RBPD Endorsement Renewal Professional Development (PD) Hours Form

Last Updated: September 3, 2025

Name	Develop ID#	Endorsement Type	Approval Period

Use this form to track completed PD hours. Submit it with your renewal application to **support@mncpd.org**.

- **Approval Period:** All PD hours must be completed within your endorsement approval period. (See your endorsement approval email for dates). This is the time between the date your application was finalized and your endorsement expiration date.
- **Required Hours:** Check your *Endorsement Renewal Checklist* for the exact number of hours you need.
- **Acceptable PD Hours:**
  - Develop-approved training (use the *Search for Training Tool*).
  - Mentoring participation (up to 30% of required hours).
    - Example: 15 of 50, 9 of 30, or 3 of 10 hours
  - Other PD (conferences, employer-assigned PD, continuing education, etc.).
- **Not Accepted:** Mandated Reporter and Data Privacy trainings.
- **Multiple Endorsements:** Submit a separate form for each endorsement.
- **Relevance:** All hours must be related to your work as an RBPD Specialist.

- Submit this form with **your renewal application only** (not early).
- Achieve does **not** provide guidance on choosing PD. Work with your supervisor if needed.
- Missing required hours may restrict your access to RBPD membership and RBPD events.

Date of Completion	Title of Professional Development (PD) Training/Mentoring* **Please include the title RBPD Mentoring, Name of your Mentor, and your Mentor's approved RBPD endorsement type.*	Completed PD Hours	Completed Mentoring Hours
		0	0

Total Hours

Please use this page if you need more room to record your hours, and include it with your renewal.

Date of Completion	**Title of Professional Development (PD) Training/Mentoring*** **Please include the title RBPD Mentoring, Name of your Mentor, and your Mentor's approved RBPD endorsement type.*	**Completed PD Hours**	**Completed Mentoring Hours**
		0	0

Total Hours