develop

The Minnesota Quality Improvement & Registry Tool

Applying for Course Writer Membership

Course Writers are individuals who are skilled in design and development of for adult learners. To be approved as a Course Writer the individual must have a Career Lattice of Step 9d or higher. See the How to Apply section of the document for further instructions.

For more information on Course Writer requirements reference:

- Course Submission Approval Requirements for Standard Course Writers and Higher Education Course Writers (PDF)
- Course Writer Companion Guide (PDF)

Only approved Course Writers can submit courses for full course review and approval by Achieve MNCPD.

HOW TO APPLY

To apply for Course Writer membership, follow the instructions below.

1. Log into the Develop Individual Profile. To create an Individual Profile reference the document, Creating an Individual Profile (PDF).

2. Displayed is the **Summary** tab of the Individual Profile.
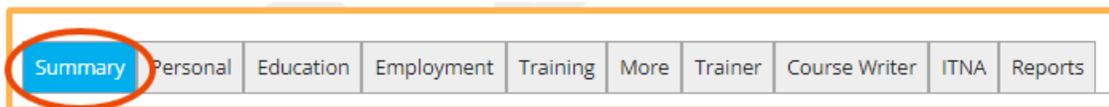
Based on the individual's membership status the choices on this screen will look different. See below for the appropriate choice and follow the directions.

a. The individual wants to become an approved Course Writer and has a Career Lattice Step of 9d or higher, but does not have an Individual Membership.

Select the box to **Apply for Course Writer Membership.** The box for **Apply for Individual Membership** will automatically be selected too. This is for individuals who are applying for an Individual Membership the first time.

Click **Apply/Renew**. Continue to step 3 of the document.

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b. The individual wants to become an approved Course Writer and has a Career Lattice Step of 9d or higher with a current Individual Membership.

Select the box to **Apply for Course Writer Membership**.

Click **Apply/Renew**. Continue to step 3 of the document.

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    c. The individual wants to become an approved Course Writer and has a Career Lattice Step less than the required 9d. The individual must renew their Individual Membership and submit documentation that shows they can meet the Step 9d requirements.

       Select the box to **Apply for Course Writer Membership.** The box for **Renew your Individual Membership** will be automatically selected too.

       Click **Apply/Renew**. Continue to step 3 of the document.

3. Displayed is the **My Personal Profile**. Read the instructions and click **Start.**

Applying for Course Writer Membership

4. Displayed is the **Personal Information** tab.

    a. If the individual is applying for a Course Writer membership and has a Career Lattice Step of 9d or higher, but does not have an Individual Membership complete step 4 – 11 of the document. When done, click **Save and Continue** at the bottom of the page.

    b. If the individual is applying for a Course Writer membership and has a Career Lattice Step of 9d or higher with a current Individual Membership, review and update the information for steps 4 -8 of the document. When done, click **Save and Continue** at the bottom of the page.

    c. If the individual is applying for a Course Writer membership and has a Career Lattice Step less than the required 9d, the individual must renew their Individual Membership. Review and update the information for steps 4 -8 of the document. When done, click **Save and Continue** at the bottom of the page.

        Note: The individual must submit documentation that shows they can meet the Step 9 requirements.

My Personal Profile

| Personal Information | Education | Employment | Training | More | Course Writer Information | Submit Application |

Individual ID **103698**

First Name *

Charlie

Middle Name

Last Name *

Brown

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5. Displayed is the **Education** tab, add or update the education information. To add more information, click **Add New** from the drop-down menu.

    Note: If the individual is applying for a new Individual Membership and a Course Writer Membership, documentation is required as part of the application process for specific information entered on this screen. If the individual has a Career Lattice step of 9d or higher and a current Individual Membership documentation is not required.

    When done, click **Save and Continue** at the bottom of the page.

6. On the Employment tab, add or update the employment information. When done, click **Save and Continue** at the bottom of the page.

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7. On the Training tab, add or update the training Events attended. When done, click **Save and Continue** at the bottom of the page.

| Personal Information | Education | Employment | Training | More | Course Writer Information | Submit Application |

Training Documentation

ℹ️ No documentation entered.

Filter by Qualification
-- No Filter --

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified
95590	Full Rating Grants	04-30-20		Quality Improvement	1.00	RBPD	☑
81365	RBPD Cycle of Coaching	10-25-19		CLASS Coach	1.25	RBPD	☑
80744	Incomplete Documentation	10-21-19		Parent Aware	1.00	RBPD	☑

8. On the **More** tab, add or update the professional memberships and contributions. To add a new entry, click **+Add**. When done, click **Save and Continue** at the bottom of the page.

| Personal Information | Education | Employment | Training | More | Course Writer Information | Submit Application |

🏷️ Professional Memberships   +Add

ℹ️ No Memberships have been entered.

🏷️ Professional Contributions   +Add

ℹ️ No Contributions have been entered.

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9. On the **Course Writer Information** tab complete the following sections:

   a. Course languages – Select the language(s) all written training documents and supplemental course materials will be available in.

   b. Include my profile in public course writer search results - Select the check box to include profile in public Course Writer search results. This choice is optional. If check box is not selected the profile will not show up in search results. If the profile does not show up in the search results, others in Develop will not be able to contact you regarding your course(s).

   c. Course writer profile - Enter profile description. This will appear if chosen to have profile available publicly.

   d. Course writer directory keywords - Enter keywords to help locate profile in directory. This will appear if chosen to have profile available publicly.

   e. Age group expertise – Select and check the boxes for the age group(s) the course content will focus on.

   f. Course writer documentation - Add the documentation that is to be considered as part of the Course Writer membership. Include a sample Course and documentation of qualifications to design an In Person/Face-to-Face content and/or Virtual/Online content.

   g. Course writer competencies – Select and check the boxes for Course Writer competencies. Writers must have specific knowledge and competencies related to the design and development of curriculum.

   When done, click **Save and Continue** at the bottom of the page.

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Age Group Expertise*

- ☐ Infants
- ☐ Toddlers
- ☐ Preschoolers
- ☐ School Age   e
- ☐ Middle School
- ☐ Secondary
- ☐ Adults

Course Writer Documentation

f   **Add Documentation**

ℹ️ No documentation entered.

Course Writer Competencies

Approved Course Writers must have specific knowledge and competencies related to the design and development of curriculum for adult learners. Course Writers who are interested in creating content for virtual/online delivery must meet additional requirements.

☑ In-Person/Face-to-Face Course Design ❓   ☐ Verified

Addl Info   **Expiration Date**
Course 12345   11/08/2026

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☑ Virtual/Online Course Design ❓   ☐ Verified

Addl Info   **Expiration Date**
AdLrng 2205   01/17/2025

< Previous Step   **Save and Continue >**

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10. On the Submit Application tab, read the Course Writer membership agreement form carefully. Check the box to acknowledge the agreement was read and click **Save and Continue**.

I confirm that the submitted **Course Writer Membership** application and the supporting documents provided to Achieve – The MN Center for Professional Development accurately reflects my training, education, and experience. By electronically agreeing to this form, I confirm that I agree to abide by all terms and conditions set forth in this Course Writer Membership Agreement form, with full understanding that violation of any of the statements or procedures may adversely affect my status as an Achieve Approved Course Writer including suspension and/or revocation of my Course Writer Membership status.

☑ I acknowledge that I have reviewed the Course Writer agreement.

< Previous Step   Save and Continue >

DEPARTMENT OF HUMAN SERVICES

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11. A page will appear with instructions on next steps. Read the section.

12. To go back and make any changes, click **Previous Step**. When ready to submit the application, click **Submit Application**.

13. An email will be sent after an application is submitted. If the individual is applying for a new Individual Membership and a Course Writer Membership, submit supporting documentation within 15 business days to Achieve MNCPD via support@mncpd.org. If documentation is not submitted within 15 business days, the Course Writer membership application will be cancelled and a new application will need to be submitted.

If the individual has a Career Lattice step of 9d or higher and a current Individual Membership, documentation is not required.