

develop

The Minnesota Quality Improvement & Registry Tool

DEVELOP TRAINING PARTICIPANTS – COMPLETING THE TRAINER AND TRAINING EVALUATION TOOL (TTET)

People who participate in training approved in Develop are asked to complete the Trainer and Training Evaluation Tool (TTET) to provide feedback on their training experiences.

The Trainer or Training Sponsor Organization (TSO) that held the Event will verify your attendance in Develop after the Event happens. This will prompt the system to send an automated message to the email address listed in your Individual Profile. The subject line of the email will be, "Tell us what you thought about (Event name)."

To complete the TTET, follow these steps.

1. When you receive an email inviting you to complete the TTET, click on the blue button in the email that says **Complete Evaluation**. A new browser tab will open to log into Develop. Enter your email address and password to log in.

Dear Example Person,

We are committed to ensuring that all Achieve- and Develop-approved training is high-quality. Provide feedback regarding the Event you attended below, by completing a Trainer and Training Evaluation linked below.

The evaluation will only be available until July 15, 2021.

Complete Evaluation

- a. If clicking the blue button does not open a new browser tab, the email will have a URL. Copy and paste the URL into your internet browser. You will be asked to log into Develop. Enter your email address and password to log in.

Having trouble with the button above? Copy and paste the url below into the browser of your choosing, to complete the evaluation.

<https://mnuat.newworldnow.com/app/Event/Survey.aspx?EventId=12345>

Develop training participants – completing the TTET

- b. If you cannot find the email inviting you to take the TTET, you can log into your Individual Profile and click on **Training**. Event(s) with available TTET evaluations will have a **blue notebook** icon. Click the icon to be taken to the TTET for that Event.

My Personal Profile

All Develop Membership applications are processed by Achieve in date order. Visit www.mncpd.org to view the processing date for each application type and for other helpful application resources

Summary Personal Education Employment **Training** More ITNA Reports

Training Documentation

No documentation entered.

Training

[Edit Training](#)

Please click the "📝" to complete the Trainer Training Evaluation Tool (TTET) for the applicable training event.

Status Legend
● TTET Complete ✍️ TTET Available ⛔ TTET Closed ⚠️ Not Eligible

Event ID	Title	Completed	Credit	Type	Hours	Level	Status	Action
348917	Summer Learning Group	09-24-21		School Age	10.00	Level 1 – Explores	VERIFIED	
348919	Summer Learning Group	05-19-21		School Age	10.00	Level 1 – Explores	VERIFIED	📝
348896	A Burger for Me: Prop Box Play	04-30-21		Early Childhood	2.00	Level 1 – Explores	VERIFIED	✔️

- c. If more than 30 days have passed since your attendance was verified, you will receive this message. You will not be able to complete the TTET.

⚠️ The Training and Trainer Evaluation Tool for this event is now closed.

- d. If you have already completed the TTET for the Event, you will receive the message below. You will not be able to complete the TTET more than once or edit your previous responses and comments.

⚠️ You have already completed an evaluation of this event. Thank you. To complete an evaluation for a different event, visit the Training tab on your individual profile.

[My Training](#)

Develop training participants – completing the TTET

- The TTET is divided into three sections: Trainer Evaluation, Training Content Evaluation, and Training Delivery Environment Feedback. You will be presented with a series of questions. Respond to each question based on your training experience.

Trainer & Training Evaluation Tool

[iPolicy](#)

Hello, Maria Example

Your feedback helps us do a better job! Thank you for taking a moment to complete an evaluation of the training you recently took.

Summer Learning Group

Conor Alston	05/19/21
Trainer	Event Date

Trainer Evaluation

The trainer showed strong knowledge of the course topic

Strongly Agree

Agree

Disagree

Strongly Disagree

- At the end of each section, there will be a text box to enter comments. This is optional, though you are encouraged to explain any questions where you responded "Strongly Agree" or "Strongly Disagree."

Please explain any "Strongly Agree" or "Strongly Disagree" responses, and any other feedback you would like to share.

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4. After completing the evaluation sections, you will be asked why you took this training. You can check more than one box. Enter any other comments you have. Comments are optional.

I took this training to (check all that apply):

- Meet licensing requirements
- Meet Parent Aware requirements
- Increase my personal or professional knowledge

Is there anything else you would like to tell us about this training?

5. When you are ready to submit your TTET responses, click **Submit Evaluation**. Note: once you click Submit Evaluation, you will not be able to change your responses or comments. If you have a Training Quality Concern, use the **Click here** link to submit a concern to Achieve MNCPD.

[Submit Evaluation](#)

[Click here](#) if you would like to submit a Training Quality Concern for us to review.

You will receive a confirmation message that your TTET has been successfully submitted.

Thank you for helping to evaluate and improve training opportunities in Minnesota!