PD Quality Concern Form

Achieve – The MN Center for Professional Development follows requirements set by the MN Department of Children, Youth, and Families (DCYF) to support the quality and integrity of Minnesota's professional development system (Develop) for Early Childhood providers. Develop-approved PD members and PD opportunities are held to quality and professional expectations to ensure individual attendees receive valuable knowledge, meaningful interactions, and high-quality PD experiences.

The quality of your overall learning experience is important. Individuals may use this form to confidentially report notable quality concerns related to their experience while attending Develop-approved PD opportunities and/or related to professional expectations while interacting with a Develop-approved PD Member.

Before submitting a concern:

- Review the PD Quality Concern Policy to understand the PD system, learn more about professional expectations as outlined in each agreement form, and determine where your concern fits.
- Collect additional verifiable information and/or documentation that clearly supports your concern.
    - Information and/or documentation may include:
        - Training/RBPD Event ID# and Title
        - Course/Event ID# and Title
        - Date of occurrence
        - Email correspondence

How to locate information in Develop:

- Refer to the Training tab of your Develop profile for detailed information including date, time, Trainer, TSO, or RBPD Specialist name, and event ID# information.
    - These events will only display if your attendance has been entered and verified by the Trainer, RBPD Specialist, or Training Sponsor Organization.
- Use Develop's Course Catalog to search by course title.
    - The detailed course information will include Course Writer name, content details, and past Training Event history.
- Use Develop's Trainer Directory to find a specific Trainer or RBPD Specialist's information.
    - This directory will only show Trainers and RBPD Specialists who have opted into being listed in this public directory.
- Use Develop's Course Writer Directory to find a specific Course Writer's information.
    - This directory will only show Course Writers who have opted to be listed in this public directory.

Achieve will review your concern(s) in a timely manner and may include TARSS in the process. All reported concerns are reviewed under the direction of MN DCYF.

Complete* the form and submit it to:

- support@mncpd.org and write PD Quality Concern in the subject line.

* It is recommended to report quality concerns quickly and preferably within 30 days of the experience. This ensures the most accurate recollection by all involved. Timely reporting of concerns also helps to protect the future experiences of other potential attendees.

Section 1: Your Information: *Your information will always be kept confidential and is for our records only.*

Name:		Develop ID:	

Section 2: Interaction and Experience Information:

Date:		Location:	
Trainer Name:		Event ID#:	
Training Title:			

Section 3: Type of Quality Concern: *Check all that apply*

☐ PD Member	☐ Content	☐ Learning Environment	☐ Other

Section 4: Details of Quality Concern: *Be specific and state facts. Use guidance and examples listed in the PD Quality Concern policy for reference. If possible, please provide supporting documentation.*

Acknowledgement

My signature below confirms that I have reviewed the PD Quality Concerns Policy. This completed form is true and correct to the best of my knowledge. I understand my submission of this form initiates a supportive review process.

I agree to participate (if requested) in the process. I understand the Trainer, RBPD Specialist, Course Writer, and/or Training Sponsor Organization named has the right to obtain a redacted version of my statement as part of the documentation in accordance with due process. I understand my identifiable information will be kept confidential.

I understand that I will not be provided with specific details or outcomes of the review process.

Signature:		Date:	