

Staying Current: Renewal Made Simple



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RBPD Specialist Membership: Overview

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Approval Period

Your approval period is the span of time that your endorsement is “Current”. This period:

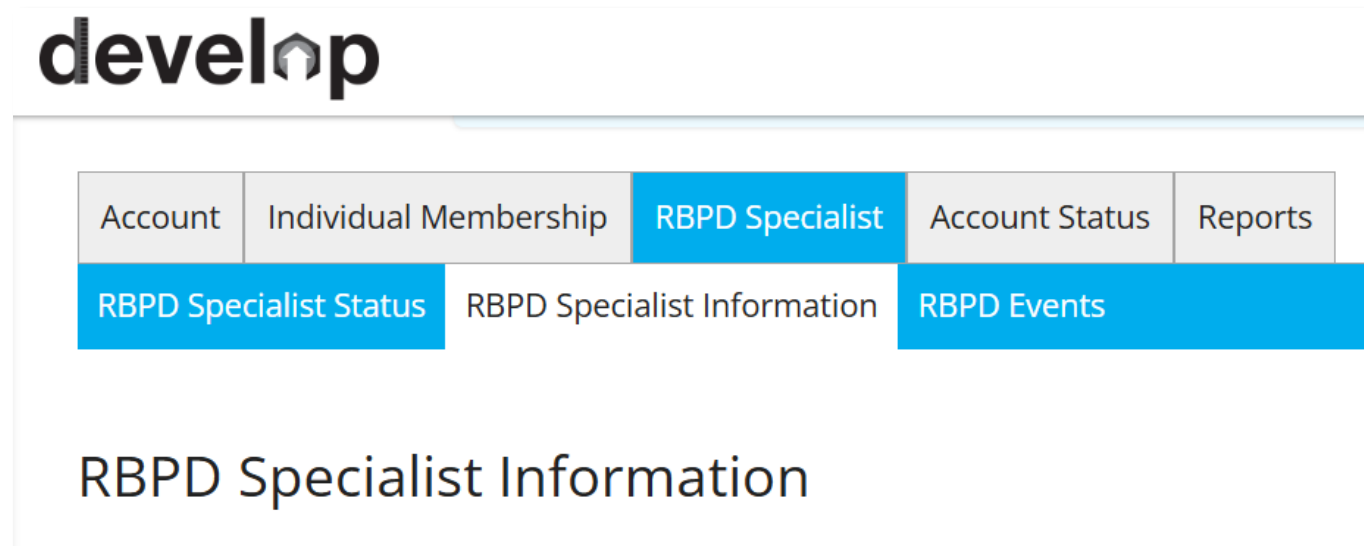
- ◆ Begins on the date your RBPD Specialist Endorsement application is approved.**
- ◆ Ends on a set expiration date and requires renewal to maintain your Current status as an RBPD Specialist.**
- ◆ Determines and provides ongoing Develop system access.**

Example:

If your endorsement approval period is July 1, 2024 – July 31, 2029, you are considered an active and Current RBPD Specialist during that window. You must complete all renewal requirements and submit your renewal application before July 31, 2029 to stay Current.

Managing Your Approval Period/ Endorsement Expiration Dates

- ◆ Your RBPB Endorsement Expiration dates are always available on your Develop profile.
 - ◆ Click the RBPB Specialist Membership Tab
 - ◆ Click the RBPB Specialist Information section
 - ◆ Scroll down to the bottom of the page to view the Endorsements section



- ◆ Your approval period dates are also included in each RBPB Membership approval email from Achieve.

RBPD Specialist Membership Approval Pathways

If you have not renewed your RBPD Specialist Membership and endorsement since June 2024, you'll need to make sure you are ready to qualify for one of the two pathways for approval.

- ◆ If your endorsement was approved before July 1, 2024 → New Approval Pathway
- ◆ If your endorsement was approved after July 1, 2024 → Renewal Pathway.
- ◆ Check your endorsement checklist on the [RBPD Specialist page](#) for all approval and renewal details.

Develop Access

Your Develop access is provided upon RBPD Specialist membership endorsement approval.

Your access:

- ◆ **Is tied to each RBPD Endorsement you hold.**
- ◆ **Allows you to schedule and manage Develop-Approved RBPD coaching events.**
- ◆ **Ends on your RBPD Specialist Membership/Endorsement expiration date.**

Example:

If you do not meet the renewal requirements or fail to renew before your expiration date, you will not have RBPD Entry access in Develop to schedule new RBPD Coaching Events or enter attendance.

RBPD Specialist Membership Renewal

**Your RBPD Specialist Membership and Develop access is your responsibility.
Follow these tips to manage your membership:**

- ◆ Become familiar with the RBPD Specialist tab on your Develop profile to identify and track your approval periods for each of the endorsements you hold.**
- ◆ Refer to your specific endorsement's renewal requirements and checklist.**
- ◆ Use the checklist to complete ALL renewal requirements prior to submitting your renewal application in Develop.**
- ◆ Plan to have all your requirements met and renew your membership at least two weeks before your approval period ends.**

RBPD Endorsements and Approval Checklists

Your specific RBPD Endorsement information and approval requirement checklists can be found on [Achieve's RBPD Specialist membership page](#).

RBPD ENDORSEMENTS AND APPROVAL CHECKLISTS

Develop currently offers 13 pathways for approval. Each pathway is called an RBPD Endorsement. Most of these endorsements require verified employment with a specific agency. Review each endorsement and its requirements by selecting the option that matches your employment status below.

Assessment Coach-GOLD

Assistance Network-Wayfinder Endorsement

Business Consultant Endorsement

Health and Safety Specialist-Coach Endorsement

Inclusion Coach-Consultant Endorsement

Infant CLASS Coach Endorsement

Infant-Toddler Specialist-Coach Endorsement

Mental Health Consultant

MnAEYC Coach-Consultant Endorsement

Parent Aware Quality Coach Endorsement

Pre-K CLASS Coach Endorsement

Professional Development Advisor Endorsement

Toddler CLASS Coach Endorsement

Each checklist provides a list of requirements and directions on how to complete them. Use the embedded requirement checklist to track completion of the renewal requirements before you apply for renewal.

Renewal Requirements



1

Develop Individual and RBPD Specialist Memberships

2

Employment

3

RBPD Endorsement Renewal PD Form

4

Required Training

Develop Individual Membership

- ◆ **Required to receive a Career Lattice Step for RBPD Specialist Approval.**
- ◆ **This is Develop's primary membership, valid for one year.**
- ◆ **Keep this membership Current in support of your RBPD renewal.**
- ◆ **Visit Achieve's dedicated Individual Membership page on the website to learn more about this membership.**

Develop Verified Employment

- ◆ Make sure the Employment tab of your Develop profile shows verified and ongoing employment with the sponsoring organization of your endorsement.
- ◆ Employment entry and details are supported by [the Develop Help Desk](#) as well as [How-to Guides](#) found in the How do I? section of the Develop website.



How do I? ...

There are real people ready to help and support you!

How-to videos

- [Creating an Individual Profile in Develop](#)
- [Develop Membership Types](#)
- [Registering for a Training Event in Develop](#)
- [Searching for a Course in Develop](#)
- [Searching for a Training in Develop](#)

How-to guides

- **Send Achieve one form per each membership/endorsement renewal application cycle.**
- **You choose your professional development path along with support from your supervisor.**
- **Required Data Privacy and Mandated Reporter trainings cannot be counted.**
- **This form and information about how to use it is always accessible on the RBPB Membership page of the Achieve website.**
- **Up to 30% of your total required PD renewal hours can be fulfilled through mentoring sessions.**

Achieve  **DEPARTMENT OF HUMAN SERVICES** **Professional Development (PD) Hours Form**
MINNESOTA CENTER FOR PROFESSIONAL DEVELOPMENT Last Updated: September 3, 2025

Name	Develop ID#	Endorsement Type	Approval Period

Use this form to track completed PD hours. Submit it with your renewal application to support@mncpd.org.

- **Approval Period:** All PD hours must be completed within your endorsement approval period. (See your endorsement approval email for dates). This is the time between the date your application was finalized and your endorsement expiration date.
- **Required Hours:** Check your [Endorsement Renewal Checklist](#) for the exact number of hours you need.
- **Acceptable PD Hours:**
 - Develop-approved training (use the [Search for Training Tool](#)).
 - Mentoring participation (up to 30% of required hours).
 - Example: 15 of 50, 9 of 30, or 3 of 10 hours
 - Other PD (conferences, employer-assigned PD, continuing education, etc.).
- **Not Accepted:** Mandated Reporter and Data Privacy trainings.
- **Multiple Endorsements:** Submit a separate form for each endorsement.
- **Relevance:** All hours must be related to your work as an RBPD Specialist.



- Submit this form with **your renewal application only** (not early).
- Achieve does **not** provide guidance on choosing PD. Work with your supervisor if needed.
- Missing required hours may restrict your access to RBPd membership and RBPd events.

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

Required Training for Renewal

Mandated Reporter

- ◆ Provided by MN Child Welfare Training Academy
- ◆ Free and On Demand
- ◆ A training certificate will be issued

Data Privacy and Security

- ◆ Provided by Anytime Learning
- ◆ Free and On Demand
- ◆ Verified electronically by Anytime Learning

Trainings must be completed within one year prior to your renewal application.

Information about how to complete these trainings is located on your [RBPD Endorsement checklist](#).

Unapproved Renewal Applications

Renewal applications are commonly unapproved for the following reasons:

- ◆ **Incomplete Renewal Application – All requirements must be completed prior to submitting your application online. Use the checklist and make sure to send Achieve your completed RBPD Endorsement Renewal PD Hours Form and a copy of your certificate of attendance for the Mandated reporter training.**
- ◆ **Incomplete or improperly filled out PD Hours Forms – the hours on this form must be within your given approval period, and your mentoring hours must be within the 30% limit.**



Unapproved applications result in a loss of Develop access – use your [RBPD resources](#) to make sure you're ready for renewal.

When In Doubt, Check Achieve Out!

- ◆ We've built a page just for you at www.mncpd.org/rbpd

DEVELOP RBPB SPECIALIST MEMBERSHIP

BECOME A DEVELOP APPROVED RELATIONSHIP BASED PROFESSIONAL DEVELOPMENT SPECIALIST!

Relationship-Based Professional Development (RBPB) Specialists support learning through one-on-one interactions with Early Childcare Practitioners. The goal of this type of individualized support is to improve children's developmental outcomes by increasing practitioners' knowledge, skills, and abilities.



- ◆ Here you'll find Resources, Tips, FAQs, Renewal checklists and forms, and our RBPB Companion Guide!
- ◆ Need more? Just ask! Connect with me or anyone on our PD Team at support@mncpd.org

New and Events: Stay In-the-Know

- ◆ **Policy Updates and News from DCYF**
- ◆ **RBPD Quarterly Newsletter – Practical tips, renewal reminders, and new resources delivered every 3rd Monday of Oct / Apr / Jul / Jan**
- ◆ **Achieve's Bi-Annual Currents Newsletter– Provides updates on Achieve's membership services as well as news from our partners.**
- ◆ **Upcoming Events– Watch the News & Events section at mncpd.org for more information.**

Closing and Next Steps

- ◆ Bookmark our [RBPD Specialist Membership page](#).
- ◆ Log in to Develop to check your Endorsement approval periods.
- ◆ Review your RBPD endorsement resource and requirement checklist.
- ◆ Begin planning for and completing your renewal requirements now.
- ◆ Watch Your Email

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