



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 from the American Heart Association or American Red Cross



Professional Membership Cards/Certificates


[Automatically Approved Training Certificates](#)


from before 5/1/2023 that are less than 5 years old.



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 documents 




Duplicate documents

Staff Meeting Minutes, Homework, Test Scores, etc. 



Power point printouts

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 