

Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

Updated: January 26, 2026

RELATIONSHIP-BASED PROFESSIONAL DEVELOPMENT



MEMBERSHIP COMPANION GUIDE

Welcome!

We are [Achieve – The Minnesota Center for Professional Development](#). We are one of several partner agencies that support Minnesota’s statewide training approval system for the Early Childhood Education Workforce. Our team follows guidelines and policies set by [The Minnesota Department of Children, Youth, and Families](#) (DCYF). All Relationship Based Professional Development (RBPB) Specialist membership applications are submitted and processed by Achieve, through Develop, Minnesota’s Quality Improvement and Registry website.

Develop’s Approved RBPB Specialists play a crucial role in supporting the learning and growth of Early Childcare Practitioners. With 13 specialized endorsements, predominantly sponsored by DCYF partner agencies, each endorsement has unique qualifications and coaching responsibilities tailored to enhance practitioner knowledge and skills through personalized interactions.

RBPB Specialist membership provides access to system resources. With this access, you can:

- Fulfill employment obligations at partner agencies.
- Participate in Develop’s public [Trainer Directory](#) as an RBPB Specialist
- Schedule and document RBPB events to track coaching sessions.
- Provide valuable guidance and coaching to early childhood educators.

With appreciation for all you do for Minnesota’s children and educators.

— [Your Achieve Team](#)



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Relationship-Based Professional Development (RBPD) Endorsements

There are several endorsements available for approval under the [RBPD Specialist](#) membership. Each endorsement was built to recognize unique skill sets, knowledge, and expertise needed to support Minnesota's high-quality professional development system. To qualify, applicants must first apply for [Individual Membership](#) in Develop and earn a qualifying [Career Lattice Step \(CLS\)](#).

Most endorsements require verified employment with an endorsement sponsor. Click on an **RBPD Specialist Endorsement** below to review approval requirements and track your progress using the approval checklist. Remember, all approval requirements, including verified employment, must be completed before you submit your RBPD Specialist application in Develop.

Minnesota Department of Human Services/Minnesota Department of Education

Assessment Coach

Mental Health Consultant

Child Care Aware

Assistance Network -
Wayfinder

Parent Aware Quality

Professional Development
Advisor

First Children's Finance

Business Consultant

MnAEYC

MnAEYC Coach

Center for Inclusive Child Care (CICC)

Health and Safety
Specialist

Inclusion

Infant Toddler Specialist

Employment Not Required

Infant CLASS®

Pre-K CLASS®

Toddler CLASS®



Develop Memberships

Individual Membership

Required as part of RBPD Specialist Membership

All RBPD Specialist applicants must first apply for Develop’s Individual Membership and earn a qualifying Career Lattice Step (CLS). Visit the [Individual Membership page](#) of our website to learn more.

Trainer Membership

Required for the [Business Consultant Endorsement](#)

Refer to the **Subject Specific - First Children’s Finance** Trainer Membership type on **page 16** of our [Trainer Membership Companion Guide](#) to review approval requirements.



RELATED RESOURCES

Develop’s How-to-Guides:

- [Creating an Individual Profile](#)
- [Applying for RBPD Specialist Membership](#)
- [Membership Application](#)
- [Reporting Employment for Individuals](#)

Achieve Resources:

- [Career Lattice Page](#)
- [Individual Membership Companion Guide](#)
- [Trainer Membership Companion Guide](#)

RBPD Specialist Directory and Events

Develop's Trainer Directory

RBPD Specialists can participate in [Develop's Trainer Directory](#).

This directory is available to all Develop users and facilitates coaching connections between RBPD Specialists and Training Sponsor Organizations, Center Directors, etc. If you'd like to be contacted by those who may be interested in your coaching services, select **Yes** for the box that says **Include my name in the RBPD Specialist directory**.

RBPD Events

Once approved as an RBPD Specialist, you'll gain access to Develop's RBPD Entry tool. This tool enables you to schedule approved RBPD training events electronically and verify participants' attendance on their Develop Learning Record. RBPD Event participants may use their Develop Learning Record as proof of their training for licensors, supervisors, prospective employers, and other key partners within the MN Child Development System. Early childhood educators throughout the state rely on your services for their professional success.

Managing Your RBPD Event Roster

How to Manage Your RBPD Event Roster

You are encouraged to schedule your RBPD events and verify attendance within **3 business days** of the event.

- Access your Event's electronic roster to verify attendance in Develop using **RBPD Event Entry** in the left-hand side menu.
- Add each participant to the event's roster and electronically verify their attendance by entering their Develop ID number or full name in the **Add Attendee** section



TIPS

You will only have access to the Event Types that match the RBPD specialist endorsement for which you are approved.

The Develop ID number is the best way to enter attendees. It ensures an accurate match to the attendees' Develop profile. Be sure to ask for your attendees' Develop ID number for attendance purposes.

If the event is in Completed status, you cannot remove or edit attendee information once it's added OR access the Manage Roster feature for attendance entry. You must contact the Develop Help Desk for assistance managing your training event and/or the Training Event roster.

Develop Help Desk

The Develop Help Desk offers technical assistance navigating the Develop website Monday – Friday, 8 a.m. to 5 p.m., with extended hours on Tuesday and Thursday until 7 p.m.



844-605-6938



support@develophelp.zendesk.com



Professional Expectations

As an RBPB Specialist, you must maintain an active RBPB Specialist membership as well as valid - unexpired endorsement dates. Doing this allows you to provide continuous, high-quality interactions to Minnesota's early childhood educators without interruption. Please review the following expectations to effectively manage your RBPB membership.



Connect with your Supervisor for Support

Most endorsements are employment-based. Work with your supervisor to make sure you select and meet approval requirements for the endorsement type(s) that your employer needs.



Bookmark the RBPB Membership Page

Achieve offers a dedicated [RBPB Specialist Membership page](#). This page includes everything you need to know to become an RBPB Specialist and maintain your membership.



Keep Track of your Expiration Date(s)

You can find your endorsement expiration date(s) by:

- Logging into your [Develop](#) Profile
- Clicking on the **RBPB Specialist** tab in your Personal Profile
- Scrolling down to the **Endorsements** section.



Monitor Incoming Develop Emails

The Develop system will remind you when it's time to renew your endorsement(s).

- Be sure to allow emails from Develop or check your spam/junk folder.



Complete the Required Professional Development

You must complete all the required Professional Development hours for each endorsement during your approval and renewal periods.

Application Requirements

The majority of RBPB endorsements offer two pathways to approval. Each pathway is outlined in the endorsement requirement document. To qualify, you only need to meet the approval criteria for one of the available pathways. This dual-pathway approach enables a diverse range of coaches to effectively serve the varied needs of the early childhood field.



Before submitting your membership application, make sure all approval requirements are shown as **Verified** on your Develop profile. Use your [RBPB endorsement Approval Checklist](#) to help you track completion of all requirements.

Background Check

All RBPB Specialists are required to complete and pass the DCYF-approved Background Check administered by an authorized vendor. The Background Check must be listed as Verified on the Education tab of your Develop profile before you apply.



Be prepared and allow up to two weeks for this process

Begin the Background Check by sending your request to TrainerRBPB.BackgroundCheck@state.mn.us.

• Include the following information:

- » **Reason:** RBPB Specialist Application
- » Your **Full Name**
- » **Email Address**
- » Develop **Individual ID Number**



- **DCYF runs background checks through an authorized vendor**, conducting a nationwide criminal records search. Any findings will be reviewed for disqualifying offenses. For questions, contact TrainerRBPB.BackgroundCheck@state.mn.us.
- **Your background check information is private.** Do not send a copy of your background check to Achieve.
- When complete, you'll receive an email from **DCYF** confirming your status, which will be verified on the **Education tab** of your Develop profile.

Training Requirements

The following training requirements must be completed, dated within a year of your application submission, and marked as **Verified** on the **Training** tab of your Develop profile before you apply.



Mandated Reporter Training

This Training must be completed through [MN Child Welfare Training Academy](#). 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.



DHS: Data Privacy and Security Training

This Training must be completed through [Anytime Learning](#) and must be repeated with each renewal application.

- Email etlsupport@childcareawaremn.org to register for the training.
- Include:
 - Subject Line: **RBPB Membership Application**
 - Your **full name**
 - Develop **Individual ID Number**
 - » **Please Note:** Data Privacy cannot be taken more than once within a year. If you have taken the Data Privacy training within a year of your approval, it will still count as meeting the requirement.

Application Requirements

Employment

Most RBPB Specialist endorsements require **Verified** employment with a registered Develop organization. You can find your employment organization ID# listed on your RBPB Specialist Endorsement approval requirements resource. The Develop Organization ID# must be listed on the **Employment** tab of your Develop profile as your current employment. This must be marked **Verified** by your employer before you apply for membership.



- If you need assistance reporting your employment in Develop, refer to [Develop's Reporting Employment for Individuals help guide](#). For personalized support, contact support@develophelp.zendesk.com

APPLICATION REVIEW

Achieve processes all complete RBPB Specialist Membership applications in the order they are received. This process may take up to 30 business days to complete. During the review process, your application will move through a series of Develop status types as outlined below:

Applied

Your application is incomplete. You must send documents to complete your application, or click the I have no documentation to submit button to complete the application process.

In Process

Achieve is reviewing your application and verifying the completion of approval requirements.

On Hold

Something is missing, or it is too early to renew. Log in to your Develop profile and check for staff notes, or check your email for more details.

Unapproved

Your application did not fulfill all approval requirements. Check your email for an overview of the approval requirements that are missing.

Approval Period

Your RBPB Endorsement Approval Period begins on the date Achieve finalizes and approves your application and ends on the expiration date listed for your endorsement. All professional development hours you plan to use for renewal must be completed within this timeframe. Hours taken before your approval date or after your expiration date cannot be counted.

You will receive an approval email once your application has been reviewed and approved. This email includes your official approval and expiration dates, as well as guidance on where to find and complete your renewal requirements.

For additional details, see the [Membership Renewal](#) section on page 9.



- RBPB Specialist Endorsement Approval expiration dates will vary and are based on each endorsement you hold. If one or more endorsements expire, you'll lose Develop access for scheduling events and entering attendance.

Expiration Dates and Membership Renewal

RBPD Specialist Endorsement Expiration Date(s)

To ensure uninterrupted access to RBPD Entry features, you must keep track of the expiration date(s) for each endorsement you hold. Watch for automatic emails sent by the Develop system that remind you to renew. These will arrive in your inbox (check your junk or spam folder) 57, 43, 29, 15, and one day before your endorsement expires. If you fail to renew your endorsement via your RBPD Specialist Membership before it expires, the system will send one more reminder 14 days after expiration occurs.



- You must submit a new RBPD Specialist membership renewal application every time you need to renew an endorsement to avoid expiration.

RBPD Specialist Membership Expiration Date

The RBPD Specialist Membership expiration date is located on your Develop profile's Summary page in the grey box on the right side and is for internal use by Achieve staff only. This date is subject to change as the Achieve team processes each renewal application tied to your endorsement(s). Please disregard this date and only track the dates tied to each of your approved RBPD endorsements.

RBPD Specialist Membership Renewal

You must renew your RBPD Specialist Membership every time your endorsement is about to expire. Refer to the RBPD Endorsements section of [Achieve's RBPD Specialist Membership page](#) to find your endorsement and review the renewal requirements.

PROFESSIONAL DEVELOPMENT HOURS

Before renewing your RBPD Specialist membership, you must complete a specified number of Professional Development (PD) Hours relevant to each endorsement that is expiring.

You are responsible for working with your supervisor to establish a Professional Development plan in support of this requirement. This plan should support completion of all Professional Development hours outlined in your endorsement(s) renewal requirements.

Eligible hours can include:

Develop-approved training hours

- Use [Develop's Search for Training tool](#) to find opportunities.

Mentoring Participation Hours

- Mentoring hours cannot exceed **30% of your total hours**.
For example :
 - » **15 of 50 hours** can be accepted for mentoring
 - » **9 of 30 hours** can be accepted for mentoring
 - » **3 of 10 hours** can be accepted for mentoring

Other PD-related opportunities

- Other PD-related opportunities are acceptable and may include:
 - » Conferences
 - » Employer-Assigned Professional Development
 - » Continuing Education
 - » And more



- You are responsible for recording your Professional Development hours. These hours must be tracked using the [Professional Development \(PD\) Hours Form](#) and submitted to Achieve at support@mncpd.org with your next endorsement renewal.



Membership Renewal Continued and RBPD Membership Resources



Professional Development (PD) Hours Form

Required for each endorsement renewal application.

You must complete the [Professional Development \(PD\) Hours Form](#) with every renewal application. A separate form is required for each endorsement you hold.

This fillable form helps you:

- Track and record all required professional development (PD) hours within your approval period.
- Monitor your total hours and stay within the 30% mentoring-hour limit (totals are automatically calculated)



If you require more than two pages, you can download the [Professional Development \(PD\) Hours Form](#), which can be found on the dedicated RBPD Specialist Membership page.



- List all completed training hours and totals on this form, even if they already show as **Verified** on your Learning Record. This is an application requirement and is required for quality assurance by DCYF.
- Keep a record of your approval dates sent in your approval email. If you no longer have access to this, contact support@mncpd.org.

Achieve RBPD Membership Resources



Visit Achieve's website www.mncpd.org to find everything you need to succeed as an RBPD Specialist.



RBPD Specialist Webpage

We encourage you to bookmark [Achieve's dedicated RBPD Specialist Membership page](#). This page provides everything you need to know to successfully manage your new or existing RBPD Specialist Membership. You can access and learn more about:

- RBPD Endorsement Approval Pathways
- [Professional Development \(PD\) Hours Form](#)
- Tips for Supervisors
- RBPD FAQs
- Develop Navigation Support

Contact us at support@mncpd.org for any additional questions.

TARSS



[Trainer and RBDP Support Services \(TARSS\)](#) supports trainers, coaches, and relationship-based professional development (RBDP) specialists in the early education field.

Professional Development

TARSS offers professional development for trainers, coaches, and RBDP Specialists. To register for these courses visit the [TARSS website](#).

Free Orientation Trainings

- Trainers and Course Writers need these trainings as part of their applications
- Courses are online
- Courses are self-paced

Other Training Opportunities

- RBDP Credential
- Adult Learning Modules required for Trainer approval
- Two required Course Writer trainings
- Trainings are offered throughout the year

Events and Conferences

[TARSS](#) hosts two statewide events per year: the RBDP Retreat and the Trainer and RBDP Symposium. These events include opportunities for Trainers and RBDP Specialists to increase their knowledge and skills, as well as network and meet others in the field. Learn more about these events on the TARSS website.

The Trainer Academy

The Trainer Academy is a trainer support program designed for people who would like to be trainers but have not reached Career Lattice Step 6, which is the minimum requirement for trainers. The Trainer Academy is specifically designed to support the growing knowledge and skills of professionals working toward the goal of applying to be a Foundational Trainer. The Trainer Academy consists of:

- Career Goal Advising
- Non-Credit Training
- Mentorship and observation designed using the key areas of the Trainer Knowledge and Competency Framework

Training of Trainer (ToT) Opportunities for DCYF Courses

DCYF creates training for early education professionals across the state, with more than 300 trainings in their library. TARSS offers ToT opportunities for these trainings throughout the year to allow new Trainers to deliver these trainings.. ToT opportunities are offered based on the need for trainers across different geographic areas of the state, and the content/topic area.

Observation and Mentorship to Trainers

The TARSS Observation Program at CEED is intended to ensure a consistent, high-quality training experience for Minnesota's early care and education workforce by observing trainers in the field during training sessions. Trainers will receive strengths-based feedback from qualified observers who will use an observational tool to assess the strengths and areas for growth. If trainers are interested, there are opportunities to be mentored by a fellow experienced trainer.

Contact Information



- Individual, RBPD, Trainer, Course Writer, and TSO Application and Renewal Processing and Approval
- [Career Lattice Steps](#)
- Authorized Trainer Approval
- Training Event Approval
- Course Approval



Monday - Thursday 7:30 am - 4:30 pm
Friday 8 am - 3 pm



support@mncpd.org



855-378-3131



www.mncpd.org



- General Website Navigation Support
- Develop Technical Questions
- Login Support
- Technical Application Support
- Training Event Scheduling
- Employment Verification
- Linking Organization and Individual Profiles
- Grant Applications
- Organization Registration



Monday - Friday 8 am - 5 pm
(Extended hours Tuesday/Thursday until 7 pm)



support@develophelp.zendesk.com



844-605-6938



www.developtoolmn.org



- Professional Development for Trainers, Coaches, and RBPD Specialists
- Events and Conferences
- The Trainer Academy
- "Training of Trainer" events for DCYF courses
- Observation and mentorship for Trainers
- And more!



Monday - Friday 8:30 am - 4:30 pm



tarss@umn.edu



612-624-5708



ceed.umn.edu/tarss/



- Child Care Aware Trainer Opportunities
- Curriculum Training Opportunities
- Parent Aware
- Grants and Scholarships
- Professional Development



BecomeATrainer@childcareawaremn.org



www.childcareawaremn.org/contact-us/

