

Use the checklist below to ensure all requirements are met before you apply online in Develop.  
**Application submissions that don't meet requirements will be unapproved.**

Approval Requirements	
	Completed?
Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice</a> <b>Step of Foundational Awareness</b>	
Current and Verified <b>Employment</b> with the <b>Department of Human Services, Children's Mental Health Division</b>	
Verified <b>Background Check</b>	
<b>Mandated Reporter</b> training – Certificate of Completion	
Verified <b>Data Privacy and Security</b> training	

Requirement Details and Support	
<b>Current Employment</b>	<p>Your Employment must show as <b>verified</b> on the <b>Employment tab</b> of your Develop Individual Profile for the <b>Organization ID</b> number <b>#127152</b>.</p> <p><b>Need help?</b> Use the <b>Develop Help Guide</b>: <a href="#">Reporting Employment for Individuals</a> or contact the <b>Develop Help Desk</b>: <a href="mailto:support@develophelp.zendesk.com">support@develophelp.zendesk.com</a>.</p>
<p><b>Background Check</b></p> <p>DCYF runs background checks through Castle Branch, which conducts nationwide criminal records search. Any findings will be reviewed for disqualifying offenses.</p>	<p>A <b>Background Check</b> must show as <b>verified</b> on the <b>Education tab</b> of your Develop Individual Profile under <b>Credentials, Certificates, Diplomas and Other Endorsements</b>. <b>Start this process <i>before</i> applying for RBPD approval.</b></p> <p>To request a background check, email: <a href="mailto:TrainerRBPD.BackgroundCheck@state.mn.us">TrainerRBPD.BackgroundCheck@state.mn.us</a>.</p> <ul style="list-style-type: none"> <li>Include: <ul style="list-style-type: none"> <li><b>Reason:</b> RBPD Specialist Application</li> <li>Your <b>full name</b></li> <li><b>Email</b> address</li> <li>Develop <b>Individual ID number</b></li> </ul> </li> </ul> <p><b>Important:</b> The State of MN verifies background checks in Develop – not Achieve.</p> <ul style="list-style-type: none"> <li>Do <b>not</b> send background check results to Achieve.</li> <li>Do <b>not</b> ask Achieve to verify it.</li> </ul>

<b>Mandated Reporter Training</b>  Must be completed within one year prior to submitting your application.	Complete the training through <a href="#">MN Child Welfare Training Academy</a> , then send a copy of your certificate of completion to <a href="mailto:support@mncpd.org">support@mncpd.org</a> after submitting your online application in Develop. <ul style="list-style-type: none"> <li>• Access this training <a href="#">here</a></li> <li>• Upon completion, you'll receive a password and certificate link.</li> <li>• Click the <b>External link</b> and enter the <b>Password</b>.</li> <li>• Provide your name and email address to receive a PDF of the certificate.</li> <li>• A PDF of the certificate will be emailed to you within <b>15 minutes</b>. (check your spam folder)</li> <li>• Contact the <a href="#">MN Child Welfare Training Academy</a> for support.</li> </ul>
<b>Data Privacy and Security Training</b>  Must be completed within one year prior to submitting your application.	Offered through <a href="#">Anytime Learning</a> , this training must appear as <b>verified</b> on the <b>Training tab</b> of your Develop individual profile. <ul style="list-style-type: none"> <li>• Email <a href="mailto:etlsupport@childcareawaremn.org">etlsupport@childcareawaremn.org</a> to register for the training.             <ul style="list-style-type: none"> <li>• Include:                 <ul style="list-style-type: none"> <li>• Subject Line: <b>RBPD Membership Application</b></li> <li>• Your <b>full name</b></li> <li>• Develop <b>Individual ID number</b></li> </ul> </li> </ul> </li> </ul>

Renewal Requirements	
RBPD Endorsement Renewal is required every 5 years to maintain your Develop access. Use this checklist to track your renewal requirements progress. Refer to requirement details outlined above.	Completed?
Current Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice</a> <b>Step of Foundational Awareness</b>	
Current <b>Employment</b> with the <b>Department of Human Services, Children's Mental Health Division</b> .	
Maintain appropriate licensure. Send a screenshot or copy of your license to <a href="mailto:support@mncpd.org">support@mncpd.org</a> .	
<b>Mandated Reporter Training</b> - Certificate of Completion	
<b>Data Privacy and Security Training</b>	