

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 9a	
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 with 8 credits	
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</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 Experience may be consecutive or non-consecutive, in or out of state, and Verified or Self-Reported in Develop.	<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 runs background checks through Castle Branch, which conducts nationwide criminal records search. Any findings will be reviewed for disqualifying offenses.</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 RBPB approval.</p> <p>To request a background check, email: TrainerRBPB.BackgroundCheck@state.mn.us.</p> <ul style="list-style-type: none"> • Include: <ul style="list-style-type: none"> ○ Reason: RBPB 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: RBPB Membership Application • Your full name • Develop Individual ID number

Renewal Requirements	
<p>RBPB 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 9a or higher • Pathway 2: Career Lattice Step 6 with 8 credits 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 RBPB 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>	