Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

Updated: January 26, 2026

INDIVIDUAL MEMBERSHIP



COMPANION GUIDE

Welcome!



We are Achieve – The Minnesota Center for Professional Development. We are just one of several partner agencies working in Develop to support your successful career in early childhood and school-age care! Our team follows guidance and policies set forth by Minnesota Department of Children, Youth, and Families to ensure all Develop members are treated fairly during the application process. We use the Develop system to process membership application submissions and to offer you personalized membership support based on your needs and goals.

Develop Individual Membership is FREE and opens the door to many opportunities in your career! An Individual Membership in Develop offers you the ability to:

- Build a complete, accurate, and private electronic record of your professional achievements and store them in Develop's secure database.
- Showcase your achievements by displaying your Career Lattice Step certificate!
- Participate in Parent Aware.
- Apply for grants and scholarships.
- Apply for Develop's Trainer and/or Relationship Based Professional Development (RBPD) Specialist memberships.

We look forward to working with you and supporting your career goals!

With appreciation for all you do for Minnesota's children, youth, and families,

— Your Achieve Team

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Get Ready to Submit Your Application

Become familiar with the Acceptable Documentation Policy. It outlines the documents Achieve can use to verify your achievements on your Individual Profile and Learning Record.

DEVELOP'S ONLINE APPLICATION ASKS FOR INFORMATION ABOUT YOUR:

Education

You will need to list completion dates. We recommend you have your paperwork and/or degrees within reach. You will need to send in acceptable documentation if you would like these achievements verified on your profile.

Employment

You will be able to list your work experience in the field of early childhood care and education. It is recommended that you include at least your current employment. If possible, have your employer's Develop organization ID number on hand.

Training

Review your training record for accuracy. Develop's Approved Trainers and Training Sponsor Organizations (TSOs) verify attendance electronically. If a Develop Approved Trainer or TSO has not verified your hours after 3 business days, please contact them directly.

YOU WILL NEED

TIME

- 15-20 minutes to submit your initial application
- 5-10 minutes to submit a renewal application
- 3-6 weeks for Achieve to process each submitted application
    * Our current processing times are located on the homepage of our website at www.mncpd.org
- All applications are processed in date order, no exceptions.

TECHNOLOGY

- A computer, tablet, or smartphone connected to the internet.
    * The Individual Membership Application is an online only application
- A Develop Individual Profile
    * If you have not set up your Individual Profile yet, see Develop's Creating an Individual Profile Guide for detailed instructions.



Submitting Your Individual Membership Application Online

Log in to your Develop Individual Profile to start your online application. For extra help, check out Develop's Individual Membership Application Guide for step-by-step instructions (with pictures!). Be sure to review the information below before you click the **Submit** button.

DO YOU HAVE DOCUMENTS TO SEND TO ACHIEVE?

Yes, I have documents to send

- Fill out your application.
- Click **Submit**.
- Review the Acceptable Documentation Policy and send your acceptable documents to Achieve within 15 days of submitting your application.
- Go to Path A on page 5 to learn how to send Achieve your documents.

No, I do not have documents to send

- Fill out your application.
- Click **Submit**.
- Scroll down and click **I have no documentation to submit**.
- Click **Confirm**.
- Go to Path B on page 5 to learn more.

- If you don't send documents to Achieve OR confirm on your Develop profile that you won't be sending documents within 15 business days of clicking **Submit**, your application will be automatically canceled by the Develop system.
- If you are not sure whether you should send documents, contact Achieve at support@mncpd.org for more assistance.

This will take you

15 - 20 Min.
(First Application)

5 - 10 Min.
(Renewal Application)

NEED TECHNICAL ASSISTANCE NAVIGATING DEVELOP AND SUBMITTING YOUR APPLICATION?

Contact the Develop Help Desk at support@develophelp.zendesk.com

RELATED RESOURCES

- Develop's Individual Membership Application Guide

Documenting Your Achievements

PATH A: SEND YOUR DOCUMENTS TO ACHIEVE

This is your chance to send documents of your achievements to be verified! Check out the Acceptable Documentation Policy to learn exactly what kinds of documents Achieve can verify on your Individual Profile and Learning Record. Send your documents to Achieve via email, mail, or fax within 15 business days of submitting the online part of your application.

Achieve will send you a confirmation email and leave a Staff Note on the Summary tab of your Develop Profile as soon as we check in your documents and begin processing your application.

TIPS

- Order official transcripts from your school and have them sent directly to Achieve.
- Send your documents electronically (via email or fax) for faster confirmation.
- Make sure your name is on each document.
- Include your Develop ID with your documents.
- If you send documents to Achieve without submitting an application first, they will be kept on file to be processed with your next Individual Membership application or renewal, subject to the Document Retention Policy. Achieve will send you a confirmation email letting you know we have received your documents and your next steps to have them reviewed and verified.
- You do not need to re-send documents to Achieve that are already on file.

PATH B: THE NO DOCUMENTATION BUTTON

You can always choose NOT to send documents with your Individual Membership application or renewal! There are many reasons you might choose this, including:

- You sent all your documents during your last application or renewal.
- You sent documents without a renewal and your documents weren't processed yet.
- You just don't have time right now to find and send your documents.

Whatever the reason, you must confirm this choice on your Individual Develop Profile within 15 business days of submitting your application online.

Please click on "I have no documentation to submit" if you are not sending documents to Achieve.

I have no documentation to submit

support@mncpd.org

877-379-2467

Achieve
2908 Marketplace Dr
Suite #103
Fitchburg, WI 53719

RELATED RESOURCES

- Acceptable Documentation Policy
- How to Find Your High School Diploma
- What Documents to Send to Achieve
- How to Submit Official Transcripts



Application Statuses

At Achieve, your application is processed as quickly and as accurately as possible. All complete Develop Membership applications are processed by Achieve in date order. This ensures your application is processed fairly and receives the individualized attention to detail and accuracy you deserve for your professional development needs.

Your Individual Membership application moves through a series of steps, which are outlined below. Log in to your Develop profile to see your application status on your Summary tab.

None (blank)

You have an Individual Profile in Develop, but you have not become a member.

Applied

You submitted your online application. You must send documentation or click the **I have no documentation to submit** button to complete the application process.

Materials Received

Achieve received your documents and is processing your application. Your application will be finalized within 42 calendar days of your Materials Received date.

In Process

Achieve is reviewing your application and verifying all acceptable documentation.

On Hold

(Uncommon) You will be notified of this status change, check your email for more information.

Finalized

Your application has been finalized! A Career Lattice Step is awarded and awaiting one final accuracy check.

Current

You are now a Develop member! You can view and print your Career Lattice Step from the Reports section of your Profile.

Expired

You are no longer a Develop Member. Please renew your Individual Membership.

This will take Achieve

3 - 6 Weeks

ONCE YOU SUBMIT YOUR APPLICATION ONLINE, YOU MAY NO LONGER EDIT YOUR PROFILE UNTIL YOUR APPLICATION IS PROCESSED.

Contact the Develop Help Desk at support@develophelp.zendesk.com if edits are necessary.



The Minnesota Career Lattice

The Minnesota Career Lattice outlines twelve career steps those working in the early childhood and school-age care field can reach to move forward in their careers. It helps employers easily identify qualified candidates for open positions, and is used for Child Care Aware of Minnesota Grants and Scholarship Programs, as well as Parent Aware.

When you become an Individual Member in Develop, you are awarded a Career Lattice Step certificate based on your verified achievements. You can print your Career Lattice Step Certificate from the **Reports** tab of your Individual Profile.

View the Minnesota Career Lattice to learn about the requirements for each step.


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Certificate of Achievement

Jane Smith

has completed all requirements for

Step 10a

on the Minnesota Career Lattice.

Nicole Lopez Pulgarin, Executive Director
Achieve-MN Center for Professional Development

Individual ID: 12345

Expires: Saturday, April 30, 2022

Your Career Lattice Step and Individual Membership in Develop are valid for 1 year. Upon expiration, you will still have access to your Individual Profile and Learning Record, but you must submit a renewal application to continue to enjoy the additional benefits of Individual Membership.

Renewing your Individual Membership is quick, easy, and free! Develop will even send you reminder emails when it is time to renew.

RELATED RESOURCES

- Career Lattice
- Virtual Career Guide
- Higher Education Coursework Policy
- Job Board
- Child Care Aware Grants and Scholarships
- Parent Aware

If you do not have a high school diploma or GED, you can still become a member! However, you cannot earn a Career Lattice Step above Foundational Awareness.

Explore Achieve's Virtual Career Guide to learn how a Career Lattice Step can help you plan a successful early childhood and school-age care career!



The Learning Record

The Learning Record is a snapshot of your professional development achievements. It can assist and empower you throughout your career. It is considered acceptable evidence of your verified education, employment, credentials, and training in the field of early childhood and school-age care. You can present your Learning Record to:

- Licensors
- Prospective Employers
- Professional Development Advisors
- Other agency partners within in the Minnesota Child Development System

Three versions of your Learning Record are available for download on your Develop profile. They each contain your verified information, organized in different ways to best meet your needs. Develop members can view the **Reports** tab of the Individual profile to learn more about each version of the Learning Record.

2 WAYS TO HAVE YOUR ACHIEVEMENTS VERIFIED ON YOUR LEARNING RECORD

1

Attend trainings advertised in Develop's Search for Training Calendar.
Training Events advertised in Develop's Search for Training Calendar are verified on your Learning Record electronically by the Trainer or Training Sponsor Organization (TSO) after you complete them. If a Develop-approved Trainer or TSO has not verified your hours after 3 business days, please contact them directly. You may be asked to provide your Develop ID number so that they can verify your attendance using their Develop Event Roster.

2

Submit a new or renewal membership application in Develop and send Acceptable Documentation to Achieve.
See pages 4 and 5.

TIP

Contact support@mncpd.org with any questions or concerns about information that has been verified on your Learning Record. You have the right to request a formal review of your Learning Record if you believe information was verified incorrectly. Use the Learning Record Review Request form to begin the process.

RELATED RESOURCES

- Develop's How to Print Your Learning Record Guide
- Develop's Search for Training Tool
- Acceptable Documentation Policy
- Learning Record Review Request Form

Contact support@develophelp.zendesk.com for technical assistance downloading and printing your learning record.

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), your Learning Records may not be released to a third party without your prior written authorization.

More About Training

SEARCHING FOR TRAINING

The Develop Search for Training Calendar shows professional development training offered by Develop's Approved Trainers and Training Sponsor Organizations (TSOs). You can filter your search by location, Sponsor Name, KCF or CDA Area, and more! Click the blue Event Details button on any Event to read the Course Description. Training providers may also include special notes in the Event Details about:

- Contact information for registration and questions
- How and when attendance and hours will be verified in Develop
- Location and parking
- How to access online training

You can also search Develop's Course Catalog, Trainer Directory, and Course Writer Directory to connect directly with Develop-approved training providers about creating tailored professional development opportunities for your program.

If you are having difficulty finding training that meets your needs, contact your local Child Care Aware of MN District office for assistance and resources.

RELATED RESOURCES

- Develop's Search for Training Calendar
- Develop's Course Catalog
- Develop's Trainer and RBPD Specialist Directory
- Develop's Course Writer Directory
- Child Care Aware MN Contact Information
- Training Quality Concern Form

YOUR FEEDBACK MATTERS! TTET AND TRAINING QUALITY CONCERNS

Approved TSOs, Trainers, and Course Writers are highly qualified Develop Members who must complete an approval process and sign an agreement that outlines high standards for professional conduct.

Beyond the initial approval process for these Memberships, we also rely on your feedback to ensure the quality of Develop's Training Events. You are encouraged to submit your feedback using one or both of the following methods:

DEVELOP TRAINER AND TRAINING EVALUATION TOOL (TTET)

The TTET is an anonymous survey built directly into Develop that is emailed to you once your attendance for a Training Event is verified. This optional survey allows you to offer feedback about your experience, including the learning environment, training content, and delivery skills of the Trainer. The training provider can view this anonymous feedback for their own growth and improvement.

TIP

You may have noticed the TTET symbols on the Training tab of your Develop profile. These symbols show the status of the TTET for that Event and do not affect your credit for the training.



TRAINING QUALITY CONCERN FORM

The Training Quality Concern Form allows you to confidentially report concerns about your training experience directly to Achieve for review. Each concern is addressed by Achieve with the goal of offering a supportive mediation process for complete resolution. Some quality concerns may require additional support and/or guidance from the Trainer and Relationship-based Professional Development Specialist Support program (TARSS) and/or the MN Department of Children, Youth, and Families (DCYF).



Achieve Your Goals with Us!

Stay in touch with Achieve - The MN Center for Professional Development!

Monday - Thursday 7:30 am - 4:00 pm
Friday 8:00 am - 3:00 pm

support@mncpd.org

855-378-3131

1-612-351-6666

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