

Policy

Achieve will automatically approve Early Childhood and School Age related training from:

1. Accredited colleges and universities
2. Federal and Minnesota State agencies
3. Organizations offering CEUs with current [IACET accreditation](#)
4. Nationally recognized organizations listed in the chart below
5. Publishers of curriculum or assessment tools recognized by Parent Aware
6. Minnesota Independent School Districts and [MDE Recognized Charter Schools](#)

Review Process

Individuals and organizations can nominate or request that an organization be reviewed for Automatic Training Approval status. Organizations must provide training related to the early childhood and school age field to be considered for this status. Achieve – The MN Center for Professional Development will look at the criteria outlined below to determine if Automatic Training Approval status is appropriate.

Eligibility Criteria & Review Process for Automatic Training Approval

Type of Training Organization	Criteria & Process	Examples
Colleges & Universities	<p>1. The training organization is easily identifiable as a direct program or initiative of an accredited institution of higher education. Achieve will attempt to verify via multiple methods (email, web research, phone calls)</p> <p>If Achieve is unable to confidently verify direct affiliation between the training organization and an institution of higher education, Achieve will request a <i>Formal Affiliation Endorsement Letter</i>.</p> <p>A <i>Formal Affiliation Endorsement Letter</i> from an accredited institution of higher education must include:</p>	<p>This list is not exhaustive.</p> <p>Colleges, Universities, University Extensions, programs and initiatives of Colleges and Universities, Continuing Education Units (CEUs), Massive Open Online Courses (MOOC)</p> <ul style="list-style-type: none"> • AgriLIFE Extension – (Texas A&M Systems) • Ambit Network – University of Minnesota • Better Kid Care – Penn State Extension • Center for Early Education & Development (CEED) – University of Minnesota • Center on the Social and Emotional Foundations for Early Learning – Vanderbilt University • Frank Porter Graham Child Development

	<ul style="list-style-type: none"> • A statement that the institution of higher education is in direct affiliation with the organization delivering the training; includes training organization’s name, mailing address, phone number, contact email address and website. • A statement that the institution of higher education has reviewed the content of the training to the extent they are comfortable pledging their full support. • A dated signature of a person authorized to represent the administration of the institution of higher education. • Achieve reserves the right to verify authenticity by contacting organizations directly. 	<ul style="list-style-type: none"> • Institute – University of North Carolina • McCormick Center for Early Education Leadership – National Louis University • National Technical Assistance Center for Children’s Mental Health – Georgetown University • Strengthening Families – Center for the Study of Social Policy • Training & Technical Assistance Services (T/TAS) – Western Kentucky University
<p>Federal & Minnesota State Agencies</p>	<p>1. The training organization is easily identifiable as a direct program or initiative of a federal or Minnesota State agency. Achieve will attempt to verify via multiple methods (email, web research, phone calls)</p> <p>If Achieve is unable to confidently verify direct affiliation between the training organization and an agency, Achieve will request a <i>Formal Affiliation Endorsement Letter</i>.</p> <p>A <i>Formal Affiliation Endorsement Letter</i> from a federal or Minnesota State agency must include:</p> <ul style="list-style-type: none"> • A statement that the agency is in direct affiliation with the organization delivering the training; includes training organization’s 	<p>Federal Agencies, direct programs and initiatives of Federal Agencies, Military Branches</p> <ul style="list-style-type: none"> • Bright Futures – American Academy of Pediatrics • Child and Adult Care Food Program (CACFP) • Early Educator Central – U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Offices of Child Care and Head Start • Head Start National Center on Quality Teaching and Learning • United States Department of Agriculture (USDA) • Minnesota Head Start Grantees

	<p>name, mailing address, phone number, contact email address and website.</p> <ul style="list-style-type: none"> • A statement that the agency has reviewed the content of the training to the extent they are comfortable pledging their full support. • A dated signature of a person authorized to represent the administration of the agency. • Achieve reserved the right to verify authenticity by contacting organizations directly. 	
IACET Accredited Organization	<ol style="list-style-type: none"> 1. Current IACET Accreditation verified by Achieve via the IACET Accredited Provider Directory 	<ul style="list-style-type: none"> • CEUs from an organization accredited by the International Association for Continuing Education and Training (IACET). • ChildCare Education Institute • Teaching Strategies
Nationally Recognized Organizations	<ol style="list-style-type: none"> 1. Reputable website presence <ol style="list-style-type: none"> a. Links of interest point to other reputable organizations b. Posted articles provide research-based references c. Site’s mission statement is not commercial; selling a product or service for profit d. Site content is current (updated in last five years) and content authors are identified e. Contact information is easily identifiable 2. Continuous research presence 3. Outreach effort/presence 4. Board of Directors/Governance Board/Advisory Board 5. Other reputable, national organizations refer to your organization 6. Non-profit/Foundation/Institute Status 	<ul style="list-style-type: none"> • American Montessori Society(AMS) • Build Initiative • Child Care Aware of America • HighScope • NAEYC • National Association for Family Child Care • National Workforce Registry Alliance • Smart Start (National Technical Assistance Center) • Teachstone • The YMCA • West Ed • World Forum Foundation • Zero to Three

Publishers of a Parent Aware Recognized Curriculum or Assessment Tool	<ul style="list-style-type: none"> • Review the current list of Parent Aware Aligned Curriculum • Review the current list of Parent Aware Approved Assessment Tools
Minnesota Independent School Districts and MDE Recognized Charter Schools	<ul style="list-style-type: none"> • Minnesota Independent School Districts (IDS)-clearly display ISD#, name, and official district logo on training certificates • MDE Recognized Charter Schools-clearly display “MDE Recognized Charter” and name on training certificates. Must be verified on MDE website.

How it Works for Your Training Organization

STEP 1

Introduce your training organization to Achieve and request to be considered for Automatic Training Approval.

- Tell Achieve which type of Automatic Training Approval you are seeking for your training organization:
 1. College & University
 2. Federal or Minnesota State Agency
 3. IACET Accredited Organization
 4. Nationally Recognized Organization
 5. Publishers of a Parent Aware Recognized Curriculum or Assessment Tool
 6. Minnesota Independent School Districts and [MDE Recognized Charter Schools](#)
- Training organizations that are a direct program or initiative of a college, university or federal/Minnesota State agency can submit a *Formal Affiliation Endorsement Letter* to move the process along swiftly.

STEP 2

Provide training certificates to your attendees that provide as much information about the training as possible.

The certificate **must** clearly show:

- Attendee’s Name
- Title of the training
- Date the training was completed (must be within the last five years)
- Total number of hours (a minimum of 2 hours)

- The name and logo of your training organization

Helpful, but **not** required on training certificates:

- Organization ID# if the training organization has one in [Develop](#).
- Appropriate [Minnesota Knowledge and Competency Framework](#) (KCF) Content Area

Achieve reserves the right to verify authenticity by contacting organizations directly.

Achieve will assign one (1) [Minnesota Knowledge and Competency Framework](#) (KCF) Content Area per training certificate. If no specific Minnesota KCF Content Area is indicated on the certificate, Achieve will assign a Minnesota KCF Content Area to the training, based on the title and/or description of training. If Achieve is unable to confidently determine the appropriate KCF Content Area they will classify the training as KCF Content Area VI: Professionalism.

To offer approved courses in Minnesota with more than one Minnesota KCF Content Area, explore the full Trainer Approval and Course Approval options. [Still Have Questions?](#)

To learn more about how to nominate an organization or to learn more about how the policy and process apply to you, please contact Achieve at support@mncpd.org or 855-378-3131.