – search for training

Searching for Courses

The Course Catalog is a list of all approved Courses in Develop. Courses may or may not have upcoming Events scheduled.

1. To find Courses, click the **Find Training** drop-down menu, then click **Search Course Catalog**.
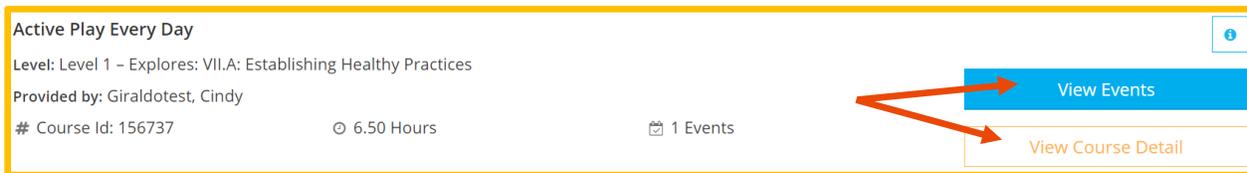

2. You can search by Course Title, Competency, or Qualification by typing words into the text box. The system will search Course Titles, Course descriptions, Competencies, and Qualifications for the words you include.
- If you are looking for Courses with a specific Qualification, you can select a Qualification from the Qualification Type drop-down menu.
- If you are looking for Courses within a specific CDA Content Area, you can select an Area from the CDA Content Area drop-down menu.
- If you are looking for Courses within a specific KCF Area, you can select an Area from the Primary Knowledge and Competency Framework Area drop-down menu.
  When you have entered your criteria, click **Filter Courses**.

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3. Your results will load. By default, Courses will be sorted alphabetically.
   The **Course title** will appear in the upper, left-hand corner. Course details, like level, KCF Area(s), Course owner, hours, and the number of scheduled Events, appear below.
   To view more detailed information about a Course, click **View Course Detail**.
   If Event(s) are scheduled, you can view them by clicking **View Events**.

Active Play Every Day   ⓘ

Level: Level 1 – Explores: VII.A: Establishing Healthy Practices

Provided by: Giraldotest, Cindy

\# Course Id: 156737   ⏱ 6.50 Hours   🗓 1 Events

| View Events |
| View Course Detail |

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4. Course details will load, including the Course description.
   To find Trainers who can offer the Course content as an Event, click **View list of trainers authorized to teach this course**. Please note, this will only include Trainers who have chosen to publicly share their Trainer profile.

Course Reports

Click the links below to view and print training materials in PDF format.

View list of trainers authorized to teach this course

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