

# Trainer Approval Process Guide



[www.MNCPD.org](http://www.MNCPD.org)

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This Guide is available in alternative formats for people with disabilities.  
For more information, call 608-709-1096.

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## Minnesota's Trainer Approval System

Achieve - The MN Center for Professional Development's trainer approval system was designed to support trainers who provide learning opportunities to early childhood and school-age practitioners. This system was developed based on input received from numerous statewide sources including professionals involved in the training of early childhood and school-age care practitioners. The goal of the system is to improve the quality of learning experiences received by early childhood and school-age practitioners in the state of Minnesota.

Quality training relies on trainers who have background content knowledge and training skills. Quality trainers apply knowledge to practice, effectively communicate knowledge and skills, facilitate adult learning, and are committed to strengthening children, families and communities. The guidelines outlined in this document ensure that a high standard of quality is consistently met.

### Achieve - The MN Center for Professional Development

Achieve - The MN Center for Professional Development operates and supports the professional development features of Develop such as individual memberships, relationship based professional development (RBPD), trainer approval and course approval. Achieve provides valuable tools like the Career Lattice and resources for trainers to design quality courses at [www.mncpd.org](http://www.mncpd.org)

### Develop, Minnesota's Quality Improvement and Registry Tool

Individuals interested in becoming an Achieve approved trainer will apply by creating an account in Develop, Minnesota's Quality Improvement and Registry Tool. Once approved by Achieve, trainers can create courses and schedule events in Develop. Just as you grow and improve every day, Develop is continually growing and improving. You can learn more about Develop by visiting [www.developtoolmn.org](http://www.developtoolmn.org).

### Professionalism and Standards

Trainers are expected to model professionalism and will be held to the standards outlined in the Achieve [Trainer Agreement Form](#), including the National Association for the Education of Young Children's *Code of Ethics Supplement for Adult Educators*. Reports of Trainer misconduct received by Achieve will be investigated according to the Achieve [Conduct Code and Appeal Process](#).

### Contacting Achieve

If you have questions about trainer approval policies and procedures, contact Achieve for support. A staff member will respond within 24 business hours.

**Email:** [support@mncpd.org](mailto:support@mncpd.org)

**Phone:** 855-378-3131 Monday-Thursday between 7:30am-3:30pm and Friday 7:30am – 12:30pm Central Time

**Fax:** 877-379-2467

**Mail:** Achieve – The MN Center for Professional Development  
2908 Marketplace Drive Suite #103  
Fitchburg, WI 53719

# Trainer Approval

This guide lists specific criteria for each Trainer Type. Read the criteria for each Trainer Type carefully to determine which type best matches your qualifications. Once you have identified the best Trainer Type for you, begin your application online at [www.developoolmn.org](http://www.developoolmn.org)

Please allow up to six weeks or 42 calendar days for trainer application processing.

## Trainer Approval Requirements

### **Design and Delivery of Training for Adult Learners:**

Trainers must complete training related to the design and delivery of learning opportunities for adult learners. Trainers who have not met this requirement will be granted a one-year provisional approval status. Provisionally approved trainers will have one year from the date of their trainer approval to meet the requirement. There are many ways to satisfy this requirement that include but are not limited to:

- Credit courses from accredited colleges and universities related to best practices in adult learning and education (e.g., Staff Training and Adult Development, Training Design and Instruction, Strategies for Teaching Adults, Adult Education).
- Workshops, trainings or conferences directly related to design and delivery to adult learners by organizations such as the American Society for Training and Development (ASTD). Trainers must complete at least 12 clock hours.
- Adult Learning Modules 1 & 2 which can be found in Develop. Completion of **both** modules is required.

**NOTE:** This is a requirement for trainer approval and does not count towards the 30 hours of professional development required for trainer renewal.

### **Design and Delivery of Online Training:**

Trainers must complete at least 16 clock hours of training or one semester credit related to the design and delivery of online learning opportunities. This requirement must be met to submit online courses for approval or to deliver approved online events; no provisional status will be granted for this requirement. Higher Education Trainers and Content Experts may submit a signed and dated letter from their accredited college or university stating they have been the instructor for an online for-credit course within the past 12 months in lieu of the training requirement.

## Trainer Renewal Every 3 Years

### **Professional Development for Trainers:**

Trainers are required to complete at least 30 hours of professional development and renew their trainer approval every three years. The 30 hours do not need to be Achieve approved hours. This requirement focuses on building your knowledge and competencies as an adult educator. Topics such as adult learning and education, reflective practice, cultural competence, integrating technology, Minnesota's Knowledge and Competency Framework reflect the intention behind this requirement. For professional development hours that are not Achieve approved, documentation must be submitted to Achieve. You can either submit training certificates or verify that the hours are on your Learning Record.

**NOTE:** Completion of Train the Trainers (TOT) does not count towards the 30 hours of professional development required for trainer renewal.

## TRAINER I, TRAINER II AND MASTER TRAINER

Trainer Type	Education Requirements	Experience Requirements	Documentation Requirements	Renewal Requirements
<b>Trainer I</b> Can submit courses at Level 1 for approval and deliver Level 1 trainings.	Career Lattice Step 9C	A minimum of 2080 hours of direct service experience.	<ol style="list-style-type: none"> <li>1. Official, unopened transcripts.</li> <li>2. Documentation of at least 2080 hours of direct service experience.</li> <li>3. Documentation of at least 12 hours of training on design and delivery for adult learners.</li> <li>4. Two letters of reference.</li> <li>5. Fully Initialed and signed Trainer Agreement</li> </ol>	Required every 3 years:  30 clock hours of continuing education related to field (please refer to the Achieve <a href="#">Trainer Renewal Process</a> ) <b>and</b> a minimum of 3 Achieve approved training events delivered since your last approval <b>and</b> Fully Initialed and signed <a href="#">Trainer Agreement Form</a> .
<b>Trainer II</b> Can submit courses at Levels 1 and 2 for approval and deliver Levels 1 and 2 trainings.	Career Lattice Step 10B or 10C			
<b>Master Trainer</b> Can submit courses at Levels 1, 2, & 3 for approval and conduct Training of Trainers events.	Career Lattice Step 11B, 11C, 12B or 12C			

### Documentation Checklist

Please provide the following so Achieve can process your application:

- Official, unopened transcripts** from an accredited college or university to verify your credits and/or degree. Please have the college/university send the transcripts directly to Achieve. You can also submit official electronic transcripts.
- Document at least **2080 hours of direct service experience\*** with early childhood and/or school age children through the Employment Tab in your Individual Membership profile. \*See definition of direct service experience on page 12.
- Document your completion of **at least 12 hours of training related to the design and delivery of adult learning experiences**. You can submit training certificates, college transcripts or simply make sure the hours are on your Learning Record. \*If you have not met this requirement, you have 12 months to complete the training.
- Two letters of reference**. Letters must be dated within six months of the date you submit your application, must be addressed to Achieve and must specifically support your pursuit to become a trainer.
- Fully Initialed and signed [Trainer Agreement](#) form.

**NOTE:** The word “Master” in the title “Master Trainer” signifies that the trainer has a graduate degree. It does not signify that the trainer is an exemplary trainer.

## CULTURAL COMMUNITY EXPERT/DESIGNATED COMMUNITY ELDER

Trainer Type	Education Requirement	Experience Requirement	Documentation Requirements	Renewal
<p><b>Cultural Community Expert/ Designated Community Elder</b></p> <p>Approved to train on cultural practices specific to their cultural community.</p> <p>Can submit courses at Level 1 for approval and deliver Level 1 trainings.</p>	<p>Education requirements as defined and identified by the cultural community.</p>	<p>Life experience, wisdom, knowledge and place in the community.</p>	<p>Approval is made on a case-by-case basis related to areas of expertise, specific trainings, and community needs.</p> <ol style="list-style-type: none"> <li>1. Must meet all MnTRECC approval criteria prior submitting Achieve trainer approval application. Visit <a href="http://www.mntrecc.net">www.mntrecc.net</a> for more information.</li> <li>2. Letter of reference.</li> <li>3. Fully Initialed and signed Trainer</li> </ol>	<p>Renewable every three years</p> <p style="text-align: center;"><b>and</b></p> <p>Fully Initialed and signed <a href="#">Trainer Agreement Form</a>.</p>

### Documentation Checklist

Please provide the following so Achieve can process your application:

- Letter of reference from a cultural community member.
- Fully Initialed and signed [Trainer Agreement](#) form.

## CONTENT EXPERT

Trainer Type	Education Requirements	Experience Requirements	Documentation Requirements	Renewal
<p><b>Content Expert</b></p> <p>Can submit courses in verified areas of expertise at Levels 1 and 2 for approval and deliver Levels 1 and 2 trainings in verified areas of expertise.</p> <p>Can conduct Training of Trainer Events and correlated courses in verified areas of expertise.</p> <p><b>Note:</b> Content Experts may not submit Training of Trainer courses for approval.</p>	<p>A minimum of a BS/BA from a regionally accredited college or university with either a major/minor consistent with the content area</p> <p style="text-align: center;"><b>or</b></p> <p>a current relevant professional license</p> <p style="text-align: center;"><b>or</b></p> <p>Verification of certification. Must be certified to conduct training in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Child Passenger Safety (CPS)</li> <li>• CPR</li> <li>• First Aid</li> <li>• Radon</li> </ul>	<p>A minimum 2080 hours of direct service experience in your specific area of expertise.</p>	<ol style="list-style-type: none"> <li>1. Official, unopened transcripts.</li> <li>2. Documentation of at least 2080 hours of direct service experience.</li> <li>3. Documentation of at least 12 hours of training on design and delivery for adult learners.</li> <li>4. Two letters of reference.</li> <li>5. Copies of your certification</li> <li>6. Fully Initialed and signed Trainer Agreement form.</li> </ol>	<p>Required every 3 years:</p> <p>30 clock hours of continuing education related to field (please refer to the Achieve <a href="#">Trainer Renewal Process</a>)</p> <p style="text-align: center;"><b>and</b></p> <p>a minimum of 3 Achieve approved training events delivered since your last approval</p> <p style="text-align: center;"><b>and</b></p> <p>Fully Initialed and signed <a href="#">Trainer Agreement Form</a>.</p>

## Documentation List

Please provide the following so Achieve can process your application:

- Official, unopened transcripts** verifying a Bachelor's Degree from a regionally accredited college or university with either a major/minor consistent with the specialty area **OR** a relevant professional license. Please have the college/university send the transcripts directly to Achieve. You can also submit official electronic transcripts.
- Document at least **2080 hours of direct service experience\*** in your area of expertise through the Employment Tab in your Individual Membership profile.
- Training certificates** or **transcripts** documenting completion of a minimum of 12 contact hours of training related to designing and delivering training to adult learners. If you have not met this requirement, you have 12 months to complete the training.
- Two letters of reference.** Both letters must have been written and dated no longer than six months prior to the date you submit your application, must include phone number and/or email address of the person who wrote the letter and must specifically support your pursuit to become a trainer.

At least one of the two letters must specifically verify you have at least 2080 hours of direct service experience in your area of expertise.

- Copies of your certification** (e.g., Training of Trainer Certificate, Certification Card).
- Fully Initialed and signed [Trainer Agreement](#) form.



## GUEST/VISITING TRAINER

Trainer Type	Education Requirements	Experience Requirement	Documentation Requirements	Renewal
<p><b>Guest/Visiting Trainer</b></p> <p>Can deliver up to 3 Achieve approved Events per year.</p>	<p>Guest/Visiting trainers conduct occasional Achieve approved Events on topics related to early care and education or school age care.</p>	<p>A minimum of three years of experience related to the topic area, documented in the guest trainer's resume or curriculum vitae.</p>	<ol style="list-style-type: none"> <li>1. Resume / Curriculum Vitae</li> <li>2. Letter from Develop Training Sponsor Organization including the following:                             <ul style="list-style-type: none"> <li>• The name of the Trainer</li> <li>• Develop ID# of Sponsoring Organization</li> <li>• The title of training to be submitted for course approval</li> </ul> </li> <li>3. Fully Initialed and signed <a href="#">Trainer Agreement</a> Form</li> </ol>	<p>Renewable every three years</p> <p><b>and</b></p> <p>Fully Initialed and signed <a href="#">Trainer Agreement Form</a>.</p>

### Documentation List

Please send in the following documentation to Achieve.

- Resume/Curriculum Vitae** documenting a minimum of three years of experience related to topic area.
- Letter from **Develop Training Sponsor Organization** including the following:
  - The name of the Trainer
  - Develop ID# of Sponsoring Organization
  - The title of training to be submitted for course approval
- Fully Initialed and signed [Trainer Agreement](#) form.

**NOTE:** Guest Trainers who present at more than three training events in a given year must apply for a different trainer type. If you are providing trainings for more than one organization, you will need documentation from each sponsor.

## HIGHER EDUCATION TRAINER

**Higher education faculty interested in becoming an Achieve approved trainer and deliver non-credit Achieve approved training must:**

1. Submit a complete Trainer application in Develop.
2. Send the documentation (listed below) to Achieve for processing.
3. Follow the standard Course approval process by submitting Courses for approval in Develop.
4. Create Events and enter attendance in Develop.
5. Adhere to Achieve [Trainer Agreement form](#).
6. Apply for Trainer **renewal every three years** in Develop.

*Can submit courses at Levels 1, 2, & 3 for approval and conduct Training of Trainers events.*

## Documentation List

Please send in the following to Achieve:

- Official, unopened transcripts** from an accredited college or university to verify your credits and degree in Early Childhood/Child Development (or closely related degree). Please have the college/university send the transcripts directly to Achieve. You can also submit official electronic transcripts.
- Document current employment\* as a higher education faculty member** (part-time or full-time) at an accredited college or university through the Employment Tab in your Individual membership profile.
- Employment verification\*** from an accredited institution of higher education. Employment verification **is required every three years for trainer renewal.**
  - This can be:
    - a signed and dated letter from the Human Resources department or Dean.
    - verified employment in Develop.
    - proof of current employment (i.e. link to faculty bio from university website, printed copy of bio from university website).
- Fully Initialed and signed [Trainer Agreement](#) form. This is required upon initial application and every three years for renewal.

**\*Professor Emeritus Status** will be recognized and accepted in lieu of current employment. Please submit a signed and dated certificate or letter from an accredited college or university that clearly affirms your Professor Emeritus status.

## Definitions

**Related fields include:** Elementary Education, Child and Family Studies, Early Childhood Studies, Early Childhood Special Education, and School-age Care. Majors including Human Development, Human Development and Family studies, Home Economics, Family Social Sciences, and Family and Consumer studies are considered related if the courses (at least 20 semester credits) for the major have an emphasis on children and families.

**Other majors include:** Education (general), Special Education, Sociology, Secondary Education, Social Work, Psychology, Nursing, Human Services, Youth Studies, Administration, Library Services, Nutrition Sciences and Recreation will be considered with your Achieve Trainer Application. Individuals with these majors may fall into the trainer category **Content Expert**.

**Related Coursework:** For-credit coursework that appears on an official transcript from an accredited college or university and at least 50% of the content is related to early childhood or school age content will be identified as such on your Learning Record. Credits will be included in the calculation of your Career Lattice Step.

**Regionally Accredited Institution:** Official transcripts and degrees are accepted from institutions that are accredited by one of the six regionally accrediting bodies (North Central Association of Colleges and Schools; Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools; Western Association of Schools and Colleges).

**Direct Service Experience:** Providing direct service to early childhood and/or school aged children as reported and verified on the Employment Tab in their individual profile.

- Directly with children in Early Childhood or School-age programs as an aide, assistant teacher, teacher, family child care provider, early childhood family educator, special education teacher, paraprofessional, assistant group leader, group leader or other experience working directly with children in programs that are appropriate for individuals providing training specific to Early Childhood or School-age care.

**Indirect Service Experience:** Providing direct service to adults working with early childhood and/or school aged children as reported and verified on the Employment Tab in their individual profile.

- Director or Assistant Director of a center-based or family child care home (involves working on- site directly with children and adults in a child care setting on a day-to-day basis).
- Inclusion Coordinator or Education Coordinator working in a center-based or family child care home (involves working on-site directly with children and adults in a child care setting on a day-to- day basis).
- Indirect experience may also include providing technical assistance to staff that work directly with children and families at an early childhood or school-age site; or teaching Child Development related courses at a High School, College, or University, serving as a Coach, Consultant or Mentor in a formalized role.

# Policy Points

## Document Ownership

Documents you submit with your application become the property of Achieve - The MN Center for Professional Development and will not be returned to you. Plan ahead and keep copies for your personal records.

## Fraud Policy

Achieve reserves the right to investigate suspected fraud and may require additional documentation to support and verify information provided. Achieve will terminate a trainer's approval and trainer access in Develop in cases where an investigation determines intentional misrepresentation or submission of altered documentation occurred.

## Grievance Policy

Achieve is committed to providing transparency in its policies and consistency in its practices. If you believe policies and/or procedures have not been followed by Achieve staff, you have the right to air grievances through a timely appeal process. If you have tried to resolve your situation with Achieve staff and your grievance is not satisfied, you have the right to contact the Achieve Director of Operations at [support@mncpd.org](mailto:support@mncpd.org). Please include your Develop ID number in the subject line.

## Right to Refuse Services

Achieve - The MN Center for Professional Development highly qualified staff provides exemplary customer service to all clients. The Center reserves the right to refuse service to individuals who exhibit harassing or threatening behavior either verbally, physically or in written form, toward Achieve staff.

## Trainer Agreement Form

Trainers are expected to model professionalism and will be held to the standards outlined in the Achieve Trainer Agreement Form. You can view and download this form at [https://mncpd.org/wp-content/uploads/2016/12/Trainer\\_Agreement\\_Form.pdf](https://mncpd.org/wp-content/uploads/2016/12/Trainer_Agreement_Form.pdf)

## Trainer Conduct Code and Appeal Process

Achieve approved trainers are expected to act in a manner that promotes professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. Reports of Trainer misconduct received by Achieve will be investigated according to the Achieve Trainer Conduct Code and Appeal Process. You can view this policy at [https://www.mncpd.org/wp-content/uploads/2016/12/MNCPD\\_Trainer\\_Conduct\\_Code\\_And\\_Appeal\\_Process](https://www.mncpd.org/wp-content/uploads/2016/12/MNCPD_Trainer_Conduct_Code_And_Appeal_Process)