

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 Pre-K CLASS® reliability certification issued by Teachstone	
Verified Putting Interactions Into Practice: Foundation Course training - 16 hours	
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 Pre-K CLASS® reliability certification issued by Teachstone	
Verified Putting Interactions Into Practice: Foundation Course training - 16 hours	
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 Certification	Current Pre-K CLASS® reliability certification issued by Teachstone. Send your un-expired certificate to support@mncpd.org with the subject line “RBPd CLASS Reliability.”
Past Work Experience Experience may be consecutive or non-consecutive, in or out of state, and Verified or Self-Reported in Develop.	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: - Assistant Director - Director - Education Coordinator - Assistant Teacher - Teacher - Primary Care Provider - Early Intervention/Special Education 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 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.	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 RBPB approval. To request a background check, email: TrainerRBPB.BackgroundCheck@state.mn.us. • Include: ○ Reason: RBPB Specialist Application ○ Your full name ○ Email address ○ Develop Individual ID number 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 Training Must be completed within one year prior to submitting your application.	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. • 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.
Data Privacy and Security Training Must be completed within one year prior to submitting your application.	Offered through Anytime Learning, this training must appear as verified on the Training tab of your Develop individual profile. • Email etlsupport@childcareawaremn.org to register for the training. • Include: • Subject Line: RBPB Membership Application • Your full name • Develop Individual ID number

Renewal Requirements	
RBPB Endorsement Renewal is required every year to maintain your Develop access. Use this checklist to track your renewal requirements progress. Refer to requirement details outlined above.	Completed?
Current Develop Individual Membership: • Pathway 1: Career Lattice Step 9c or higher • Pathway 2: Career Lattice Step 6 or higher and verified hours of experience	
Maintain current Pre-K CLASS® reliability certification issued by Teachstone.	
Complete 10 total hours of professional development over your 1-year approval period. Refer to the Professional Development (PD) Renewal Form to document and learn how to submit your completed hrs.	
Mandated Reporter Training - Certificate of Completion	
Data Privacy and Security Training	