Individual Membership Documentation Policies

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Acceptable Documentation Policy

As part of your Individual Membership in Develop, you can send documentation of your professional achievements to Achieve to have them verified on your Develop Individual Profile and Learning Record. This policy outlines the acceptable documentation that Achieve can verify in Develop. Your verified achievements are used to award your Career Lattice Step.

All documents must clearly state your name and all required information for entry in the Develop database.

Official Transcripts from a regionally accredited college or university must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included. Clear copies or scans are acceptable for other types of documentation.

Questions about this policy? Contact support@mncpd.org

High School or GED

To verify your date of high school graduation or GED completion, we will accept:

High School Diploma

The diploma must specify your graduation year.

High School Transcripts

The transcripts must specify your graduation year.

An Official Letter from the High School You Attended

The letter must be on letterhead and specify your graduation year.

Official Transcripts from an Regionally Accredited College or University

The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.

Copy of a Credential Evaluation from an Evaluation Organization Who Is a Member of National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE)

Evaluation must show equivalent education to a U.S. High School Diploma. See the Foreign Education Documentation Policy for more detailed information.

Diploma from a Regionally Accredited College or University Showing the Date of Graduation for Completion of a:

- Higher Education Certificate
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

Child Development Associate (CDA)

See the CDA Credentials & Endorsements section of this policy for more information.

High School or GED Contd.

GED Certificate Issued by the Department of Education from the State Where It Was Completed

GED guidelines vary by state. Contact the state you live in for more information about how to complete your GED. The Minnesota Department of Education website has Minnesota's GED Guidelines.

Verified Teaching License

See the Teaching License section of this policy for more information.

Higher Education

We verify the date you completed your degree, your total college credits, and your coursework* related to your career in Early Childhood Care and Education. To verify your higher education information, we will accept the following documents:

Official Transcripts from a Regionally Accredited College or University

The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.

Copy of a Credential Evaluation from an Evaluation Organization Who Is a Member of National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE)

Evaluation must show equivalent education to higher education credit at a regionally accredited U.S. institute of higher education. See the Foreign Education Documentation Policy for more detailed information.

Diploma from a Regionally Accredited College or University Showing the Date of Graduation for Completion of a:

- Higher Education Certificate
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Doctorate

* Please note that we cannot verify college credits or courses with a Diploma. Have official transcripts sent from your school if you would like college credits recorded on your Develop profile. See the Higher Education Coursework Policy for more detailed information about Higher Education evaluation and Approved Semester Credits.

Credentials, Certificates, Diplomas & Other Endorsements

Each of the credentials, certificates, diplomas, and other endorsements listed on the Education tab of your Individual Membership application are awarded by specific organizations with their own official documentation. Below are examples of common credentials verified by Achieve along with tips for successfully submitting acceptable documentation to have your achievement verified on your Individual Profile and Learning Record. Please contact support@mncpd.org with any questions about options in the Education dropdown that are not listed.

Association Montessori Internationale (AMI) - Diploma

The Association Montessori Internationale states that this Diploma is only valid with the official raised seal of the Association Montessori Internationale. This raised seal must be visible on a copy of the diploma sent to Achieve. If the seal is not visible in a scan, try taking a picture with a cell phone camera to send to Achieve via email.

American Montessori Society (AMS) Credentials and Endorsements

Achieve will verify the following credentials and endorsements with an award from the American Montessori Society:

- American Montessori Society Associate Credential
  - Infant & Toddler (birth – age 3)
  - Early Childhood (ages 2½ – 6)
- American Montessori Society Credential
  - Infant & Toddler (birth – age 3)
  - Early Childhood (ages 2½ – 6)
  - Elementary I (ages 6 – 9)
  - Elementary II (ages 9 – 12)
  - Elementary I – II (ages 6 – 12)
  - Secondary I (ages 12 – 15)
  - Secondary I – II (ages 12 – 18)
  - Administrator
- American Montessori Society Endorsement
  - Montessori Inclusion Endorsement (MIE)

Higher Education Certificate and Diploma Programs

Achieve will verify these Certificates and Diplomas with an official transcript OR a copy of your diploma from a regionally accredited college or university:

- Child Development Assistant Certificate
- Child Development Certificate
- Early Childhood Development Certificate
- Education Paraprofessional
- Child Development Assistant Diploma
- Child Development Diploma
- Early Childhood Development Diploma
- School Age Child Development Certificate
- Child Development Careers Certificate
- Early Childhood and Your Development Certificate
- Early Childhood Education Certificate
- Child Development Careers Diploma
- Early Childhood and Youth Development Diploma
- Early Childhood Education Diploma

Class™ Reliability

Achieve will verify a copy of your official certificate from Teachstone.

Credentials, Certificates, Diplomas & Other Endorsements Contd.

Minnesota Association for Children's Mental Health – Infant & Early Childhood Division (MACMH – IEC)

Achieve will verify a copy of your MACMH-IEC Endorsement certificate.

NAFCC Accreditation

Achieve will verify a copy of your official Accreditation Certificate from the National Association for Family Child Care.

Other Professional Licenses

Achieve will verify the Other Professional Licenses listed in the dropdown on the Education Tab of your Individual Profile with a copy of your license issued by the official licensing board for your profession that clearly shows:

- Your Name
- Awarding Organization/Licensing Board
- Name of License
- Award Date

Administrator Credentials Recognized by NAEYC

Administrator Credentials Recognized by NAEYC are listed in a dropdown on the Education tab of your Develop profile. To verify these credentials, Achieve will accept a copy of your Credential Certificate recognized by NAEYC. The Credential Certificate must clearly show:

- Your Name
- Title of the Credential
- Awarding Organization
- Award Date

CDA Credentials & Endorsements

To verify your CDA Award, Achieve will accept a copy of your CDA Award from The Council for Professional Recognition. See the Training section of this policy for information about documentation Achieve will accept to verify CDA Training Hours.

Professional Memberships

We verify Professional Memberships listed in the dropdown of the More tab of your profile. To verify your Professional Membership, we will accept a membership card or certificate that clearly states:

- Your Name
- Membership Organization
- Membership Expiration Date

If you would like to report your membership with an organization that is not listed in the Develop dropdown, contact support@develophelp.zendesk.com.

Teaching License

Minnesota Teaching License

To verify a Minnesota Teaching License, Achieve will accept:

- A copy of your Teaching License from the Minnesota Department of Education

OR

- A self-reported File Folder Number on the Education tab of your profile
  (We will verify this using the Minnesota Teacher License Lookup.)

Out-of-State Teaching License

Achieve will accept a copy of your Teaching License from the state Department of Education.

Pediatric First Aid/C.P.R. Certification

Achieve will verify your **Pediatric First Aid & CPR** certification dates in the **DCYF Licensing Requirements** section of your Develop Profile and Learning Record. Your certification must meet the requirements of MN statute 142B.65 or 142B.70 and be issued by a Certified Instructor or Training Center affiliated with:

- **American Red Cross**
- **American Heart Association**
- **Health Safety Institute**
- **National Safety Council**

Examples of acceptable documentation include:

- American Red Cross Wallet Card or Digital Certificate
  - The Digital Certificate must include a unique ID and QR Code.
- American Heart Association (AHA) card or official e-card
  - Include a copy of both the front and back of the card. The AHA requires all information to be printed on the back of the card; handwritten information is not acceptable.
  - The official e-card must include a QR Code.
- Health and Safety Institute certification card
- National Safety Council completion card
  - All information must be printed or typed. Handwritten cards will not be verified.

Training

Approved Training Events

Approved Training Events are approved and scheduled in the Develop website Search for Training calendar by the Trainer or Training Sponsor Organization (TSO) in advance. These training hours should be verified electronically by the Trainer or TSO. If a Develop-approved Trainer or TSO has not verified your attendance 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.

Contact the Develop Helpdesk at support@develophelp.zendesk.com for help finding Training Event Contact Information.

Automatically Approved Training Events

The Training Sponsor Organization Automatic Approval Policy is no longer effective as of May 1, 2023. Achieve will continue to accept and verify Automatically Approved training certificates issued prior to May 1, 2023, with new and renewal membership applications. However, the date on these types of certificates still cannot be older than 5 years from the date of application submission.

To verify these training hours, Achieve will accept a training certificate that clearly displays:

- Attendee Name
- Training Title
- Date of Attendance (within the past 5 years)
- Training Hours (minimum of 2 hours)
- Training Sponsor Organization Name AND Logo

For more detailed information about Automatic Training Approval, including special documentation requirements for Minnesota Independent School Districts and MDE Recognized Charter Schools, see the full Automatic Training Approval Policy.

CEU Training Hours

Using Develop's Search for Training Calendar, you can search specifically for approved CEU events using the Training Filter Options. Under Training Options, use the Level dropdown to select CEU.

If you complete CEUs from a college or university that does not use Develop, Achieve will accept Official Transcripts to approve and verify CEUs in Develop from Regionally Accredited Institutions of Higher Education.

- To be considered official, the transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email or fax directly from the school or transcript clearinghouse.
- The official transcript must clearly show:
  - Title of the training – relevant to Early Childhood Care and Education.
  - Date the training was completed – within the past five years.
  - Total number of CEUs – a minimum of 0.2 CEUs/2 hours.

Not sure if you need CEUs? The best thing to do is ask your licensor, the Department of Education, or another appropriate authority organization. In most cases clock hours are acceptable, but you should check into your specific situation for details.

How to Submit Documents to Achieve

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.

support@mncpd.org

1-612-351-6666

2908 Marketplace Dr Suite #103
Fitchburg, WI 53719

TIPS

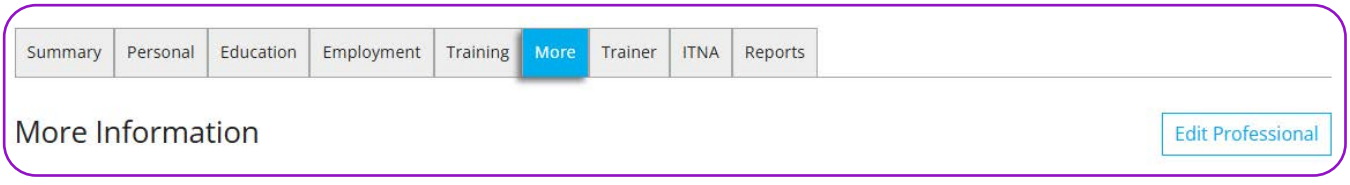
- Order official transcripts from your school and have them sent directly to Achieve.
- Send your documents electronically (via email or fax) for faster confirmation.
- Make sure your name is on each document.
- Include your Develop ID with your documents.
- If you send documents to Achieve without submitting 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.

Remember - Only send documents to Achieve that meet the Acceptable Documentation Policy.

You may have other documents that do not meet the Acceptable Documentation Policy and cannot be verified on your Develop Learning Record. You can upload those documents to the More tab of your Develop Individual Profile to store them for your personal use.

Documents uploaded directly to Develop are **not** reviewed by Achieve.

1. Log into Develop
2. Go to the **More** tab.
3. Click **Edit Professional.**
4. Scroll to **Personal Growth Experience Documentation** and click **Manage**.
5. Click **+File** and follow the instructions to upload your document.
6. When you are finished, click **Save Documentation**.



Data Integrity & Customer Service Policies

CONFIDENTIAL INFORMATION & PRIVACY POLICY

The information and documentation in your personal profile is private and will not be shared with relatives, co-workers, or employers. Go to the Develop website to read their Notice of Privacy Practices for more information.

LEARNING RECORD REVIEW REQUEST

You have the right to request a review of your Learning Record when:

- You believe your Career Lattice step on the Minnesota Career Lattice was awarded incorrectly.
- You believe the MN Knowledge and Competency Framework area assigned to hours of training was assigned incorrectly.
- You believe documents you submitted with your membership application meet the requirements outlined in the Acceptable Documentation policy but were not recorded or verified by Achieve on your Learning Record.
- You believe Achieve's evaluation of your higher education coursework does not align with the Higher Education Coursework policy.

Find the full Learning Record Review Request policy and form here: Learning Record Review Request Form.

DOCUMENT RETENTION POLICY

All application documents submitted to Achieve are subject to DHS's Record Retention policy which states:
All official records are subject to Records Retention Schedules regardless of format or storage medium. An electronic record may be designated as the official copy. Only the designated official record should be retained according to the Retention Schedule, other copies should be destroyed when no longer needed following the DHS Records disposal and destruction procedures, regardless of format or storage medium. An electronic record may be designated as the official record of any document submitted.

Achieve scans and securely saves every document we have by mail or email.

- **Official records:** All documents received by mail or email are scanned and securely stored electronically. The electronic version is designated as the official record.
- **Access:** Official electronic records are securely stored and available to you through your Develop profile or digitally upon request to support@mncpd.org.
- **Physical Copies:** Official Transcripts mailed directly to us from the school are retained in paper form no longer than six (6) years from the date of receipt.
- **Retention and Destruction:** In compliance with DHS Records disposal and destruction procedures, records are kept for six (6) years. After the retention period:
  - **Electronic records** are deleted from secure storage.
  - **Physical copies of official transcripts** are destroyed using a secure shredding service.

RIGHT TO REFUSE SERVICES

Achieve reserves the right to refuse service to individuals who exhibit harassing or threatening behavior either verbally, physically or in written form, toward Achieve staff, as well as the right to inform DCYF and agency partners.

FRAUDULENT INFORMATION POLICY

Achieve reserves the right to investigate any suspected fraud. Staff, at their discretion, may reject documentation that appears altered and/or require and request additional documentation before completing your membership application. Applicants who supply fraudulent information to obtain a Career Lattice step, trainer approval or RBPD Specialist approval will not be allowed to participate in any future services. Achieve reserves the right to inform the Minnesota Department of Children, Youth, and Families (DCYF) and its partner grantees of all fraudulent documentation submissions.



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 am - 3 pm

support@mncpd.org

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