



# MNCPD Policy Currents

Greetings,

Welcome to our Fall 2016 *MNCPD Policy Currents* e-newsletter! Policies and procedures are updated twice a year in April and October and posted to [www.mncpd.org](http://www.mncpd.org). *MNCPD Policy Currents* will be sent in May and November to keep you current with any changes.

You can find our policy manuals, guides and more at:  
<http://mncpd.org/Resources.aspx>

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## Trainer & Training Highlights

### Training and Trainer Evaluation Tool (TTET)

Beginning this month, each person who attends a training event will receive an email the next day asking them to share feedback from their learning experience by completing the Training and Trainer Evaluation Tool. The TTET is an updated version of a previous evaluation tool that was widely used in the past called the Personal Learning and Assessment Tool (PLAT). This is good news because:

- Moving to an online survey is eco-friendly and protects the confidentiality of the person completing the survey.
- Trainers and Training Sponsor Organizations will be able to see the TTET results for every event they deliver in real time by logging into their Develop profile.

This is a new process and we will all be learning together. Please share your comments and questions with us as they arise by emailing [support@mncpd.org](mailto:support@mncpd.org) or calling 855-378-3131. We are here to help!

## Additions to the Automatic Approval Training Sponsor List

The organizations listed below are now eligible for automatic training approval when the policy requirements are met. Please review the [Eligibility Criteria and Review Process for Automatic Approval of Training Policy](#) to make sure you are clear on the requirements. We are always striving to create new pathways to meet your needs. If you represent one of the organizations below, please contact us at [support@mncpd.org](mailto:support@mncpd.org) and we will help you get set up for success.

- Minnesota State Government Agencies
- Minnesota School Districts
- Head Start
- Publishers of curriculum that appears on the [Parent Aware Aligned Curriculum](#) list.
- Publishers of an assessment tool that appears on the [Parent Aware Approved Assessment Tools](#) list.
- You can view an up to date list of Auto Approved Organizations [here](#).

## Trainer Misconduct Process

MNCPD believes all approved trainers have nothing but the best of intentions when delivering learning opportunities. On occasion, MNCPD receives reports of alleged trainer misconduct from participants and is obligated to conduct an investigation. In a continued effort to support the trainer community and be transparent, MNCPD has revised the process. You can find the Report of Alleged Trainer Misconduct form [here](#). The new Trainer Misconduct Process can be found [here](#).

### Reminders for Trainers:

- Trainers are required to get courses approved prior to scheduling training events.
- Trainers must schedule events in Develop prior to delivering the training event.
- Trainers are required to enter attendance within 72 hours after completing the training event.
- Trainers may not charge participants to record their attendance in Develop, either online or through the Develop Training Attendance App.

## Updates

### Improved Career Lattice

We have simplified and streamlined the Minnesota Career Lattice, making it more user-friendly. We encourage you to check it out and share with others who may be interested. You can review the revised Minnesota Career Lattice [here](#).



### Council for Professional Recognition

The Council for Professional Recognition currently accepts CDA Learning Records for initial CDA applications. At this time, CDA Learning Records are not being accepted for renewal candidates. We will continue our efforts on this front and will share updates as they become available. You can read more information on the CDA renewal guidelines [here](#).

## Trainer Agreement Form

Some edits have been made to the *MNCPD Trainer Agreement* to align with current best practices in the field of adult education. You can review the current Trainer Agreement Form [here](#).

## Reminders

### Processing Time

Processing time for all items is up to six weeks from the date MNCPD has received required documentation. This includes initial and renewal applications for:

- Individual Membership applications
- Trainer applications
- Relationship-Based Professional Development (RBPDP) Specialist applications
- Course approval



Individuals who indicate they have no documentation to send will be placed in queue and go through regular processing workflow. Processing will be completed within six weeks of the date they indicated they were not sending in any documentation. You should select the "no documentation" option if your training records are up-to-date.

Current processing time is posted on the MNCPD homepage.



### CDA Scholarship and Advising Supports Available

If you have ever wondered if the CDA is a good fit for you, please take advantage of the people and resources available to you. Scholarships to pay for CDA training and the CDA Assessment Fee (\$425) are available. That's right . . . FREE MONEY! Contact Erin Young ([eriny@childcareawaremn.org](mailto:eriny@childcareawaremn.org)) at the Child Care Aware of Minnesota Coordinating Office or visit the [CDA scholarship website](#) to learn more.

### T.E.A.C.H. Scholarships for Trainers

Scholarships are available to trainers working to support the early childhood field. Applicants must be approved trainers through the Minnesota Center for Professional Development (MNCPD). Recipients will receive a stipend per course for up to 20 credits and a bonus for each course completed. To learn more email [teachmail@childcareawaremn.org](mailto:teachmail@childcareawaremn.org), call (888) 291-9811 or visit the [T.E.A.C.H. website](#).



## Looking Ahead

### Improvements for the Trainer Approval Process

You spoke and we listened! Over the past year an advisory group comprised of trainers, higher education faculty, early care and education providers, policy developers, researchers and workforce specialists convened and made formal recommendations to improve the trainer approval process in Minnesota. The goal was to streamline the process to allow for flexibility while maintaining a commitment to integrity and quality. The recommendations are being considered and how implementation would best serve Minnesota. MNCPD will keep you fully informed as this project continues to evolve.

### Transforming the Workforce for Children Birth Through Age 8: A Unifying Foundation

A Report Brief was released in April 2015, and the gears in Minnesota have been churning ever since. Take advantage of all the tools and resources available like the Interactive Community Mapping Tool, a Practitioner's Guide and blueprint for action. Click [here](#) for more information.

### The Rural Reality in Minnesota

The [Minnesota Center for Rural Policy and Development](#) published a September 2016 report by Marnie Werner, titled A Quiet Crisis: Minnesota's Child Care Shortage. Click [here](#) for more information.

## Have Questions?

Please contact MNCPD if you have questions or concerns related to:

- Individual Membership
- Career Lattice Steps
- Trainer Approval
- RBPD Approval
- Course Proposal Approval

Requests for assistance with Develop Accounts, i.e. log-in information, profile updates, will be forwarded to the Develop helpdesk for resolution. Contact the Develop helpdesk directly at (651) 431-4794 or by email at [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com).

**develop**

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