



WHAT DOCUMENTS TO SEND TO ACHIEVE

The lists below are examples only; check out the [Acceptable Documentation Policy](#) or contact us at support@mncpd.org for more details.

DO SEND



[High School Diploma](#)

[Official Transcripts](#)



[Foreign Credential Evaluations](#)

Credentials, Certificates, Diplomas & Other Endorsements



NAEYC recognized Administrator Credentials

[CDA Awards from the Council for Professional Recognition](#)



Out of State Teaching Licenses

First Aid/CPR/AED Certification



Professional Membership Cards/Certificates

Training Certificates showing:

- Your name
- Training:
 - Date
 - Length (2+ hours)
 - Trainer or Training Sponsor
 - Title



DON'T SEND

Unofficial college transcripts



Copies of your Official Transcripts that were not sent directly to Achieve



Training logs/transcripts



Attendance rosters

Incomplete or altered training certificates



Certificates showing less than 2 hours of training

Training certificates older than 5 years



Duplicate documents

Staff Meeting Minutes, Homework, Test Scores, etc.



Power point printouts

Training Ads, Brochures, or Flyers



Printouts of your Learning Record or Develop Web Pages



Non-evaluated foreign education documents

Documents for anything that is already verified

