

Use the checklist below to ensure all requirements are met before you apply online in Develop.  
**Relationship Based Professional Development (RBPB) Specialist membership applications will be denied if requirements aren't met.**

Approval Requirements	
	Completed?
Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 6</a> .	
Current and Verified <b>Employment</b> with the <b>State of Minnesota</b> .	
Current <b>Implementing GOLD®</b> certification issued by Teaching Strategies.	
Verified <b>Background Check.*</b>	
Verified <b>Mandated Reporter training</b> .	
Verified <b>Data Privacy and Security training</b> .	

Requirement Details and Support	
<b>Current Employment</b>	<p>Employment must be verified on the <b>Employment</b> tab of your Develop Individual Profile for the Organization ID number <b>#1203 or #1530</b>.</p> <p>See Develop's <a href="#">Reporting Employment for Individuals</a> help guide for more information about how to enter your employment records. You may also contact the Develop Help Desk at <a href="mailto:support@develophelp.zendesk.com">support@develophelp.zendesk.com</a> for one-on-one support.</p>
<b>Current Certification</b>	<p>Current <b>Implementing GOLD®</b> certification issued by Teaching Strategies.</p> <ul style="list-style-type: none"> <li>Send your un-expired certificate to <a href="mailto:support@mncpd.org">support@mncpd.org</a> with the subject line "RBPB Implementing Gold."</li> </ul>
<b>Background Check*</b>	<p>A <b>Background Check</b> must be verified in the <b>Credentials, Certificates, Diplomas and Other Endorsements</b> section of the <b>Education</b> tab of your Develop individual profile.</p> <ul style="list-style-type: none"> <li>You must begin and complete this process before applying for RBPB approval by contacting <a href="mailto:TrainerRBPB.BackgroundCheck@state.mn.us">TrainerRBPB.BackgroundCheck@state.mn.us</a>. <ul style="list-style-type: none"> <li>When requesting a background check, include your first and last name, email address, and Develop Individual ID number. <ul style="list-style-type: none"> <li>The Background Check is verified by the State of MN* using the Develop system, not Achieve. <b>Do not:</b> <ul style="list-style-type: none"> <li>Ask Achieve to verify your Background Check.</li> <li>Send results of your Background Check to Achieve.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>* Relationship Based Professional Development (RBPB) 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>

<b>Mandated Reporter Training</b>	<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 <b>Training</b> tab of your Develop individual profile.</p> <ul style="list-style-type: none"> <li>• Locate and register for this training by using Develop’s <a href="#">Search for Training</a> feature. <ul style="list-style-type: none"> <li>o Offered in Develop by Eager-to-Learn for \$10. <ul style="list-style-type: none"> <li>▪ Contact Eager-to-Learn for registration and attendance support at <a href="mailto:etlsupport@childcareawaremn.org">etlsupport@childcareawaremn.org</a>.</li> </ul> </li> </ul> </li> </ul>
<b>Data Privacy and Security Training</b>	<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 <b>Training</b> tab of your Develop individual profile.</p> <ul style="list-style-type: none"> <li>• Contact <a href="mailto:etlsupport@childcareawaremn.org">etlsupport@childcareawaremn.org</a> about how to register and complete this training.</li> </ul>

<b>Renewal Requirements</b>	
You will be required to renew your endorsement every 3 years. You must meet the renewal requirements outlined below to maintain your Develop access and create new RBPD events.	<b>Completed?</b>
Maintain your Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 6</a> .	
Maintain Verified <b>Employment</b> with the <b>State of Minnesota</b> .	
Maintain current <b>Implementing GOLD®</b> certification through Teaching Strategies.	
Document <b>30 hours</b> of profession development within 3 years of your RBPD Specialist membership renewal application. Use the <a href="#">RBPD Documentation Form</a> to document your hours.	
<p>Verified <b>Mandated Reporter training</b>:  Must be completed within the last year before the date you submit your RBPD Specialist membership renewal application.</p>	
<p>Verified <b>Data Privacy and Security training</b>:  Must be completed within the last year before the date you submit your RBPD Specialist membership renewal application.</p>	