

## Training Event Entry for Training Sponsor Organizations

Training Sponsor Organizations are businesses and entities that provide high quality professional development experiences to people working in the field of early care and education. To be approved as a Training Sponsor Organization, submit an application and meet certain criteria by submitting documentation to Achieve MNCPD for verification. For help on how to create an organization profile reference the document, [Develop – Creating An Organization Profile \(PDF\)](#).

An organization must be approved in Develop as a Training Sponsor Organization to own Courses and offer Training events.

Current registered Training Sponsor Organizations will need to agree to the terms and conditions and apply for KCF Area(s). Until the process is completed, an error message will be displayed in the Training Entry area of your Organization Profile. See screen shot below.

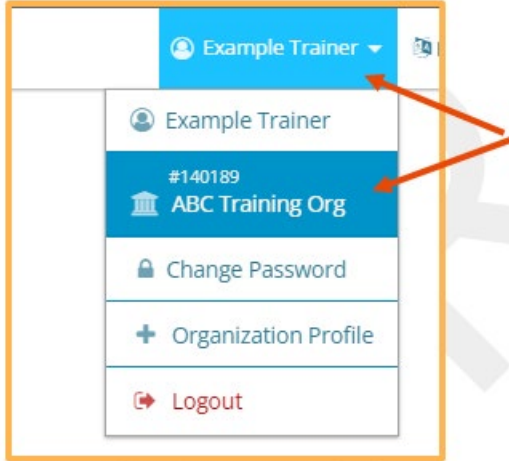
The screenshot shows a web interface with a yellow border. At the top, a red warning icon is followed by the text "Sponsor Agreement Needed". Below this, a message box contains the text: "Your organization does not have a current Sponsor Agreement on record. Training cannot be entered. An Approved Sponsor Agreement application can be submitted from your Organization Profile Account tab." Below the message box, there are two tabs: "Events" (selected) and "Courses". Under the "Events" tab, there is a "Filter Events" section with three input fields: "Event ID", "Course Title", and "Event Status" (with a dropdown menu showing "Filter by Status"). To the right of the filter fields is a "New Event" button.

## HOW TO ENTER AN EVENT

To enter a new training event, follow these instructions.

1. Log into the Develop Individual Profile.
  - To create an Individual Profile reference the document, [Creating an Individual Profile \(PDF\)](#).
  - After creating and Individual Profile reference the document, [Linking Organization and Individual Accounts \(PDF\)](#).
2. In the context menu in the upper, right-hand corner of the screen, select the **Organization Profile**.

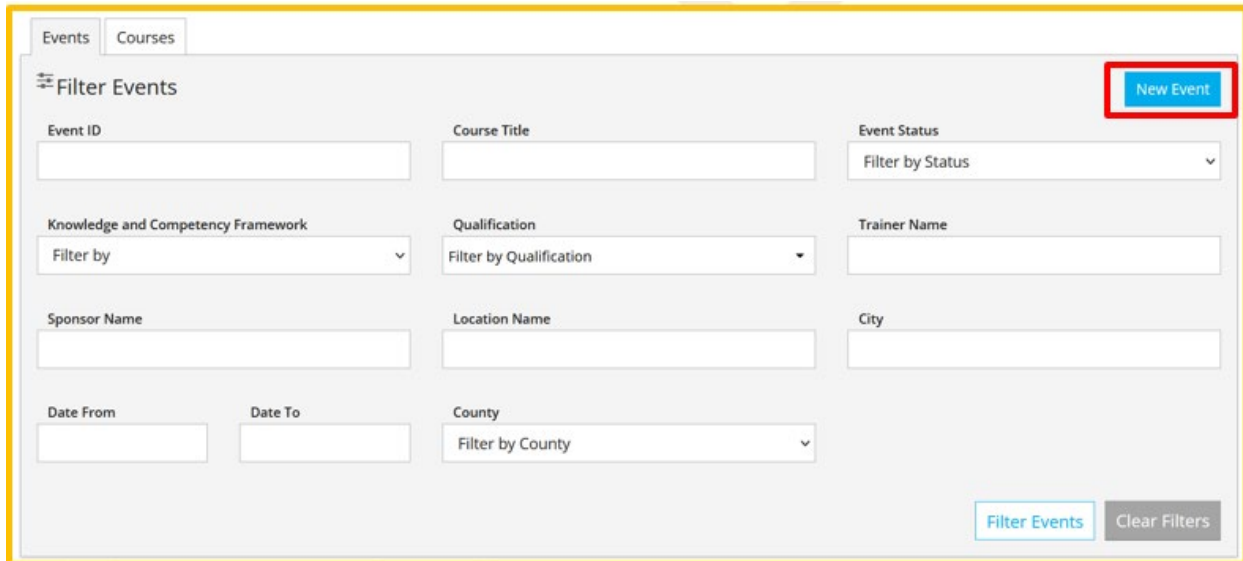
# Training Event Entry for Training Sponsor Organizations



3. In the left-hand navigation menu, select **Training Entry**.



4. When the Training Entry page loads, click **New Event**.



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5. Use the filters or search fields to find the course to schedule an event. Click **Search**. Once the course shows up on the list, click **Select**.

In order for a course to appear in the course catalog, the organization must have authorized access to the content.

To schedule an Event from a Course in the Course Catalog, the organization must be approved to train on the Knowledge and Competency (KCF) Areas covered by the course. If the organization is not approved to train on one or more of the KCF Areas covered by the course, they will not be able to schedule an event from the course, even if it appears in their course catalog.

For example: A Course Writer can transfer ownership of a Course to a Training Sponsor Organization that is approved in each of the KCF areas.

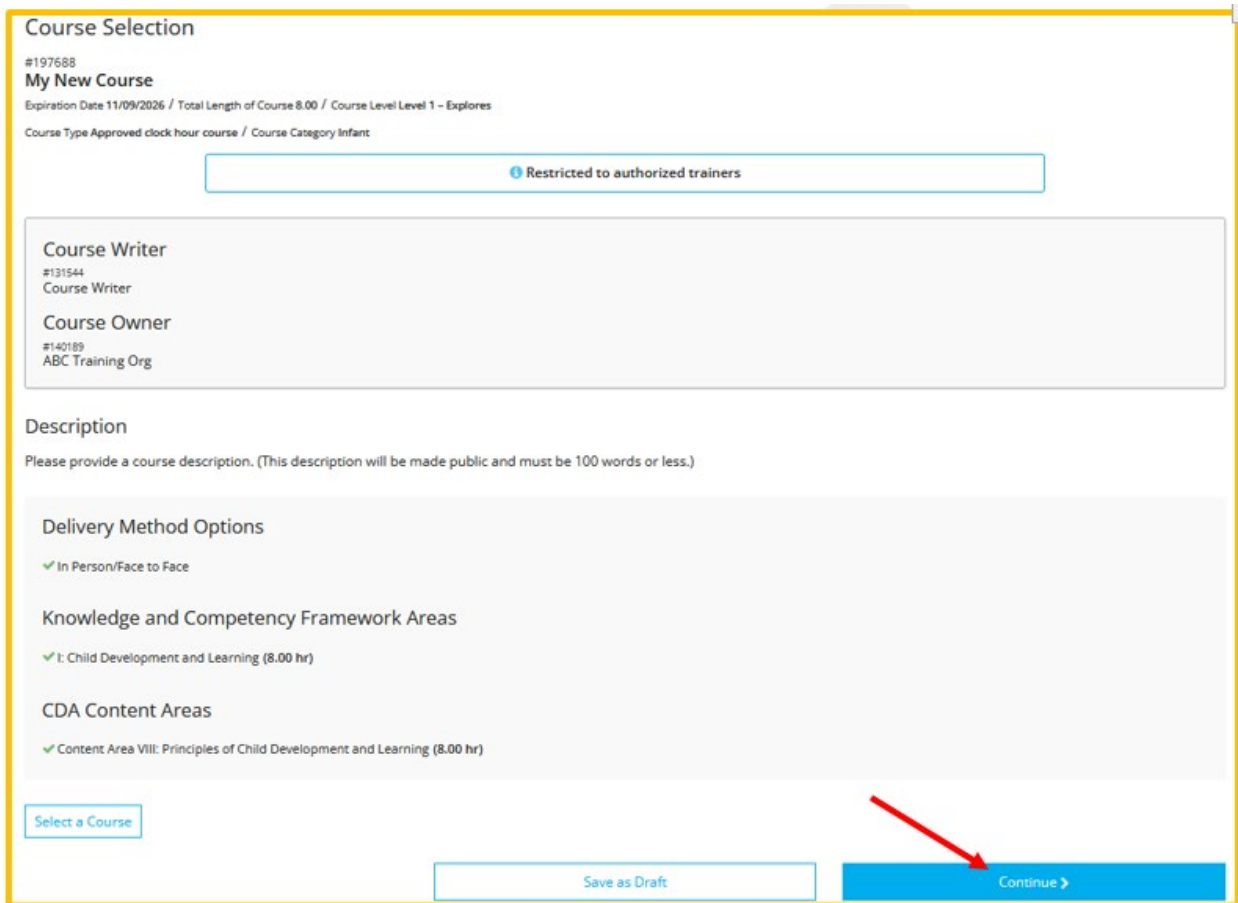
The Training Sponsor Organization will need access to the content and be approved for all the KCFs that the Course covers. The organization will not create the Course. It will be the Course Writer, who is approved in all the KCF Areas. The Training Sponsor Organization will need to make sure they are approved for the KCF Areas of the Courses they own or becoming owners of.

The screenshot displays a web interface for a course catalog. On the left, a 'Filter Courses' sidebar is highlighted with a red border. It contains search fields for Course Title, Course ID, and Qualification, as well as dropdown menus for Qualification Type, Knowledge and Competency Framework Areas, and CDA Content Areas. The main content area, highlighted with a yellow border, shows a course titled 'My New Course' with ID #197688. It includes details such as 'Hours 8.00 / Course Level Level 1 - Explores', 'Course Type Approved clock hour course / Course Category Infant', 'Course Writer Course Writer', and 'Owner ABC Training Org'. Below this, a section titled 'Knowledge and Competency Framework Areas' lists 'I: Child Development and Learning (8.00 hr)', and a 'CDA Content Areas' section lists 'Content Area VIII: Principles of Child Development and Learning (8.00 hr)'. A 'Select' button is visible in the top right of the course details, with a red arrow pointing to it. At the bottom left, a 'Search' button with a magnifying glass icon and a 'Reset' button are shown, with a red arrow pointing to the 'Search' button.

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6. Displayed is the **Course** tab. The course details will display in this section. To keep scheduling the Event, click Continue.

Note: To save as a draft and return to make changes later, click on **Save as Draft**. This option is available at the bottom of each screen. See step 11 for an event that saved in Draft status.



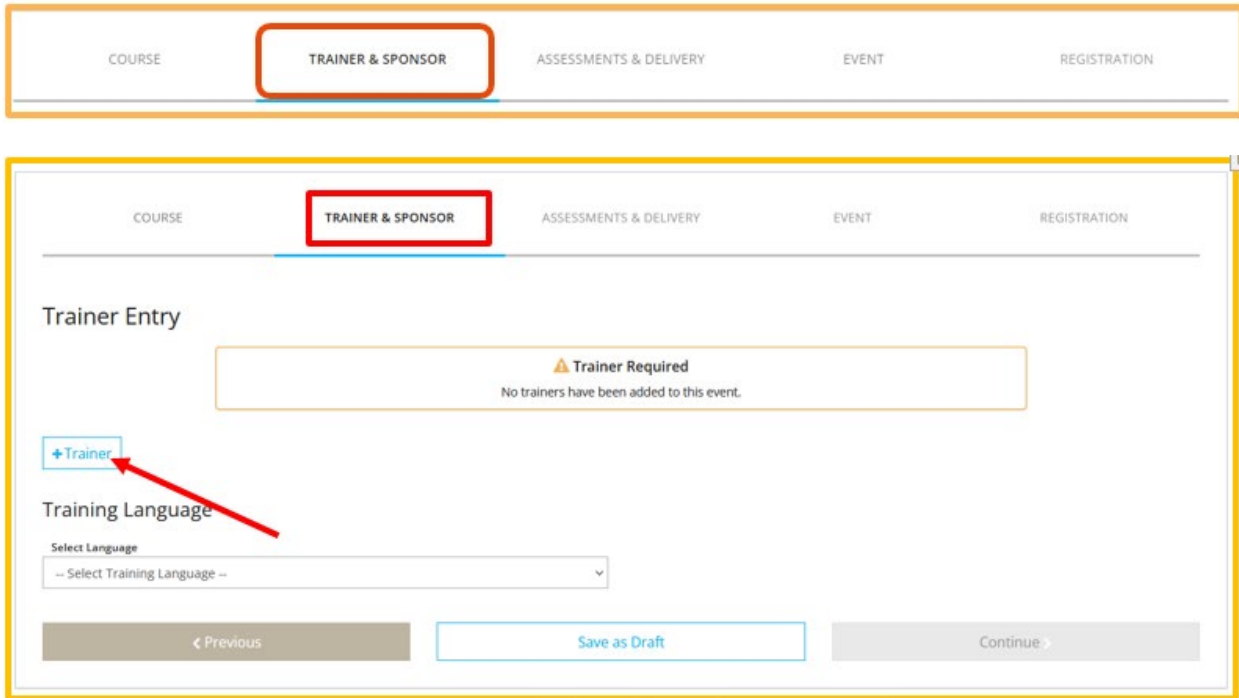
The 'Course Selection' form contains the following sections:

- Course Selection**
  - #197688
  - My New Course**
  - Expiration Date 11/09/2026 / Total Length of Course 8.00 / Course Level Level 1 – Explores
  - Course Type Approved clock hour course / Course Category Infant
  - Restricted to authorized trainers
- Course Writer**
  - #131544
  - Course Writer
- Course Owner**
  - #140189
  - ABC Training Org
- Description**
  - Please provide a course description. (This description will be made public and must be 100 words or less.)
- Delivery Method Options**
  - In Person/Face to Face
- Knowledge and Competency Framework Areas**
  - I: Child Development and Learning (8.00 hr)
- CDA Content Areas**
  - Content Area VIII: Principles of Child Development and Learning (8.00 hr)
- Select a Course
- Save as Draft
- Continue >

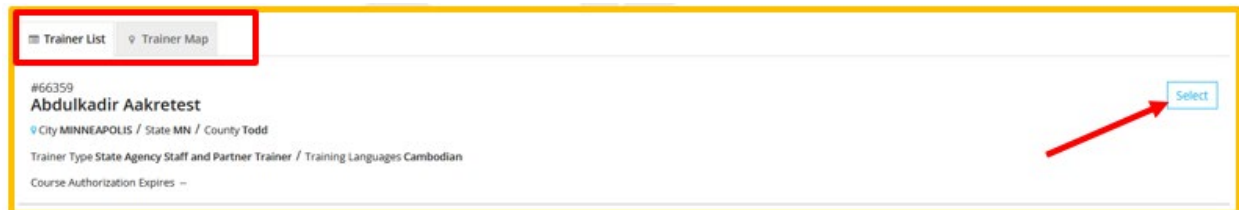
A red arrow points to the 'Continue >' button.

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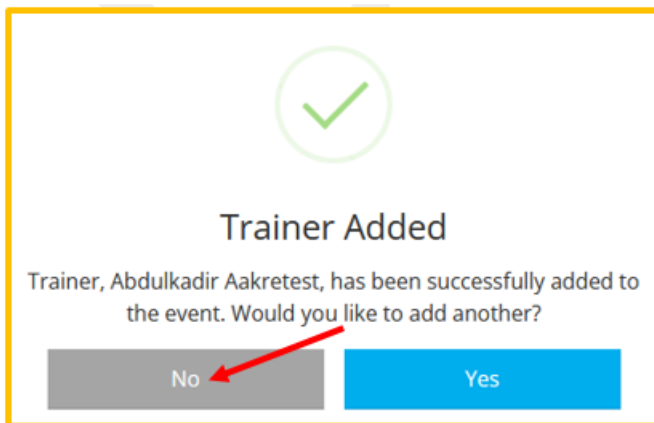
7. On the **Trainer and Sponsor** tab, click **+Trainer**.



8. Using the **Trainer List** or **Trainer Map**, pick the Trainer and click **Select**.



9. A confirmation message will be displayed and ask to add another Trainer. To add another Trainer, click **Yes**. If finished adding Trainers, click **No**.



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10. To give a Trainer administrative access to the event, check the **Administrative Access** box. Use the drop-down menu to select the language that the event will be offered in. Click **Continue**.

Note: Administrative Access is access for the trainer to enter attendance and use the messaging roster to email attendees.

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

### Trainer Entry

#66359  
Abdulkadir Aakretest (Authorized Trainer)  Administrative Access Change

+Trainer

### Training Language

Select Language  
-- Select Training Language --

< Previous Save as Draft Continue >

# Training Event Entry for Training Sponsor Organizations

11. On the **Assessment & Delivery** tab, check the boxes to indicate the type(s) of assessment of learning and delivery methods the event will use. Click **Continue**.

COURSE      TRAINER & SPONSOR      **ASSESSMENTS & DELIVERY**      EVENT      REGISTRATION

### Assessment of Learning

Please select all that apply.

- Demonstration of Skills
- Interview
- Observation
- Portfolio
- Pre/Post Test
- Project
- Q&A
- Reflection Paper
- Research Paper
- Self Report
- TTET
- Other

### Delivery Methods

Please select all that apply.

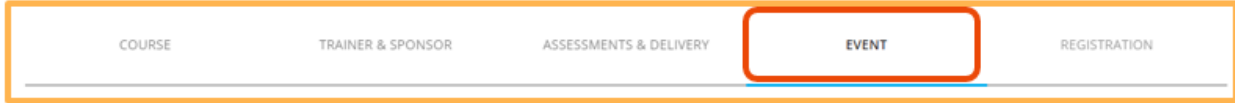
- In Person/Face to Face
- Virtual/E-Learning: Internet-based - Synchronous
- Virtual/E-Learning: Internet-based - Asynchronous
- Virtual/E-Learning: Internet-based - Webinars
- Blended Learning

← Previous      Save as Draft      **Continue >**

# Training Event Entry for Training Sponsor Organizations


12. Displayed is the **Event** tab.

- a. To have an event appear in the public training search results, select the **Yes** button. To not have an event to appear to the public in training search results, select the **No** button.
- b. Enter the location information.



**Event Details**

Show this event in public search results

No  Yes 

Select Yes if you would like this event to show up in public event searches.

Type  
Classroom

Location Name  
Sarmiento 4446

Country  
Argentina

Address  
4446 Sarmiento


Address 2  
Enter Apt. Unit, Suite

Zip/Postal Code  
C1197

City  
AAP

State/Province  
CABA

Capacity  
25





# Training Event Entry for Training Sponsor Organizations

c. Enter date and time information.

### Event Date & Time

**Self-Paced**  
 No  Yes  
Select Yes only if this event has unique start and end dates for individual participants.

**Multiple Sessions**  
 No  Yes

**Start Date**  
02/01/2022

**End Date**  
02/01/2022

**Start Time**  
12:00 PM

**End Time**  
04:00 PM

**Addl. Date/Time Info**  
Enter Addl. Date/Time Info

Maximum of 500 characters

d. Review the contact information. Information from your organization will automatically populate, but the information that is shown can be changed for this event. Click **Continue**.

### Contact Info

**Contact Name**  
ABC Training Org

**Email Address**  
developtoolmnuat-training@gmail.com

**Country**  
United States

**Address**  
123 Main Street

**Zip Code**  
55155

**City**  
Saint Paul

**State**  
MN

**Phone**  
+1 (612) 555-1234

**Fax**  
+1 e.g. (201) 555-0123

**Website**  
Enter Web Address

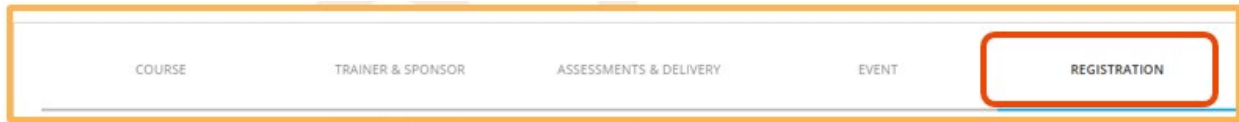
**Additional Contact Info**  
Enter Additional Contact Info

Maximum of 500 characters

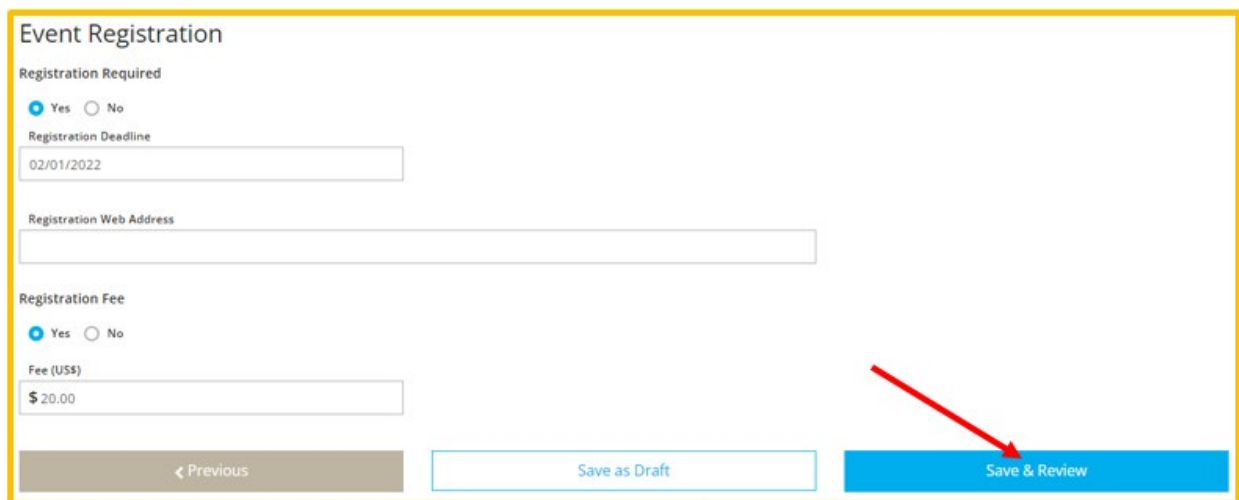
[← Previous](#) [Save as Draft](#) [Continue →](#)

# Training Event Entry for Training Sponsor Organizations

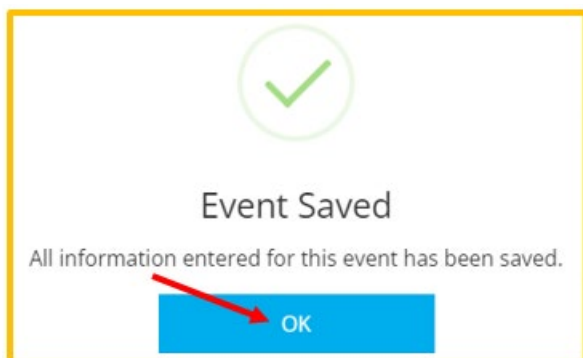
13. Displayed is the **Registration** tab.



- a. In the Event Registration tab, select or fill in the following:
  - i. If registration is required
  - ii. The registration deadline and the registration web address location
  - iii. If there is a registration fee and the amount of the fee.
- b. Click **Save & Review**.

A screenshot of the 'Event Registration' form. It contains several sections: 'Registration Required' with radio buttons for 'Yes' (selected) and 'No'; 'Registration Deadline' with a date input field containing '02/01/2022'; 'Registration Web Address' with a text input field; and 'Registration Fee' with radio buttons for 'Yes' (selected) and 'No', and a 'Fee (US\$)' input field containing '\$ 20.00'. At the bottom, there are three buttons: 'Previous', 'Save as Draft', and 'Save & Review'. A red arrow points to the 'Save & Review' button.

14. A confirmation message will display. Click **OK**.

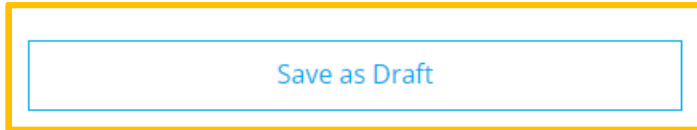


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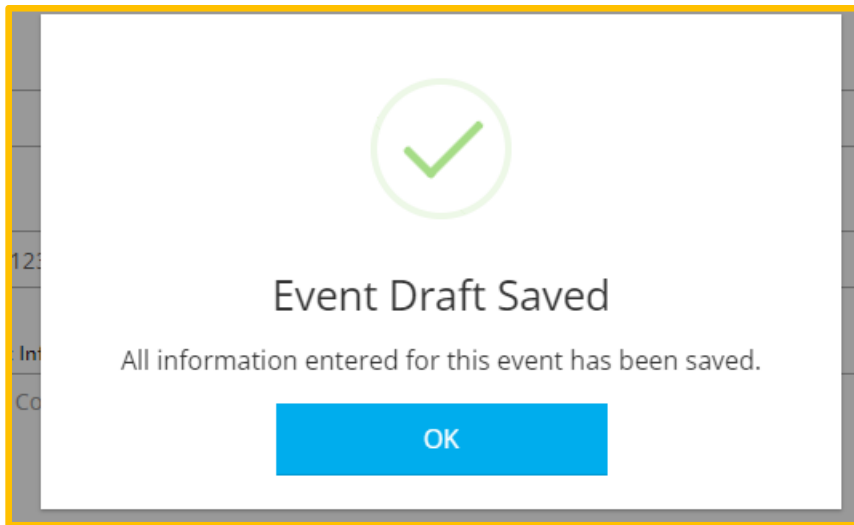
15. If the event is saved in **Draft** status the information can be reviewed as needed. The **Save as Draft** button is available at the bottom of each screen and information can be saved at any point in the process.

a. To save as a draft at any point during the process.

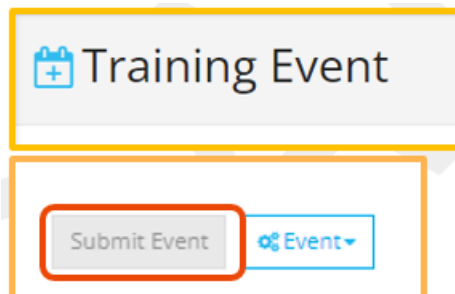
i. Click on **Save as draft** on the bottom of the page.



ii. A display box will appear stating that the information enter has been saved. Click on **OK**.

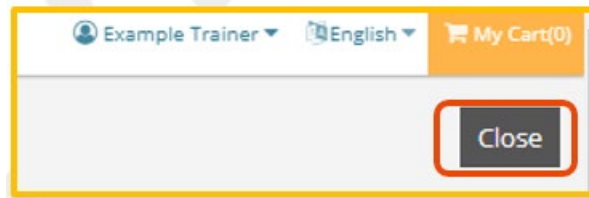


iii. Displayed is the **Training Event** page. The status of the event shows as a **Draft**. It will also state the **Event Not Submitted** and the **Submit Event** button is grayed out.



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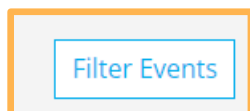
At this point, the information is saved as a draft. To completely close out and come back to make edits later, select the **Close** button in top right corner of the page.



## b. Review and edit information

- i. To review and edit a saved draft of a training entry after completely closing out of Develop, follow steps 1-2 in this document.

Enter on the Training Entry page, the course ID and/or the name of the course in the search fields. Click **Filter Events** button. Scroll down the page to see the search results and select the event to edit.

A screenshot of the 'Filter Events' form. It has two tabs: 'Events' and 'Courses'. The form contains two input fields: 'Event ID' with the value '348966' and 'Course Title' with the value 'My New Course'. A 'New Event' button is located in the top right corner of the form area.

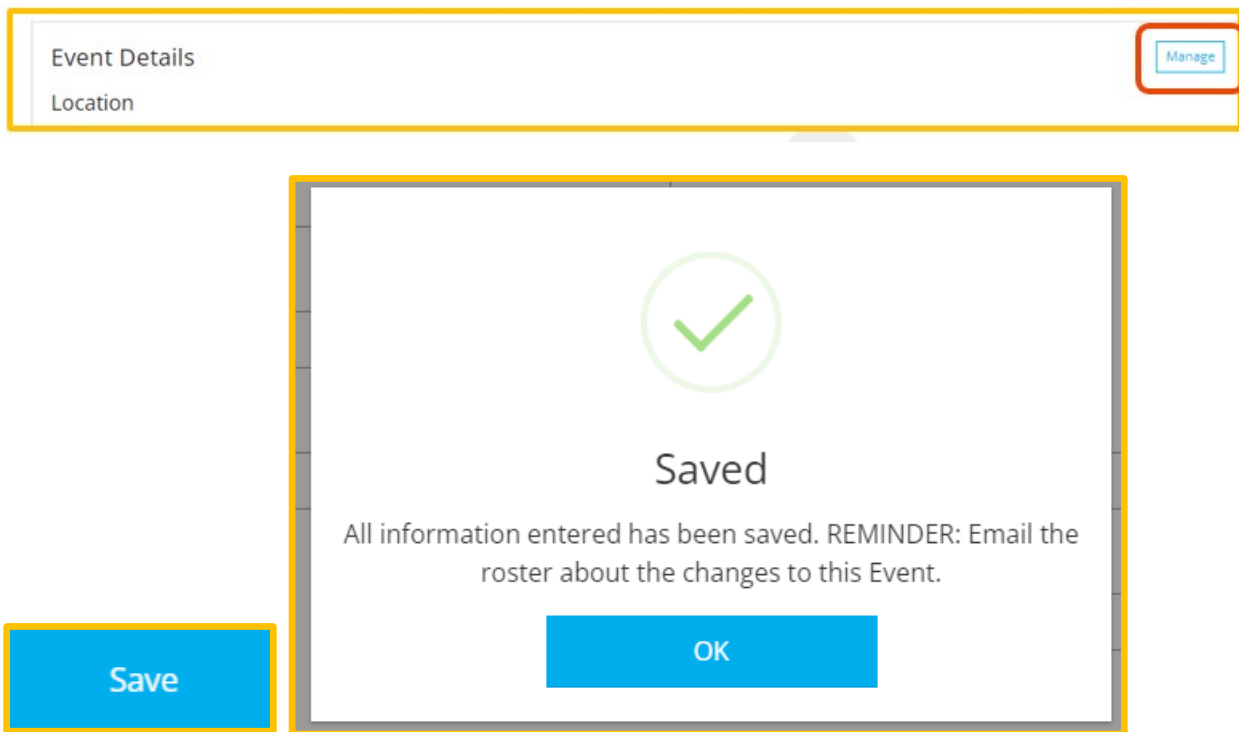
Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again. Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

⚠ Expired   ⚠ Not set   ⚠ Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status
<a href="#">348966</a>	⚠ Undecided	<a href="#">My New Course</a>	⚠ Undecided	Example Trainer	Draft

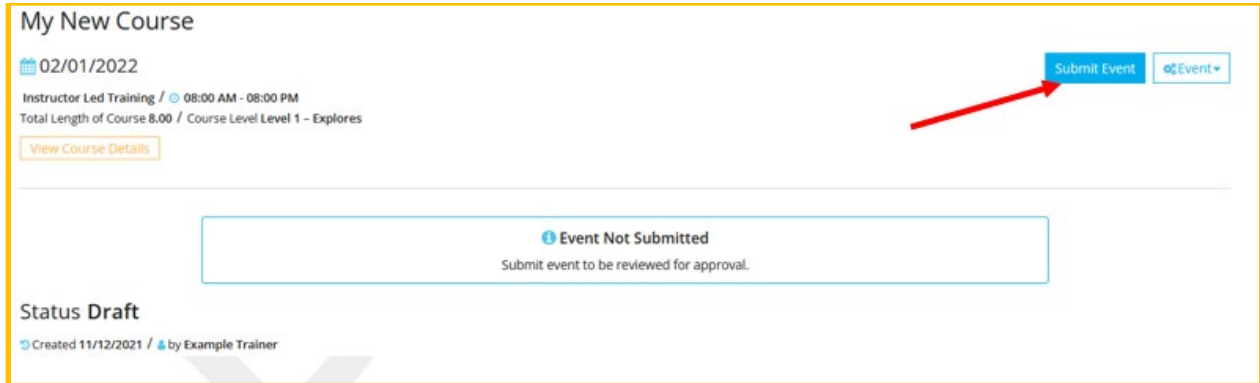
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- ii. All the sections will now display on the **Training Event** page instead of tabs. Go to the desired section to review or edit.
  - Course – The number, name, and course information.
  - Status – The status will display as draft and display that the event has not been submitted. This status will change once all sections have been filled out and the Event has been submitted for approval.
  - This event will show in public search results – The choices in this section can be edited right on the page.
  - Event Details – Details of the event.
  - Event Registration – Details if the event requires registration or a fee.
  - Trainers and Sponsor – Details of trainer entry.
  - Assessments and Delivery – Displays the type(s) of assessment of learning and delivery methods the event will use.
- iii. To edit the desired section, click on the **Manage** button. The specific section will display to edit. When finished, click on **Save**. A box will display that all the information entered has been saved.

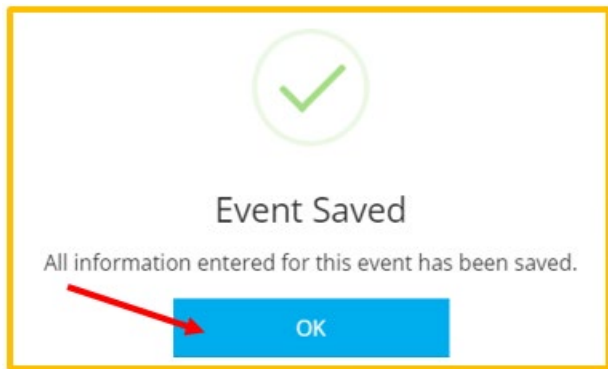


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- c. If any section is missing information a message with a red triangle will state **Missing Information Required to Submit**. When completed and all sections are filled out, click the **Submit Event** button. The button will now be blue instead of gray when all information is entered.



- d. A confirmation message is displayed stating that the event was saved. Click **OK**.

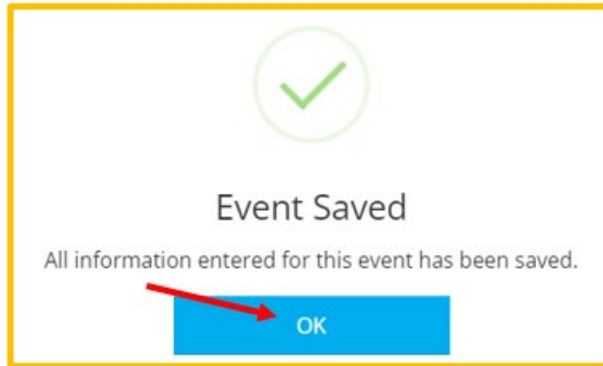


- e. The status on the Training Event page should now state **Accepted**.



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16. A confirmation message will be displayed. Click **OK**.



17. Depending on certain course and event details, the event will either be reviewed by Achieve MNCPD before being changed to Accepted status (allow up to three days), or it will be moved to Accepted status immediately. Either way, an automated email will be sent when the event is approved and has moved into Accepted status.