

Assessment Coach – GOLD® Endorsement

3-year Approval

Last Updated: November 5, 2025

Use the checklist below to track your completion of all requirements before applying online in Develop. **Application submissions that don't meet requirements will be unapproved.**

Approval Requirements		
	Completed?	
Develop Individual Membership with a minimum Career Lattice Step 6		
Current and Verified Employment with the State of Minnesota		
Current Implementing GOLD® certification issued by Teaching Strategies		
Verified Background Check		
Mandated Reporter training – Certificate of Completion		
Verified Data Privacy and Security training		

Requirement Details and Support				
Current Employment	Your Employment must show as verified on the Employment tab of your Develop Individual Profile under one of the following Organization ID numbers: #1203 or #1530. Need help? Use the Develop Help Guide : Reporting Employment for Individuals or contact the Develop Help Desk : support@develophelp.zendesk.com.			
Current Certification	 Current Implementing GOLD® certification issued by Teaching Strategies. Send your un-expired certificate to support@mncpd.org with the subject line "RBPD Implementing Gold." 			
DCYF conducts background checks through an authorized vendor that performs a nationwide search of criminal records. Any findings are reviewed to determine if disqualifying offenses are present.	A Background Check must show as verified on the Education tab of your Develop Individual Profile under Credentials, Certificates, Diplomas and Other Endorsements. Start this process before applying for RBPD approval. To request a background check, email: TrainerRBPD.BackgroundCheck@state.mn.us . Include: Reason: RBPD Specialist Application Your full name Email address Develop Individual ID number Important: The State of MN verifies background checks in Develop – not Achieve. Do not send background check results to Achieve. Do not ask Achieve to verify it.			

Mandated Reporter Training Must be completed within one year prior to submitting your application.	Complete the training through MN Child Welfare Training Academy, then send a copy of your certificate of completion to support@mncpd.org after submitting your online application in Develop. • Access this training here • Upon completion, you'll receive a password and certificate link. • Click the External link and enter the Password . • Provide your name and email address to receive a PDF of the certificate. • A PDF of the certificate will be emailed to you within 15 minutes . (check your spam folder) • Contact the MN Child Welfare Training Academy for support.	
Data Privacy and	Offered through Anytime Learning, this training must appear as verified on the Training tab	
Security Training	of your Develop individual profile.	
	 Email <u>etlsupport@childcareawaremn.org</u> to register for the training. 	
Must be completed within one year	 Include: Subject Line: RBPD Membership Application Your full name 	
prior to submitting	 Develop Individual ID number 	

your application.

Renewal Requirements	
RBPD Endorsement Renewal is required every 3 years to maintain your Develop access.	Completed?
Use this checklist to track your renewal requirements progress. Refer to requirement details outlined above.	
Maintain your Develop <u>Individual Membership</u> with a minimum <u>Career Lattice</u> Step 6.	
Current Employment with the State of Minnesota.	
Maintain current Implementing GOLD® certification through Teaching Strategies.	
Complete 30 total hours of professional development over your 3-year approval period.	
Refer to the RBPD Documentation Form to document and learn how to submit your completed hours.	
Mandated Reporter Training - Certificate of Completion	
Data Privacy and Security Training	