

INDIVIDUAL MEMBERSHIP



Welcome!

We are <u>Achieve – The Minnesota Center for Professional Development</u>. We are just one of several partner agencies working in <u>Develop</u> to support your successful career in early childhood and school-age care! Our team follows guidance and policies set forth by <u>The Minnesota Department of Human</u> <u>Services – Child Development Services</u> to ensure all Develop members are treated fairly during the application process. We use the Develop system to process membership application submissions and to offer you personalized membership support based on your needs and goals.

Develop Individual Membership is FREE and opens the door to many opportunities in your career! An Individual Membership in Develop offers you the ability to:

- Build a complete, accurate, and private electronic record of your professional achievements and store them in Develop's secure database.
- Showcase your achievements by displaying your <u>Career Lattice Step</u> certificate!
- Participate in Parent Aware.
- Apply for grants and scholarships.
- Apply for Develop's Trainer and/or Relationship Based Professional Development (RBPD) Specialist memberships.

We look forward to working with you and supporting your career goals!

With appreciation for all you do for Minnesota's children, youth, and families,

— Your Achieve Team

Contents

Use the clickable buttons below to help you navigate this document.





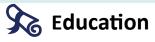


Get Ready to Submit Your Application



Become familiar with the <u>Acceptable Documentation Policy</u>. It outlines the documents Achieve can use to verify your achievements on your Individual Profile and Learning Record.

DEVELOP'S ONLINE APPLICATION ASKS FOR INFORMATION ABOUT YOUR:



You will need to list completion dates. We recommend you have your paperwork and/or degrees within reach. You will need to send in acceptable documentation if you would like these achievements verified on your profile.



You will be able to list your work experience in the field of early childhood care and education. It is recommended that you include at least your current employment. If possible, have your employer's Develop organization ID number on hand.



Review your training record for accuracy. Develop's Approved Trainers and Training Sponsor Organizations (TSOs) verify attendance electronically. If a Develop Approved Trainer or TSO has not verified your hours after 3 business days, please contact them directly.

YOU WILL NEED



- 15-20 minutes to submit your initial application
- 5-10 minutes to submit a renewal application
- 3-6 weeks for Achieve to process each submitted application
 - * Our current processing times are located on the homepage of our website at www.mncpd.org
- All applications are processed in date order, no exceptions.



- A computer, tablet, or smartphone connected to the internet.
 - * The Individual Membership Application is an online only application
- A Develop Individual Profile
 - * If you have not set up your Individual Profile yet, see Develop's Creating an <u>Individual</u> <u>Profile Guide</u> for detailed instructions.

Submitting Your Individual Membership Application Online

Log in to your Develop Individual Profile to start your online application. For extra help, check out <u>Develop's Individual Membership Application Guide</u> for step-by-step instructions (with pictures!). Be sure to review the information below before you click the **Submit** button.



DO YOU HAVE DOCUMENTS TO SEND TO ACHIEVE?

Yes, I have documents to send

- Fill out your application.
- Click Submit.
- Review the <u>Acceptable Documentation Policy</u> and send your acceptable documents to Achieve within 15 days of submitting your application.
- Go to Path A on page 5 to learn how to send Achieve your documents.

No, I do not have documents to send

- Fill out your application.
- Click Submit.
- Scroll down and click I have no documentation to submit.
- Click Confirm.
- Go to Path B on page 5 to learn more.



- If you don't send documents to Achieve OR confirm on your Develop profile that you won't be sending documents within 15 business days of clicking Submit, your application will be automatically canceled by the Develop system.
- If you are not sure whether you should send documents, contact Achieve at support@mncpd.org for more assistance.



This will take you

15 - 20 Min. (First Application)

5 - 10 Min. (Renewal Application)

NEED TECHNICAL ASSISTANCE NAVIGATING DEVELOP AND SUBMITTING YOUR APPLICATION?

Contact the Develop Help Desk at <u>support@develophelp.</u> <u>zendesk.com</u>

RELATED RESOURCES

 Develop's Individual <u>Membership</u> <u>Application Guide</u>

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Documenting Your Achievements

PATH A: SEND YOUR DOCUMENTS TO ACHIEVE

This is your chance to send documents of your achievements to be verified! Check out the <u>Acceptable Documentation Policy</u> to learn exactly what kinds of documents Achieve can verify on your Individual Profile and Learning Record. Send your documents to Achieve via <u>email</u>, 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.



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

Send your documents electronically (via <u>email</u> 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.

PATH B: THE NO DOCUMENTATION BUTTON

You can always choose NOT to send documents with your Individual Membership application or renewal! There are many reasons you might choose this, including:

- You sent all your documents during your last application or renewal.
- You sent documents without a renewal and your documents weren't processed yet.
- You just don't have time right now to find and send your documents.

Whatever the reason, you must confirm this choice on your Individual Develop Profile within 15 business days of submitting your application online.



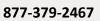
Please click on "I have no documentation to submit" if you are not sending documents to Achieve.

I have no documentation to submit



support@mncpd.org







Achieve 2908 Marketplace Dr Suite #103 Fitchburg, WI 53719

RELATED RESOURCES

- <u>Acceptable</u> <u>Documentation Policy</u>
- How to Find Your High School Diploma
- <u>To Send or Not to</u> <u>Send?</u>
- Why Do You Have to Renew Your Individual
 Membership
 When You Submit
 Documents?

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Application Statuses

At Achieve, your application is processed as quickly and as accurately as possible. All complete Develop Membership applications are processed by Achieve in date order. This ensures your application is processed fairly and receives the individualized attention to detail and accuracy you deserve for your professional development needs.

Your Individual Membership application moves through a series of steps, which are outlined below. Log in to your Develop profile to see your application status on your Summary tab.



None (blank)	Applied	Materials Received	In Process	This will take Achieve 3 - 6 Weeks
You have an Individual Profile in Develop, but you have not become a	You submitted your online application. You must send documentation or	Achieve received your documents and is processing your application.	Achieve is reviewing your application and verifying all acceptable	
member.	click the I have no documentation to submit button to complete the application process.	Your application will be finalized within 42 calendar days of your Materials Received date.	documentation.	ONCE YOU SUBMIT YOUR APPLICATION ONLINE, YOU MAY NO LONGER EDIT YOUR PROFILE UNTIL YOUR APPLICATION IS PROCESSED.
On Hold	Finalized	Current	Expired	
(Uncommon) You will be notified of this status change, check your email for more information.	Your application has been finalized! A Career Lattice Step is awarded and awaiting one final accuracy check.	You are now a Develop member! You can view and print your Career Lattice Step from the Reports section of your Profile.	You are no longer an active Develop Member. Please renew your Individual Membership.	Contact the Develop Help Desk at <u>support@develophelp</u> <u>zendesk.com</u> if edits are necessary.



The Minnesota Career Lattice

The <u>Minnesota Career Lattice</u> outlines twelve career steps those working in the early childhood and school-age care field can reach to move forward in their careers. It helps employers easily identify qualified candidates for open positions, and is used for <u>Child Care</u> <u>Aware of Minnesota Grants and Scholarship Programs</u>, as well as <u>Parent Aware</u>.

When you become an Individual Member in Develop, you are awarded a Career Lattice Step certificate based on your verified achievements. You can print your Career Lattice Step Certificate from the **Reports** tab of your Individual Profile.

View the Minnesota Career Lattice to learn about the requirements for each step.

	Achiever MN CENTER FOR PROFESSIONAL DEVELOPMENT
	Certificate of Achievement
	Jane Smith has completed all requirements for
	Step 10a
	on the Minnesota Career Lattice.
	Nicole Lopez Purgapile, Executive Director Achieve-MN Center for Professional Development
Individual ID:	12345 Expires: Saturday, April 30, 2022

RELATED RESOURCES

- <u>Career Lattice</u>
- <u>Virtual Career Guide</u>
- <u>Higher Education</u>
 <u>Coursework Policy</u>
- Job Board
- <u>Child Care Aware</u>
 <u>Grants and</u>
 <u>Scholarships</u>
- Parent Aware

If you do not have a high school diploma or GED, you can still become a member! However, you cannot earn a Career Lattice Step above Foundational Awareness.

Explore Achieve's <u>Virtual</u> <u>Career Guide</u> to learn how a Career Lattice Step can help you plan a successful early childhood and schoolage care career!

Your Career Lattice Step and Individual Membership in Develop are valid for 1 year. Upon expiration, you will still have access to your Individual Profile and Learning Record, but you must submit a renewal application to continue to enjoy the additional benefits of Individual Membership.

Renewing your Individual Membership is quick, easy, and free! Develop will even send you reminder emails when it is time to renew.

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The Learning Record

The Learning Record is a snapshot of your professional development achievements. It can assist and empower you throughout your career. It is considered acceptable evidence of your verified education, employment, credentials, and training in the field of early childhood and school-age care. You can present your Learning Record to:

Licensors

TIP

- Prospective Employers
- Professional Development Advisors
- Other agency partners within in the Minnesota Child Development System

Three versions of your Learning Record are available for download on your Develop profile. They each contain your verified information, organized in different ways to best meet your needs. Develop members can view the **Reports** tab of the Individual profile to learn more about each version of the Learning Record.

2 WAYS TO HAVE YOUR ACHIEVEMENTS VERIFIED ON YOUR LEARNING RECORD

Attend trainings advertised in Develop's Search for Training Calendar. Trainings advertised in <u>Develop's Search for Training Calendar</u> are approved and may be verified on your Learning Record electronically! Approved training hours from these Events should be verified electronically by the Trainer or Training Sponsor Organization (TSO) after you complete the training. If a Develop-approved Trainer

or TSO has not verified your attendance after 3 business days, please contact them directly. You may be asked to provide your Develop ID number so that they can verify your attendance using their Develop Event Roster.

Submit a new or renewal membership application in Develop and send Acceptable <u>Documentation</u> to Achieve. See pages 4 and 5.

> Contact <u>support@mncpd.org</u> with any questions or concerns about information that has been verified on your Learning Record. You have the right to request a formal review of your Learning Record if you believe information was verified incorrectly. Use the <u>Learning Record</u> <u>Review Request form</u> to begin the process.

RELATED RESOURCES

- Develop's How to
 Print Your Learning
 Record Guide
- Develop's Search for Training Tool
- <u>Acceptable</u>
 <u>Documentation Policy</u>
- <u>Learning Record</u> <u>Review Request Form</u>

Contact <u>support@</u> <u>develophelp.zendesk.</u> <u>com</u> for technical assistance downloading and printing your learning record.

In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), your Learning Records may not be released to a third party without your prior written authorization.



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



855-378-3131



877-379-2467



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www.mncpd.org



Facebook.com/MNCPD

