

# Online Course Submission Quick Guide for Approved Trainers

The Minnesota Department of Human Services has temporarily waived the trainer requirements for submitting online Courses for approval. This change will be in effect until the emergency peace time order has ended.

How to successfully submit online Course content in [Develop](#) for review and approval by [Achieve](#):

Approval requirements are based on:

- 1). Your approved [Trainer Membership](#) status must be current
- 2). Meet the [Course Approval Requirements](#) for online Course content delivery

- Use your **Training Entry** access in Develop to submit your Course.
  - Follow the requirements as outlined in the [Course Approval Requirements](#) document.
  - Pay special attention to the following Course areas:
    - **Description** – Clearly indicate the Course is offered online and specify platform.
    - **Diversity/Anti Bias** – Address how learners will be supported while using the online platform.
    - **Outline of Training** – Include a detailed breakdown for each hour of training. The more specific the better.
    - **Training Activity** – Include how participants will complete the activities virtually and how the activities support each objective.
    - **Assessment of Learning** – Include a detailed explanation of the assessment along with expected assignments, grades, and/or test scores.
    - **Training Materials** – Indicate technology requirements the user needs to successfully complete the online training.
  - When the Course is approved, create training Events as needed.

## We're here to help!

### Develop Technical Assistance:

For help accessing and navigating Develop features, contact the Develop helpdesk at: **844-605-6938** or [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)

### Achieve Technical Assistance:

Contact Achieve's Professional Development Department for individualized Trainer and Course approval guidance, resources, and assistance at: **855-378-3131 ext.4** or [support@mncpd.org](mailto:support@mncpd.org)