RBPD Endorsement Renewal Hours Form

Last Updated: October 3, 2024

Name	Develop ID#	Endorsement Type	Approval Period

Use this form to track your required RBPD renewal Professional Development (PD) training hours. These hours must be completed within your endorsement **Approval Period** as listed above. Hours may be used for multiple endorsement renewals. **Use this form for each endorsement(s) you hold and send it to support@mncpd.org as part of your RBPD Specialist renewal application.**

All completed PD hours* should be relevant to your role and be listed on this form. These hours can include:

- Develop approved training hours:
  - Use Develop's Search for Training tool to locate these opportunities.
- Mentoring participation hours:
  - **Mentoring hours cannot exceed 30% of your total hours.** For example:
    - 15 of 50 hours can be used for mentoring.
    - 9 of 30 hours can be used for mentoring.
    - 3 of 10 hours can be used for mentoring.
- Other PD-related opportunities:
  - **For example**: Conferences, employer-assigned professional development, continuing education, etc.

**Achieve will not offer advice on selecting PD opportunities. If you need assistance with planning/completing your professional development, work with your supervisor directly. Failure to complete your renewal hours may result in the expiration of your endorsement.*

**Mandated Reporter and Data Privacy do not count towards your Renewal hour requirement*

Date of Completion	Title of Professional Development (PD) Training/Mentoring* **Please include the title RBPD Mentoring, Name of your Mentor, and your Mentor's approved RBPD endorsement type.*	Completed PD Hours	Completed Mentoring Hours
		0	0

Total Hours

Please use this page if you need more room to record your hours, and include it with your renewal.

Date of Completion	**Title of Professional Development (PD) Training/Mentoring*** **Please include the title RBPD Mentoring, Name of your Mentor, and your Mentor's approved RBPD endorsement type.*	**Completed PD Hours**	**Completed Mentoring Hours**
		0	0

Total Hours