Achieve
MN CENTER FOR PROFESSIONAL DEVELOPMENT

Policy Currents

When you achieve, Minnesota succeeds.

Welcome to the *Spring 2017 Achieve Policy Currents* e-newsletter! Twice a year, we inform you about changes to our policies and procedures. We have important information to share with you in this edition. Be sure to watch for the Fall 2017 edition coming out in November. Until then, we wish you many achievements!
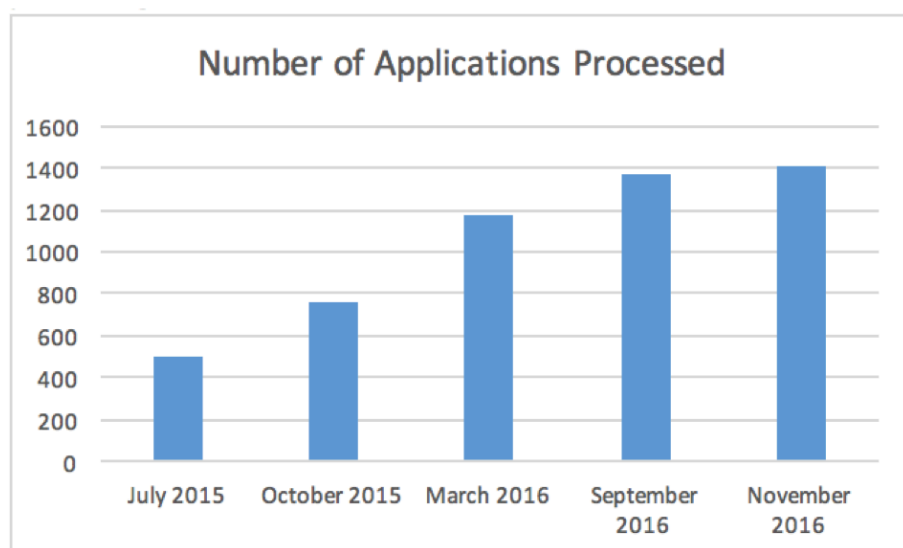
You can always find more here.

Contents: **News | Reminders**

News

Our Membership is Growing!
We are always working behind the scenes to process applications quickly and accurately. Applications are on the rise. Check out the chart below to get a snapshot of how many applications we have processed.

Number of Applications Processed

Month	Applications
July 2015	~500
October 2015	~760
March 2016	~1180
September 2016	~1370
November 2016	~1400

To learn more about our work process, click here.

Timeline for Canceling an Application
So, you just submitted a new or renewal Individual Membership application online. Awesome!

What's next?
You must send us documentation within **15 business days** after submitting your online application. If we do not receive at least one piece of documentation within **15 business days,** the system will cancel your application. This keeps applications moving swiftly through the approval process. We know your time is valuable.

What happens if you cannot submit documents within 15 business days?
If you submit your application online and you cannot send us your documents within 15 business days, no problem!

When you're ready, just log in to your Develop account and resubmit your application. You do not need to enter your information again. Develop saves it for you!
Want to know what documentation we accept? Click here.

Incomplete Application Process
Applications are **Incomplete** when documentation needed to complete your application is missing.
For example, you sent us:

- Unofficial transcripts instead of official transcripts.
- Foreign transcripts that have not been translated or evaluated.

If your application is **Incomplete** you will:

- Receive an email and note on your Develop account.
- Be given a list of what is missing.
- Be reminded every two weeks to send us the missing documentation. This will continue until your application is finalized.

What happens if your application was finalized and you still need to send in transcripts?
You have 10 business days after the application is finalized to submit official transcripts or evaluated foreign transcripts. We will resubmit an application for you and update your information. You may receive a new Career Lattice Certificate showing a higher step. If you submit documents after the 10 business days limit, **you** will need to submit a renewal application.
This process and other application processes are available here.

The National Child Development Associate (CDA) & Career Lattice Step 6
The Council for Professional Recognition, the organization that issues the CDA, publicly states that they require a CDA candidate to have a high school diploma in order to be awarded a CDA. Based on this information, the Minnesota Department of Human Services will implement a change in policy. The **future** policy will be:

- If you have a current CDA, you will not need to provide documentation that you have completed high school to be assigned a Career Lattice Step 6. It is important to keep your CDA current and verified on your Learning Record. If your CDA expires and we do not receive a new, current CDA, your Career Lattice Step will drop.

We do not have a specific start date as this change requires some software programming work. Rest assured, you will be the first to know as soon as it's ready.

Document Retention Policy for Unclaimed Documents
We frequently receive documents that either don't have a name on them or for which no application has been submitted. We work hard to match up these documents with their owner, but sometimes that doesn't work. We will keep unclaimed documents on file for one year. If documents go unclaimed for more than one year, they will be shredded with a few exceptions.
The following documents will be kept on file and not shredded:

- Official transcripts
- Current CDA certification
- Current NAFCC accreditation

The full policy can be viewed here.

Trainer Approval Process: You Spoke, We Listened!
Over the past two years, The Minnesota Department of Human Services has gathered feedback and expert input to help improve the process for trainer types in our state. The goal was to reduce the number of trainer types and make the approval process easier. Our improved process will allow for flexibility. It will ensure Achieve approved trainers:

- Know and implement best practices.
- Have strong content knowledge.
- Offer high quality training events for adult learners.

Starting January 1, 2018, Achieve will begin rolling out new trainer types. These types will be available for first time trainer applicants and renewing trainers. Review the new trainer types and their requirements here.

Attention Guest Trainers!
You asked, we listened! Starting January 1, 2018, we will no longer require approval for Guest Trainers. Instead, we will work with Training Sponsor Organizations to establish guidelines for choosing highly qualified trainers. Stay tuned!

The Future for Specialty Trainers
As announced in a special December 2016 edition of *Policy Currents*, the *Specialty Trainer* type is being phased out.

- Current *Specialty Trainers* who submit a renewal application on or before December 31, 2017, will be approved for one year.
- Beginning January 1, 2018, Achieve will no longer process renewal applications submitted for the *Specialty Trainer* type.

If you are currently a *Specialty Trainer* and would like to discuss your options looking ahead to 2018, please contact us at support@mncpd.org. We are here to help.

Just a Reminder

Director/Administrator Credentials
We accept and verify Director/Administrator Credentials recognized by the National Association for the Education of Young Children (NAEYC). These are listed on their website here.

CEUs or Approved Clock Hours?
Achieve adds verified CEUs as approved clock hours to your Learning Record. If you need clock hours listed specifically as CEUs, you need to send a request via email to support@mncpd.org. You must send us copies of the certificates showing the CEUs you need entered on your Learning Record.

You can view the complete Achieve CEU Policy here.

Approved Semester Credits on the Career Lattice
Semester credits required for steps 6-12 on the MN Career Lattice must meet the 50% content policy.

- Achieve verifies college courses when the content is at least 50% directly related to the *Minnesota's Knowledge and Competency Framework*. For more information on the College Course Recognition and Credit Acceptance Guidelines, click here.

- Achieve verifies college courses when the content is at least 80% directly related to the *Minnesota's Knowledge and Competency Framework*. For more information on the College Course Recognition and Credit Acceptance Guidelines, click here.

Have Questions?

Please contact Achieve for questions about:

- Individual Membership
- Career Lattice Steps
- Trainer Approval
- RBPD Approval
- Course Approval

Please contact Develop for questions about:

- Individual accounts
- Organization accounts
- Passwords
- Membership cards
- The Attendance App

Contact the Develop help desk directly at (651) 431-4794 or by email at support@develophelp.zendesk.com.

(back to the top)

Email: support@mncpd.org   *   Phone: 855.378.3131   *   Fax: 877.379.2467