

Achieve – The MN Center for Professional Development follows DHS requirements to uphold the integrity of MN’s Professional Development system. All approved Training Events, Courses, and Trainers listed in Develop’s [Search for Training](#) tool are listed with the intent of providing attendees with the valuable knowledge and high-quality professional development experiences they need to reach their goals.

The quality of your experience while attending Training Events found in Develop is very important to us.

You have the right and are encouraged to supply general feedback and/or report training quality concerns related to your experience.

Please review the two methods available to you for sharing details about your experience:

- **Method One: General Feedback**
 - Complete the Trainer and Training Evaluation Tool (TTET) found on the Training Tab of your Develop profile.
 - This Develop tool allows you the option to anonymously provide informal general feedback directly to the trainer about the approved training event you attended.
- **Method Two: Notable Concerns**
 - Complete the **Training Quality Concerns Form** on the next page and send it to Achieve for thorough review. See the Training Quality Concerns policy for more details.
 - This form allows you to confidentially report any notable concerns to Achieve you witnessed while:
 - registering for and/or attending an approved training event. For example:
 - An approved trainer breaks one or several of the agreements as listed in the [Trainer Agreement Form](#).
 - The content covered during the training did not meet your expectations.
 - The learning environment provided to you failed to support an inclusive and successful learning experience for you and/or other attendees.
 - contracting with an approved trainer and/or training sponsor
 - providing professional support and guidance to approved trainers/training sponsors as an employee of DHS, Develop, Achieve, Trainer and RBPB Support Services (TARSS), Child Care Aware, etc.

Concerns reported using this form will initiate a supportive mediation process to resolve the concern. [Achieve](#), together with [Trainer & RBPB Support Services](#) (TARSS) will review your concern(s) under the direction of MN DHS.

Complete the form and submit it to:

- Toll free Fax: 877-379-2467
- support@mncpd.org
- Mailing Address:
 - Achieve – The MN Center for Professional Development
2908 Marketplace Drive Suite #103
Fitchburg, WI 53719

All concerns must be submitted to Achieve by a direct witness within 30 days* of the training experience.
 *Concerns must be reported quickly to ensure the most accurate recollection of the experience by both the attendees and trainer.
 Timely reporting of concerns helps to protect future experiences of other potential attendees.

Section 1: Your Information: *Your information will always be kept confidential and is for our records only.*

Name:		Develop ID:	
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Section 2: Training Information

Date:		Location:	
Trainer Name:		Event ID#:	
Training Title:			

Section 3: Type of Concern: *Check all that apply.*

<input type="checkbox"/> Trainer	<input type="checkbox"/> Content	<input type="checkbox"/> Learning Environment	<input type="checkbox"/> Other
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Section 3: Details of Quality Concern: *Be specific and state facts. Use the [Trainer Agreement Form](#) and *Examples* listed in the Training Quality Concern policy for reference. If possible, please provide supporting documentation. Use additional paper if needed.*

Acknowledgment

My signature below confirms this completed form is true and correct to the best of my knowledge. I understand my submission of this form initiates an inquiry. I agree to participate (if requested) in the process. I understand the named trainer has the right to obtain a redacted version of my statement as part of the documentation in accordance with due process. I understand my identifiable information will be kept confidential.

Signature:		Date:	
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