

Mental Health Consultant Endorsement

5-year Approval

Last Updated: November 5, 2025

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 Individual Membership with a minimum Career Lattice Step of Foundational Awareness		
Current and Verified Employment with the Department of Human Services, Children's Mental Health		
Division		
Verified Background Check		
Mandated Reporter training – Certificate of Completion		
Verified Data Privacy and Security training		

Requirement Details and Support		
Current Employment	Your Employment must show as verified on the Employment tab of your Develop Individual Profile for the Organization ID number #127152 .	
	Need help? Use the Develop Help Guide: Reporting Employment for Individuals or contact the Develop Help Desk: support@develophelp.zendesk.com .	
Background Check DCYF conducts	A Background Check must show as verified on the Education tab of your Develop Individual Profile under Credentials, Certificates, Diplomas and Other Endorsements. Start this process before applying for RBPD approval.	
background checks through an authorized vendor that performs a nationwide search of criminal records. Any findings are reviewed to determine if disqualifying	To request a background check, email: TrainerRBPD.BackgroundCheck@state.mn.us. Include: Reason: RBPD Specialist Application Your full name Email address Develop Individual ID number 	
offenses are present.	 Important: The State of MN verifies background checks in Develop – not Achieve. Do not send background check results to Achieve. Do not ask Achieve to verify it. 	

Mandated Reporter	Complete the training through MN Child Welfare Training Academy, then send a copy of your			
Training	certificate of completion to support@mncpd.org after submitting your online application in			
	Develop.			
Must be completed	 Access this training <u>here</u> 			
within one year prior to	 Upon completion, you'll receive a password and certificate link. 			
submitting your	 Click the External link and enter the Password. 			
application.	 Provide your name and email address to receive a PDF of the certificate. 			
	 A PDF of the certificate will be emailed to you within 15 minutes. (check your 			
	spam folder)			
	 Contact the MN Child Welfare Training Academy for support. 			
Data Privacy and	Offered through Anytime Learning, this training must appear as verified on the Training tab			
Security Training	of your Develop individual profile.			
	 Email <u>etlsupport@childcareawaremn.org</u> to register for the training. 			
Must be	Include:			
completed	 Subject Line: RBPD Membership Application 			
within one year	Your full name			
prior to submitting	Develop Individual ID number			
your application.				

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