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Acceptable Documentation Policy

As part of your [Individual Membership](#) in Develop, you can send documentation of your professional achievements to Achieve to have them verified on your Develop Individual Profile and Learning Record. This policy outlines the acceptable documentation that Achieve can verify in Develop. Your verified achievements are used to award your [Career Lattice Step](#).

All documents must clearly state your name and all required information for entry in the Develop database.

Official Transcripts from an accredited college or university must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included. Clear copies or scans are acceptable for other types of documentation.

Questions about this policy? Contact support@mncpd.org



High School or GED

To verify your date of high school graduation or GED completion, we will accept:

High School Diploma

The diploma must specify your graduation year.

High School Transcripts

The transcripts must specify your graduation year.

An Official Letter from the High School You Attended

The letter must be on letterhead and specify your graduation year.

Official Transcripts from an Accredited College or University

The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.

Copy of a Credential Evaluation from an Evaluation Organization Who Is a Member of National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE)

Evaluation must show equivalent education to a U.S. High School Diploma. See the [Foreign Education Documentation Policy](#) for more detailed information.

Diploma from an Accredited College or University Showing the Date of Graduation for Completion of a:

- Higher Education Certificate
- Bachelor's Degree
- Doctorate
- Associate Degree
- Master's Degree

Child Development Associate (CDA)

See the [CDA Credentials & Endorsements](#) section of this policy for more information.



High School or GED Contd.

GED Certificate Issued by the Department of Education from the State Where It Was Completed

GED guidelines vary by state. Contact the state you live in for more information about how to complete your GED. [The Minnesota Department of Education website](#) has Minnesota's GED Guidelines.

Verified Teaching License

See the [Teaching License](#) section of this policy for more information.



Higher Education

We verify the date you completed your degree, your total college credits, and your coursework* related to your career in Early Childhood Care and Education. To verify your higher education information, we will accept the following documents:

Official Transcripts from an Accredited College or University

The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.

Copy of a Credential Evaluation from an Evaluation Organization Who Is a Member of National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE)

Evaluation must show equivalent education to higher education credit at a regionally accredited U.S. institute of higher education. See the [Foreign Education Documentation Policy](#) for more detailed information.

Diploma from an Accredited College or University Showing the Date of Graduation for Completion of a:

- Higher Education Certificate
- Bachelor's Degree
- Doctorate
- Associate Degree
- Master's Degree

* Please note that we cannot verify college credits or courses with a Diploma. Have official transcripts sent from your school if you would like college credits recorded on your Develop profile. See the [Higher Education Coursework Policy](#) for more detailed information about Higher Education evaluation and Approved Semester Credits.



Credentials, Certificates, Diplomas & Other Endorsements

Each of the credentials, certificates, diplomas, and other endorsements listed on the Education tab of your Individual Membership application are awarded by specific organizations with their own official documentation. Below are examples of common credentials verified by Achieve along with tips for successfully submitting acceptable documentation to have your achievement verified on your Individual Profile and Learning Record. Please contact support@mncpd.org with any questions about options in the Education dropdown that are not listed.

Association Montessori Internationale (AMI) - Diploma

The Association Montessori Internationale states that this Diploma is only valid with the official raised seal of the Association Montessori Internationale. This raised seal must be visible on a copy of the diploma sent to Achieve. If the seal is not visible in a scan, try taking a picture with a cell phone camera to send to Achieve via email.

American Montessori Society (AMS) Credentials and Endorsements

Achieve will verify the following credentials and endorsements with an award from the American Montessori Society:

- American Montessori Society Associate Credential
 - Infant & Toddler (birth – age 3)
 - Early Childhood (ages 2½ – 6)
- American Montessori Society Credential
 - Infant & Toddler (birth – age 3)
 - Early Childhood (ages 2½ – 6)
 - Elementary I (ages 6 – 9)
 - Elementary II (ages 9 – 12)
 - Elementary I – II (ages 6 – 12)
 - Secondary I (ages 12 – 15)
 - Secondary I – II (ages 12 – 18)
 - Administrator
- American Montessori Society Endorsement
 - Montessori Inclusion Endorsement (MIE)

Higher Education Certificate and Diploma Programs

Achieve will verify these Certificates and Diplomas with an official transcript OR a copy of your diploma from an accredited college or university:

- Child Development Assistant Certificate
- Child Development Certificate
- Early Childhood Development Certificate
- Education Paraprofessional
- Child Development Assistant Diploma
- Child Development Diploma
- Early Childhood Development Diploma
- School Age Child Development Certificate
- Child Development Careers Certificate
- Early Childhood and Your Development Certificate
- Early Childhood Education Certificate
- Child Development Careers Diploma
- Early Childhood and Youth Development Diploma
- Early Childhood Education Diploma

Class™ Reliability

Achieve will verify a copy of your official certificate from Teachstone.



Credentials, Certificates, Diplomas & Other Endorsements Contd.

Minnesota Association for Children’s Mental Health – Infant & Early Childhood Division (MACMH – IEC)

Achieve will verify a copy of your MACMH-IEC Endorsement certificate.

NAFCC Accreditation

Achieve will verify a copy of your official Accreditation Certificate from the National Association for Family Child Care.



Other Professional Licenses

Achieve will verify the Other Professional Licenses listed in the dropdown on the Education Tab of your Individual Profile with a copy of your license issued by the official licensing board for your profession that clearly shows:

- Your Name
- Awarding Organization/Licensing Board
- Name of License
- Award Date



Administrator Credentials Recognized by NAEYC

Administrator Credentials Recognized by NAEYC are listed in a dropdown on the Education tab of your Develop profile. To verify these credentials, Achieve will accept a copy of your Credential Certificate recognized by NAEYC. The Credential Certificate must clearly show:

- Your Name
- Title of the Credential
- Awarding Organization
- Award Date



CDA Credentials & Endorsements

To verify your CDA Award, Achieve will accept a copy of your CDA Award from The Council for Professional Recognition. See the [Training](#) section of this policy for information about documentation Achieve will accept to verify CDA Training Hours.



Professional Memberships

We verify Professional Memberships listed in the dropdown of the More tab of your profile. To verify your Professional Membership, we will accept a membership card or certificate that clearly states:

- Your Name
- Membership Organization
- Membership Expiration Date

If you would like to report your membership with an organization that is not listed in the Develop dropdown, contact support@develophelp.zendesk.com.



Teaching License

Minnesota Teaching License

To verify a Minnesota Teaching License, Achieve will accept:

- A copy of your Teaching License from the Minnesota Department of Education

OR

- A self-reported File Folder Number on the Education tab of your profile
(We will verify this using the Minnesota Teacher License Lookup.)

Out-of-State Teaching License

Achieve will accept a copy of your Teaching License from the state Department of Education.



First Aid/C.P.R. Certification

To verify your First Aid/CPR/AED certification dates in the DHS Licensing Requirements section* of your profile and Learning Record, Achieve will accept a copy of an official First Aid/CPR/AED card or certificate issued by one of the following agencies:

- American Red Cross
- American Safety & Health Institute
- National Safety Council
- Minnesota Medical Training Services
- Emergency Training Company
- American Heart Association (AHA)
 - Front and back of card or official e-card certificate with QR Code
 - AHA requires all information to be printed on the back of the card; hand-written information is not acceptable.

* See the [Training](#) section of this policy for information about documentation Achieve will accept to verify Training Hours for First Aid/CPR/AED



Training

Approved Training Events

Approved training events are approved and scheduled in the Develop website Search for Training calendar by the training provider in advance. To verify these training hours, Achieve will accept a Training Certificate that clearly displays:

- Attendee Name
- Training Title
- Date of Attendance (within the past 5 years)
- Training Hours
- Name of Trainer or Training Sponsor Organization
- Event ID Number

Automatically Approved Training Events

Some Training Sponsor Organizations qualify for Automatic Approval* of their training events. To verify these training hours, Achieve will accept a training certificate that clearly displays:

- Attendee Name
- Training Title
- Date of Attendance (within the past 5 years)
- Training Hours (minimum of 2 hours)
- Training Sponsor Organization Name AND Logo

* For more detailed information about Automatic Training Approval, including special documentation requirements for Minnesota Independent School Districts and MDE Recognized Charter Schools, see the [Automatic Training Approval Policy](#).

CEU Training Hour Certificates

Achieve will verify CEUs (Continuing Education Units) from the following Automatically Approved Training Sponsor Organization Types:

- Organizations that have current accreditation through the International Association for Continuing Education and Training (IACET).
- Accredited colleges and universities.

Training certificates must meet requirements for [Automatically Approved Training Certificates](#). Official Transcripts from a college or university must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included. See the full [CEU Policy](#) for more detailed information.



Training Contd.

Other Clock Hour Training Certificates

If Achieve can verify a training certificate was received but cannot verify the content or quality of the training, we will verify the hours as “Other Clock Hour” training. These training hours do not count towards your Career Lattice Step. To verify Other Clock Hour Training events, Achieve will accept a training certificate that clearly displays:

- Attendee Name
- Training Title (must be relevant to early care and education)
- Training Hours (minimum of 2 hours)
- Name of Trainer or Training Sponsor Organization
- Date of Attendance
 - If you are applying for a new Individual Membership, we will accept training certificates dated within the past two years from your new individual membership application submission date.
 - If you are renewing your Individual Membership, we will accept training certificates dated within the past year from your individual membership renewal application submission date.

How to Submit Documents to Achieve

Send your documents to Achieve via [email](#), mail, or fax within 15 business days of submitting the online part of your application.

Achieve will send you a confirmation email and leave a Staff Note on the Summary tab of your Develop Profile as soon as we check in your documents and begin processing your application.



support@mncpd.org



877-379-2467



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Fitchburg, WI 53719



Order official transcripts from your school and have them sent directly to Achieve.

Send your documents electronically (via [email](#) or fax) for faster confirmation.

Make sure your name is on each document.

Include your Develop ID with your documents.

If you send documents to Achieve without submitting an application first, they will be kept on file to be processed with your next Individual Membership application or renewal, subject to the Document Retention Policy. Achieve will send you a confirmation email letting you know we have received your documents and your next steps to have them reviewed and verified.

You do not need to re-send documents to Achieve that are already on file.

Data Integrity & Customer Service Policies

CONFIDENTIAL INFORMATION & PRIVACY POLICY

The information and documentation in your personal profile is confidential and will not be shared with relatives, co-workers, or employers. Go to the Develop website to read their [Notice of Privacy Practices](#) for more information.

LEARNING RECORD REVIEW REQUEST

You have the right to request a review of your Learning Record when:

- You believe your Career Lattice step on the Minnesota Career Lattice was awarded incorrectly.
- You believe the MN Knowledge and Competency Framework area assigned to hours of training was assigned incorrectly.
- You believe documents you submitted with your membership application meet the requirements outlined in the Acceptable Documentation policy but were not recorded or verified by Achieve on your Learning Record.
- You believe Achieve's evaluation of your higher education coursework does not align with the Higher Education Coursework policy.

Find the full Learning Record Review Request policy and form here: [Learning Record Review Request Form](#).

DOCUMENT RETENTION POLICY

All documentation submitted to Achieve is subject to DHS's Record Retention policies, regardless of format or storage medium. An electronic record may be designated as the official record of any document submitted. Only the designated official record should be retained per DHS's retention schedule. All other copies will be destroyed when no longer needed.

All paper documents will be scanned and stored as electronic copies and uploaded to the Training tab of your profile. Electronic copies will serve as official records. Official electronic records can be destroyed after six years from submittal date and if no longer needed. All paper documents will be shredded and recycled, except for:

- Higher Education official transcripts
- Copies of out-of-state (non-Minnesota) teaching licenses

The above documents cannot be destroyed. Original paper copies will be kept in clients' files.

Documentation sent to Achieve from an individual with a profile, but no membership, will be kept on file for one year. If in that year, the individual does not apply for membership or notify Achieve that they have applied, some of the documents may be shredded and recycled. The following documents will be kept on file:

- Official transcripts
 - Current CDA certification
 - Current NAFCC accreditation
-

RIGHT TO REFUSE SERVICES

Achieve reserves the right to refuse service to individuals who exhibit harassing or threatening behavior either verbally, physically or in written form, toward Achieve staff, as well as the right to inform DHS and agency partners.

FRAUDULENT INFORMATION POLICY

Achieve reserves the right to investigate any suspected fraud. Staff, at their discretion, may reject documentation that appears altered and/or require and request additional documentation before completing your membership application. Applicants who supply fraudulent information to obtain a Career Lattice step, trainer approval or RBPD Specialist approval will not be allowed to participate in any future services. Achieve reserves the right to inform the Minnesota Department of Human Services (DHS) and its partner grantees of all fraudulent documentation submissions.



Achieve Your Goals with Us!

Stay in touch with Achieve - The MN Center for Professional Development!



Monday - Friday 7:30 am - 4:30 pm



support@mncpd.org



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