Professional Development Advisor Endorsement

5-year Approval

Last Updated: August 20, 2026

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	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** **Need help?** Use the **Develop Help Guide:** Reporting Employment for Individuals or contact the **Develop Help Desk**: support@develophelp.zendesk.com.
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 *before* applying for RBPD approval.
	
	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**
	
	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: **RBPD Membership Application**
	  • Your **full name**
	  • Develop **Individual ID number**

Renewal Requirements	
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.	**Completed?**
Current Develop Individual Membership: • **Pathway 1**: Career Lattice Step 9a or higher • **Pathway 2**: Career Lattice Step 6 with 8 credits or higher and verified hours of experience	
Current **Employment** with **Child Care Aware of Minnesota.**	
Complete **50 total hours** of professional development over your 5-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	