

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 <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 9c</a>     |            |
| Current and Verified <b>Employment</b> with <b>Child Care Aware of Minnesota</b>                        |            |
| Verified <b>Background Check</b>  |            |
| <b>Mandated Reporter</b> training – Certificate of Completion   |            |
| Verified <b>Data Privacy and Security</b> training  |            |
| Pathway 2   | Completed? |
| Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 6</a>      |            |
| Current and Verified <b>Employment</b> with <b>Child Care Aware of Minnesota</b>                        |            |
| <b>8,320</b> hours of experience reflected on your <b>Employment</b> tab and <b>KCF Learning Record</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</b> tab of your Develop Individual Profile under one of the following <b>Child Care Aware Develop Organization ID</b> numbers: <b>292, 315, 530, 1176, 1588, 1697, 118327, 119303, 122614, 122768, 123977, 125699, 127206, 127469 or 127470.</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>   |
| <b>Past Work Experience</b><br><br>Experience may be consecutive or non-consecutive, in or out of state, and Verified or Self-Reported in Develop. | <p><b>Pathway 2 requires documented experience leading group care for young children.</b> Your Develop Profile's <b>Employment</b> tab and <b>KCF Learning Record</b> must show <b>8,320+ hours</b> in one or more of these roles:</p> <ul style="list-style-type: none"> <li>• Assistant Director</li> <li>• Director</li> <li>• Education Coordinator</li> <li>• Assistant Teacher</li> <li>• Teacher</li> <li>• Primary Care Provider</li> <li>• Early Intervention/Special Education</li> </ul> <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> |

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| <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 must show as verified</b> on the <b>Education tab</b> of your Develop Individual Profile under <b>Credentials, Certificates, Diplomas and Other Endorsements</b>.<br/> <b>Start this process <i>before</i> applying for RBPB approval.</b></p> <p>To request a background check, email: <a href="mailto:TrainerRBPB.BackgroundCheck@state.mn.us">TrainerRBPB.BackgroundCheck@state.mn.us</a>.</p> <ul style="list-style-type: none"> <li>• Include: <ul style="list-style-type: none"> <li>○ <b>Reason:</b> RBPB 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> |
| <p><b>Mandated Reporter Training</b></p> <p>Must be completed within one year prior to submitting your application.</p>   | <p>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.</p> <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>   |
| <p><b>Data Privacy and Security Training</b></p> <p>Must be completed within one year prior to submitting your application.</p>   | <p>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.</p> <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>RBPB 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   |                   |
|--|-------------------|
| <p>RBPB Endorsement Renewal is required every 5 years to maintain your Develop access.<br/> Use this checklist to track your renewal requirements progress. Refer to requirement details outlined above.</p>   | <b>Completed?</b> |
| <p>Current Develop <a href="#">Individual Membership</a>:</p> <ul style="list-style-type: none"> <li>• <b>Pathway 1:</b> <a href="#">Career Lattice Step</a> 9c or higher</li> <li>• <b>Pathway 2:</b> <a href="#">Career Lattice Step</a> 6 or higher and verified hours of experience</li> </ul> |                   |
| <p>Current <b>Employment</b> with <b>Child Care Aware of Minnesota</b>.</p>  |                   |
| <p>Complete <b>50 total hours</b> of professional development over your 5-year approval period.<br/> Refer to the <a href="#">RBPB Documentation Form</a> to document and learn how to submit your completed hours.</p>  |                   |
| <p><b>Mandated Reporter Training</b> - Certificate of Completion</p>   |                   |
| <p><b>Data Privacy and Security Training</b></p>   |                   |