Approved Semester Credit Review Form

Achieve – The MN Center for Professional Development follows requirements set by the MN Department of Children, Youth, and Families (DCYF) to support the quality and integrity of Minnesota's professional development system (Develop) for Early Childhood providers. Higher Education coursework must meet the requirements outlined in the Higher Education Evaluation Policy to be accepted and verified as Develop-approved semester credit.

Approved Semester Credit Review

Submit a review request when you believe:

- A previously evaluated and unaccepted college course may warrant further review based on criteria outlined in the Higher Education Evaluation Policy.
- The KCF area(s) assigned to Develop-approved semester credit doesn't match the course content, or additional KCF areas are applicable.

Complete the form below and send it to support@mncpd.org to request reconsideration of Achieve's higher education evaluation of your official transcript or evaluated foreign transcript.

Before submitting a request:

- Review the Higher Education Evaluation Policy to determine whether your completed coursework meets the requirements for acceptance as Develop-approved semester credit.
- Review the MN Knowledge and Competency Framework areas to make sure the KCF areas assigned to the Develop-approved semester credits are appropriate for the course content.
- Collect additional verifiable information and/or documentation to send in with this form that clearly supports your request.
    - Official documentation may include:
        - Course description
        - Course syllabus
        - College catalog information
        - Official course content information from the college/instructor

Develop Member Acknowledgement

By submitting your request, you understand that this review process is based on course content alignment with the Higher Education Evaluation policy. While valuable, documentation summarizing individual employment, professional experience, job responsibilities, or how the coursework has been applied in the workplace will not be considered.

Review Process Timeline

All requests and supporting documentation are reviewed in the order they are received. Achieve may contact you for additional information. The final determination of the review will be sent to you by email. The entire process generally takes up to 10 business days.

Section 1: Your Information:

Name:		Develop ID:	
Email:		Phone:	

Section 2: Course Details and Reason for Review:

Complete the sections below to list one or more courses for reconsideration. Briefly explain what you are requesting and why. Include the section of the Higher Education Evaluation Policy or KCF area that supports each of your requests. Please attach all supporting documentation and send this form to support@mncpd.org.

College/University:			
Course ID #:		Course Title:	
Number of Credits:		KCF area assigned (if applicable):	
Reason for Review:			

Course ID #:		Course Title:	
Number of Credits:		KCF area assigned (if applicable):	
Reason for Review:			

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Number of Credits:		KCF area assigned (if applicable):	
Reason for Review:			

Section 3: Acknowledgement

I confirm that I am the owner of the Develop profile associated with this request. I have reviewed the Higher Education Evaluation Policy and understand my request and provided documentation will be reviewed based on the policy requirements.

Signature:		Date:	