

Requirements for Business Consultant Endorsement

Education

Obtained a [Career Lattice](#) Step 9a or higher from Achieve (MNCPD) or have a current Subject Specific Trainer membership.

Employment

Current employee or contracted staff with First Children's Finance (Develop Organization #73) as verified on the individual's employment tab in Develop.

Safety and Security Requirements

These requirements must be filled before access to Develop will be granted:

Department Human Services - Background Check is completed and verified in Develop under Education tab.

- To request a background check, send an email to TrainerRBPD.BackgroundCheck@state.mn.us at the Minnesota Department of Human Services. Submit this request before applying for RBPD Specialist membership in Develop.
- The Department of Human Services utilizes the services of Castle Branch to conduct the check needed by Relationship Based Professional Development (RBPD) Specialists. Castle Branch conducts a nationwide search of criminal records. If criminal records are found in a background check, the records will be compared against [Minnesota Statute 245C.15](#) to determine if the record is a disqualifying crime.

Complete Course #132473 – *ATL Mandated Reporter Training* as verified on the coach's Learning Record.

- This is an Anytime Learning course available through Eager-to-Learn for \$10
- If you have a group to register contact etlsupport@childcareawaremn.org

Required Training, Coaching, Consultation or Mentoring

There may be training requirements First Children's Finance has of coaches once they are approved as a Business Consultant in Develop.

Requirements for Endorsement Renewal

Requirements include but not limited to:

- Complete Course #132473 – *ATL Mandated Reporter Training* as verified on the coach's Learning Record.
 - This is an Anytime Learning course available through Eager-to-Learn for \$10
 - If you have a group to register contact etlsupport@childcareawaremn.org
 - Required at every renewal