# Develop RBPD Specialist Membership Agreement

*All Develop RBPD Specialist applicants must agree to all professional expectations as part of Develop's RBPD Specialist membership application process. The signed agreement can be referred to in the RBPD Specialist Documentation section of the RBPD Specialist tab of the applicant's Develop Profile.*

## Terms and Conditions

**By submitting my RBPD Specialist Membership application in Develop I agree to follow all membership terms and conditions outlined below upon approval.**

- I understand my RBPD Specialist Membership application submission is subject to a full review of my Develop Individual Membership by Achieve – The MN Center for Professional Development and must meet all requirements for the RBPD endorsement(s) I selected.
- I understand the application review process may take up to six weeks.
- I understand I am responsible for seeking support from Develop, Achieve, and/or Trainer and RBPD Support Services (TARSS) before, during, and after the application process, based on my needs.

**For Independent RBPD Specialists only**

- I understand approval as an Independent RBPD Specialist allows me to participate in Develop's professional marketplace to promote my coaching services but does not guarantee work opportunities.
- I understand that, as an independent contractor, I am fully responsible for any partnership or service agreements I enter into. Develop and Achieve do not review, enforce, or mediate agreements made outside of the Develop system.

## Professional Conduct

**Upon approval as a Develop RBPD Specialist, I agree to conduct myself and any approved RBPD Events I facilitate in a professional manner, I will:**

- Adhere to the standards outlined in ICF Ethical Standards: Upholding Coaching Ethics and the NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators.
- Use Minnesota's Knowledge and Competency Framework for Relationship-based Professional Development and applicable coaching evaluation tools to reflect on and improve my skills over time.
- Implement coaching practices that support safe, respectful and non-judgmental interactions and build rapport with educators.
- Conduct coaching only in environments that are safe and appropriate for professional learning.
- Maintain confidentiality and follow all relevant ethical guidelines to protect educator and program privacy.
- Use strength-based approaches, build on what educators' existing skills, and use observation and collaborative goal setting to promote meaningful learning.
- Refrain from being under the influence of alcohol or drugs during RBPD Events or when interacting with participants.

## Communication Expectations

**Upon approval as a Develop RBPD Specialist, I agree to communicate effectively and in a professional manner, I will:**

• Maintain consistent, professional communication using active listening and reflective questioning to gain understanding and co-create learning opportunities and solutions in partnership with educators.
• Refer licensed childcare providers to their county, state or Tribal licensor for all questions or concerns related to licensing guidelines or requirements.
• Refrain from using profanity or language that may be discriminatory, belittling, or derogatory toward any individual or group, including agencies that support coaches and early childhood professionals such as:
o Achieve – The MN Center for Professional Development
o Parent Aware
o Child Care Aware of MN
o Trainer and RBPD Support Services
o Develop Helpdesk
o DCYF Staff and programs

## Upholding the Integrity of the Professional Development System

**Upon approval as a Develop RBPD Specialist, I will uphold the integrity of the professional development system.**

**I will:**

• Submit RBPD Events in the Develop system and enter attendance within three business days of completion of the event.
• Present information that is respectful and inclusive of diverse cultures.
• Follow copyright and content ownership laws.
• Promote myself and my RBPD services as "approved through Develop" only when my RBPD Specialist Membership and appropriate endorsements are "Current" in Develop.

**I will not:**

• Participate in fraudulent acts or ignore unethical practices (in my participants, colleagues, agencies or coaching settings) that are harmful to children or early education programs.
• Solicit donations of any kind, neither monetary nor in kind goods.
• Promote goods or services from which I would personally profit.
• Promote any political agenda.

## Maintaining Membership

**To maintain my RBPD Specialist Membership and approved endorsement(s), I understand:**

• I must complete all renewal requirements including professional development hours for my endorsement(s), as outlined in the RBPD Membership Companion Guide.
• The welfare of children and their families is the most important factor in the work I do and for the decisions I make regarding adult learners in the early childhood and school age field.
• My RBPD events may be randomly observed for quality management purposes.

## Quality and Accountability

**As an RBPD Specialist, the way in which I conduct myself and my RBPD Events has a profound impact on the early childhood field. I understand:**

• If I am a license holder or controlling individual for a state or Tribally licensed program, any licensing action that results in that program being unable to operate may lead to a temporary or permanent suspension of my RBPD Membership.

• I am accountable for violating any terms or conditions of this agreement or in situations where a participant expresses concern about my coaching abilities after participating in one of my RBPD Events.

• I have reviewed the Professional Development (PD) Quality Concern Policy and agree to participate in mediation or clarifying conversations if a concern is reported.

• My RBPD Specialist Membership may be restricted at the discretion of DCYF in the event of a reported quality concern that requires review.

• My RBPD Specialist Membership may be permanently revoked based on the outcome of a quality concern review and determination. A revocation will impact all RBPD endorsements that I hold in the Develop system.

## Status as a Controlling Individual or License Holder

☐ I am not a controlling individual or licensed holder for a DCYF Licensed Child Care program, a DCYF Certified Child Care program, or a Tribally Licensed Child Care program.

☐ I am a controlling individual for a DCYF Licensed or Certified Child Care program(s). Please list the license numbers for the program(s) you are associated with: _____

☐ I am a license holder for a Tribally Licensed Child Care program. Please list the license numbers for the program(s) you are associated with: _____

## Acknowledgement

As an RBPD Specialist, I understand that violations of this agreement may result in suspension or revocation of my RBPD Specialist Membership and restrict my ability to reapply for future RBPD Specialist Membership consideration.

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|---|---|
| **Name:** | |
| **Develop ID:** | |
| **Date:** | |
| **Signature:** | |