

## Memo

**Date:** 6/10/2025

**To:** Child Care Services Professional Development Grantee Agencies

**From:** Michelle MacGregor, Department of Children, Youth, and Families

### RE: Mandated Reporter Training

RBPB endorsed roles in our child care professional development system are required to complete mandated reporter training within one-year prior to their RBPB Specialist initial or renewal membership application submission. The current offering of this training through Child Care Aware's Eager-to-Learn online platform will expire and no longer be accessible on June 30<sup>th</sup>, 2025.

**Beginning July 1<sup>st</sup>, 2025**, all RBPB endorsed roles will be required at application or renewal to complete the [Mandated Reporter](#) training offered by the [Minnesota Child Welfare Training Academy](#). This course is provided by experts on the topic and offers the most up to date, high-quality content for mandated reporters; it is free and on demand.

#### How to access the new course

1. Visit <https://mnchildwelfaretraining.com/training/mandated-reporting-training/>
2. Read the introductory information.
3. Click the **blue box on the far left** to access the course.
4. Work through the Introduction and each module.
5. After completing the course, you'll be provided with a password and a certificate link.
6. Click the **External link** and enter the **Password**.
7. Provide your name and email address.
8. A **PDF** of the certificate will be emailed to you within 15 minutes.
  - This certificate will need to be sent to Achieve as a part of your application or renewal to verify completion of the course. See steps below for submitting documentation to Achieve
  - If a certificate does not arrive, check your **Spam** folder or contact the [MN Child Welfare Training Academy](#) for support.

#### *Technical Recommendations*

For the best learning experience, please use a desktop or tablet with the latest version of Google Chrome, Firefox, Safari, or Edge. Do not use Internet Explorer. The course is self-paced and includes videos, quizzes, and interactive content. Audio is included, and closed captioning is available.

If you experience technical difficulties, contact the [MN Child Welfare Training Academy](#) for support.

## How to submit documentation to Achieve for your RBPB Specialist Membership application

1. Review your [RBPB Endorsement](#) approval/renewal requirements to make sure all requirements are met and you're ready to apply.
2. Log in to your [Develop](#) Individual Profile.
3. Select **Apply/Renew my RBPB Specialist Membership**.
4. Work through the membership application.
5. Click **Submit**.
6. Send a copy of your **Mandated Reporter** training certificate to [support@mncpd.org](mailto:support@mncpd.org).
7. Watch for a confirmation email from Achieve outlining your next steps.

## Additional Resources

The DCYF [Resource Guide for Mandated Reporters of Child Maltreatment Concerns](#) is available as an additional resource for information on mandated reporting.