MNCPD Policy Currents

SPECIAL EDITION

Greetings,

It's been a pleasure serving you in 2016 and we look forward to supporting you in the new year. The latest policy and procedure updates are outlined in this Special Edition *MNCPD Policy Currents* e-newsletter.

You can find our policy manuals, guides and more here.

Contents: **Other Clock Hours | Document Retention | Trainer Updates | MNCPD Facelift**

Other Clock Hours Training

In a joint decision between MNCPD and the MN Department of Human Services - Licensing Division, we are pleased to announce a new policy for verification of completed other clock hours training. This new policy will help us continue processing your applications on time. It will also ensure that your licensor will be able to use your Learning Record to review your completed trainings. A summary of the new policy is listed below. You can view the full policy on the MNCPD website here.

Beginning January 1, 2017, we will verify "Other Clock Hours" training as follows:

If you are submitting a **new** application for an Individual Membership:

- We will review and add other clock hours training from **two** years before the date you submit your application.

If you are submitting a **renewal** application for your Individual Membership:

- We will review and add other clock hours training from **one** year from the date you submit your application.

When you send copies of certificates, make sure they have the following information:

- Your name
- Date of attendance
- Hours of attendance (must be at least two hours)
- Name of Trainer or Training Sponsor Organization
- The title of the training must be relevant to early care and education

Document Retention Policy

To better serve you in the digital age, MNCPD is updating the **Documentation Retention Policy.** A summary of the policy is listed below. You can view the full policy on the MNCPD website here. In short, all of your information will continue to be safe and secure with MNCPD in electronic form rather than on paper. There is no need for you to do anything.

Documentation Retention Policy:

- Official electronic records can be destroyed after six years from submittal date if no longer needed.
- All paper documents will be scanned and stored as electronic copies.
- All original paper documents will be shredded except:

  - Higher Education official transcripts.*
  - Copies of out-of-state (non-Minnesota) teaching licenses.*
  Original paper copies will be kept in your file indefinitely.

Trainer Updates

Steps have been taken to improve the Trainer Approval process:

Specialty Trainers
Beginning January 1, 2017:

- MNCPD will stop approving **new** *Specialty Trainer* applications.
- **Renewing** *Specialty Trainers* will be approved for **one year**.

Beginning January 1, 2018, MNCPD will **no** longer approve *Specialty Trainer* **renewals**.

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.

Qualified Saftey Trainers
Beginning January 1, 2017, MNCPD will stop approving **new** *Qualified Safety Trainer* applications and will re-categorize **renewals**.

- If you are currently approved as a *Qualified Safety Trainer* you can continue training as usual until your expiration date.
- *Qualified Safety Trainers* who submit for renewal will be reviewed under the *Content Expert Trainer* type.
- *Content Experts* with a safety certification will be provisionally approved/renewed for one year.
- *Content Experts* with a safety certification must complete the Adult Learning requirement for full three-year approval. *Review the Trainer Approval Guide for details about this requirement or contact us for help at support@mncpd.org.*

MNCPD Facelift Coming Soon

MNCPD is excited to announce we are in the process of refreshing the MNCPD brand image. In the upcoming months, MNCPD will launch an enhanced name, look, and total website redesign.
These changes will:

- Better reflect our mission and those we serve.
- Enable you to find resources and tools easily.
- Provide new features to support clients.

Have Questions?

Please contact MNCPD if you have questions or concerns related to:

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

Requests for assistance with Develop Accounts, such as log-in information and profile updates, will be directed to the Develop helpdesk. Contact the Develop helpdesk directly at (651) 431-4794 or by email at support@develophelp.zendesk.com.

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(back to the top)