Business Consultant Endorsement





5-year Approval

Last Updated: November 5, 2025

Review both approval pathways and choose the path that best aligns with your qualifications.

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		
Pathway 1	Completed?	
Develop Individual Membership with a minimum Career Lattice Step 9a		
Current and Verified Employment with First Children's Finance		
Verified Background Check		
Mandated Reporter training – Certificate of Completion		
Verified Data Privacy and Security training		
Pathway 2	Completed?	
Develop Individual Membership with a minimum Career Lattice Step of Foundational Awareness		
Current and Verified Employment with First Children's Finance		
Current Subject Specific Trainer membership		
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 for First Children's Finance, Develop Organization ID #73.	
	Need help? Use the Develop Help Guide: Reporting Employment for Individuals or contact the Develop Help Desk: support@develophelp.zendesk.com .	
Subject Specific Trainer membership	Your current Subject-Specific Trainer membership must appear on the Trainer tab of your Individual Profile. For requirements for this trainer type, see page 14 of the <u>Trainer Membership Companion Guide</u> .	
	Your RBPD Specialist membership and Business Consultant Endorsement expiration date will be set to the same date as your Subject Specific Trainer membership expiration date.	

Background Check 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 Security Training Must be completed within one year	Offered through Anytime Learning, this training must appear as verified on the Training tab of your Develop individual profile. • Email etlsupport@childcareawaremn.org to register for the training. • Include: • Subject Line: RBPD Membership Application • Your full name

Renewal Requirements	
RBPD Endorsement Renewal is required every 5 years to maintain your Develop access.	Completed?
Use this checklist to track your renewal requirements progress. Refer to requirement details outlined above.	
Current Develop <u>Individual Membership</u> :	
Pathway 1: Career Lattice Step 9a or higher	
Pathway 2: Current Subject Specific Trainer Membership type	
Current Employment with First Children's Finance.	
Complete 50 total hours of professional development over your 5-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	

Develop Individual ID number

prior to

submitting your application.