

## **Memo: Trainer approval and Transcript re-evaluation**

The Minnesota Department of Human Services (DHS) require all awarded Career Lattice Steps and Trainer Types be based on official transcripts issued by the institution of higher education.

To ensure accuracy and consistent policy implementation, DHS has directed MNCPD beginning February 1, 2014, to re-evaluate all applications upon:

- \* Renewal of applications
- \* Submittal of courses for approval
- \* Inclusion on individuals on approved trainer lists
- \* Submittal of Relationship Based Professional Development Specialist application

This re-evaluation verifies that all required documentation is on file including:

- \* Official Transcripts
- \* Trainer Agreement Form
- \* Copy of Resume
- \* Documentation of completion of training related to designing and delivering training to adult learners.
- \* Three letters of reference

When processing renewal applications, if MNCPD is unable to verify previously entered information through required documents and official transcript evaluation, Trainer Types and Levels previously awarded will remain expired. Trainers will receive a letter detailing the outcome of the re-evaluation.

New trainer applications that do not contain all the required documentation will not be approved. The applicant will be notified of the outcome of their initial evaluation.

All trainers can reapply and supply additional documentation at any time.

MNCPD understands that by implementing this policy, currently approved trainers might experience a change in their previously approved trainer type or a change on their trainer approval status. Trainers experiencing changes are strongly advised to directly contact MNCPD by submitting questions to [support@mncpd.org](mailto:support@mncpd.org). At MNCPD, we are committed to supporting trainers thorough this process and providing individualized guidance.

Sincerely,

Betzaida Vera-Heredia, M.S.  
MNCPD Director of Operations  
Trainer and Training Approval