

Why do you have to renew your Develop membership when you send documents?

1 Your Data Privacy

- » As a Develop member, you have important and private information located on your Develop Profile. For us at Achieve to protect your information, we need you to open the door to your profile for us. Your online application submission in Develop is the key we need! Once we have the key, we can access your profile and verify your information using our User Administrator special access granted to us by Develop.

2 Accuracy

- » We adhere to a strict step-by-step process that starts with you and your online renewal submission. After you get the process started, we review every document you send us and make sure it meets the requirements outlined in the [Individual Membership Documentation Policies](#). Acceptable documents are entered and verified on your Develop profile and Learning Record. We process thousands of documents for Early Childhood educators throughout the state each month, and this process ensures that each member's application is processed accurately, with the attention to detail our workforce deserves!

3 Fairness

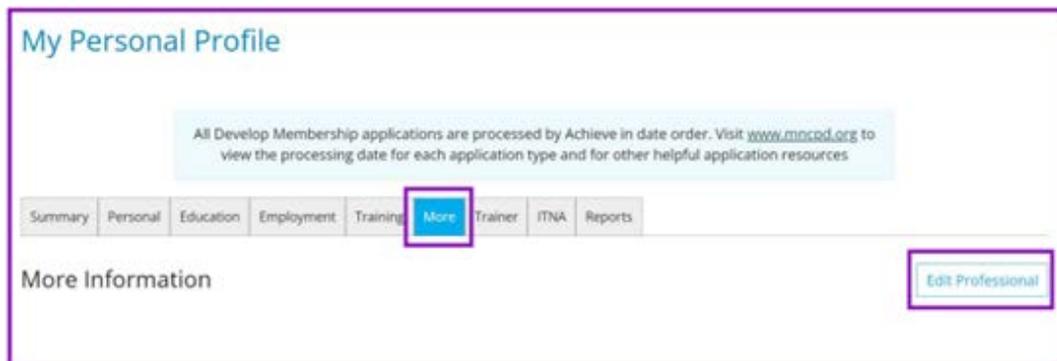
- » All complete Membership application submissions are assigned an In Process or Materials Received date in the Develop system. This holds your place in line. We process all applications in date order and usually well under our contracted timeline of six weeks.

Remember - Only send documents to Achieve that meet the Acceptable Documentation Policy.

As of May 1, 2023, Achieve cannot verify Other Clock Hour Training Certificates on Develop Members' Individual Profiles and Learning Records. You may continue to participate in training opportunities outside of the Develop system for your professional growth. However, hours from outside training certificates will not be verified on your Learning Record.

You can always upload documents to the More tab of your Develop Individual Profile, as a central storage location for your personal use.

- 1 Log into [Develop](#)
- 2 Select the **More** tab at the top of the page.
- 3 Click **Edit Professional**.
- 4 Scroll to **Personal Growth Experience Documentation** and click **Manage**.
- 5 Click **+File** to upload documents to your profile.
- 6 When you are finished, click **Save Documentation**.



As always, we are here to support your success in all things Achieve! Email us at support@mncpd.org.

