

Requirements for Infant/Toddler Specialist-Coach Endorsement

Education

Obtain a [Career Lattice](#) Step 9b or higher from Achieve (MNCPD).

Employment

Current employee or contracted staff with the Center for Inclusive Child Care (Develop Organization #838) 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 of Human Services - Background Check is completed and verified in Develop under the 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

Endorsement Duration

Initial endorsement is valid for three years.

Requirements for Endorsement Renewal

See Renewal of Infant/Toddler Specialist-Coach Endorsement document for additional requirements upon first and second renewal. Requirements include but are not limited to:

- Verified completion of the Relationship Based Professional Development Credential on your Develop Education page.
- *Mandated Reporter Training* – required at every renewal
- Career Lattice Step 10a or higher – upon second renewal