

Review both approval pathways and choose the path that best aligns with your qualifications. Use the checklist below to track your completion of all requirements before applying online in Develop. **Application submissions that don't meet requirements will be unapproved.**

Approval Requirements	
Pathway 1	Completed?
Develop Individual Membership with a minimum Career Lattice Step 9c	
Current and Verified Employment with Child Care Aware of Minnesota	
Verified Background Check	
Mandated Reporter training – Certificate of Completion	
Verified Data Privacy and Security training	
Pathway 2	Completed?
Develop Individual Membership with a minimum Career Lattice Step 6	
Current and Verified Employment with Child Care Aware of Minnesota	
8,320 hours of experience reflected on your Employment tab and KCF Learning Record	
Verified Background Check	
Mandated Reporter training – Certificate of Completion	
Verified Data Privacy and Security training	

Requirement Details and Support	
Current Employment	<p>Your Employment must show as verified on the Employment tab of your Develop Individual Profile under one of the following Child Care Aware Develop Organization ID numbers: 292, 315, 530, 1176, 1588, 1697, 118327, 119303, 122614, 122768, 123977, 125699, 127206, 127469, 127470, or 149078.</p> <p>Need help? Use the Develop Help Guide: Reporting Employment for Individuals or contact the Develop Help Desk: support@develophelp.zendesk.com.</p>
Past Work Experience	<p>Pathway 2 requires documented experience leading group care for young children. Your Develop Profile's Employment tab and KCF Learning Record must show 8,320+ hours in one or more of these roles:</p> <ul style="list-style-type: none"> • Assistant Director • Director • Education Coordinator • Assistant Teacher • Teacher • Primary Care Provider • Early Intervention/Special Education <p>Need help? Use the Develop Help Guide: Reporting Employment for Individuals or contact the Develop Help Desk: support@develophelp.zendesk.com.</p>

<p>Background Check</p> <p>DCYF conducts background checks through an authorized vendor that performs a nationwide search of criminal records. Any findings are reviewed to determine if disqualifying offenses are present.</p>	<p>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 <i>before</i> applying for RBPD approval.</p> <p>To request a background check, email: TrainerRBPD.BackgroundCheck@state.mn.us.</p> <ul style="list-style-type: none"> • Include: <ul style="list-style-type: none"> ○ Reason: RBPD Specialist Application ○ Your full name ○ Email address ○ Develop Individual ID number <p>Important: The State of MN verifies background checks in Develop – not Achieve.</p> <ul style="list-style-type: none"> • Do not send background check results to Achieve. • Do not ask Achieve to verify it.
<p>Mandated Reporter Training</p> <p>Must be completed within one year prior to submitting your application.</p>	<p>Complete the training through MN Child Welfare Training Academy, then send a copy of your certificate of completion to support@mncpd.org after submitting your online application in Develop.</p> <ul style="list-style-type: none"> • Access this training here • Upon completion, you'll receive a password and certificate link. • Click the External link and enter the Password. • 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.
<p>Data Privacy and Security Training</p> <p>Must be completed within one year prior to submitting your application.</p>	<p>Offered through Anytime Learning, this training must appear as verified on the Training tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • Email etlsupport@childcareawaremn.org to register for the training. <ul style="list-style-type: none"> • Include: <ul style="list-style-type: none"> • Subject Line: RBPD Membership Application • Your full name • Develop Individual ID number

Renewal Requirements	
<p>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.</p>	Completed?
<p>Current Develop Individual Membership:</p> <ul style="list-style-type: none"> • Pathway 1: Career Lattice Step 9c or higher • Pathway 2: Career Lattice Step 6 or higher and verified hours of experience 	
<p>Current Employment with Child Care Aware of Minnesota.</p>	
<p>Complete 50 total hours of professional development over your 5-year approval period. Refer to the RBPD Documentation Form to document and learn how to submit your completed hours.</p>	
<p>Mandated Reporter Training - Certificate of Completion</p>	
<p>Data Privacy and Security Training</p>	