

Review each of the two pathways for approval and select the best fit for you.
Use the checklist below to ensure all requirements are met before you apply online in Develop.
Relationship Based Professional Development (RBP) Specialist membership applications will be denied if requirements aren't met.

Approval Requirements	
Pathway 1	Completed?
Develop Individual Membership with a minimum Career Lattice Step 9a .	
Current and Verified Employment with First Children's Finance	
Verified Background Check .	
Verified Mandated Reporter training .	
Verified Data Privacy and Security training .	
Pathway 2	Completed?
Develop Individual Membership with a minimum Career Lattice Step of Foundational Awareness .	
Current and Verified Employment with First Children's Finance .	
Current Subject Specific Trainer membership .	
Verified Background Check .	
Verified Mandated Reporter training .	
Verified Data Privacy and Security training .	

Requirement Details and Support	
Current Employment	<p>Employment must be verified on the Employment tab of your Develop Individual Profile for First Children's Finance, Develop Organization ID #73.</p> <p>See Develop's Reporting Employment for Individuals help guide for more information about how to enter your employment records. You may also contact the Develop Help Desk at support@develophelp.zendesk.com for one-on-one support.</p>
Subject Specific Trainer membership	<p>Your current Subject-Specific Trainer membership must appear on the Trainer tab of your Individual Profile. For requirements for this trainer type, see page 14 of the Trainer Membership Companion Guide.</p> <p>Your RBP Specialist membership and Business Consultant Endorsement expiration date will be set to the same date as your Subject Specific Trainer membership expiration date.</p>

Background Check	<p>A Background Check must be verified in the Credentials, Certificates, Diplomas and Other Endorsements section of the Education tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • You must begin and complete this process before applying for RBPD approval by contacting TrainerRBPD.BackgroundCheck@state.mn.us. <ul style="list-style-type: none"> o When requesting a background check, include your first and last name, email address, and Develop Individual ID number. <ul style="list-style-type: none"> ▪ The Background Check is verified by the State of MN* using the Develop system, not Achieve. Do not: <ul style="list-style-type: none"> • Ask Achieve to verify your Background Check. • Send results of your Background Check to Achieve. <p>* Relationship Based Professional Development (RBPD) Specialists must complete their background through Castle Branch, which conducts a nationwide search of criminal records. If criminal records are found in a background check, the records will be reviewed to determine if the record is a disqualifying crime.</p>
Mandated Reporter Training	<p>This Develop-approved Anytime Learning training must be completed within the last year before you submit your RBPD Specialist membership application and show as verified on the Training tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • Locate and register for this training by using Develop’s Search for Training feature. <ul style="list-style-type: none"> o Offered in Develop by Eager-to-Learn for \$10. <ul style="list-style-type: none"> ▪ Contact Eager-to-Learn for registration and attendance support at etlsupport@childcareawaremn.org.
Data Privacy and Security Training	<p>This Develop-approved Anytime Learning training must be completed within the last year before you submit your RBPD Specialist membership application and show as verified on the Training tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • Contact etlsupport@childcareawaremn.org about how to register and complete this training.

Renewal Requirements	
You will be required to renew your endorsement every 5 years. You must meet the renewal requirements outlined below to maintain your Develop access and create new RBPD events.	Completed?
Maintain your Develop Individual Membership with a minimum Career Lattice Step 9a . (Pathway 1).	
Maintain your Develop Individual Membership with a Subject Specific Trainer type (Pathway 2).	
Maintain Verified Employment with First Children’s Finance .	
Document 50 hours of professional development within 5 years of your RBPD Specialist endorsement expiration. Use the RBPD Documentation Form to document your hours.	
Verified Mandated Reporter training : Must be completed within the last year before the date you submit your RBPD Specialist membership renewal application.	
Verified Data Privacy and Security training : Must be completed within the last year before the date you submit your RBPD Specialist membership renewal application.	