

Requirements for Assistance Network - Wayfinder Endorsement – Initial

Education

Obtain a [Career Lattice](#) Step 2 or higher from Achieve (MNCPD).

Within one year of initial Endorsement, obtain a Career Lattice Step 5 or higher from Achieve (MNCPD).

Employment

Current employment by Child Care Aware of Minnesota (Develop Organization IDs listed below) as verified on the individual’s employment tab in Develop.

292	1697	123977
315	118327	127206
530	119303	127469
1176	122614	127470
1588	122768	

Safety and Security Requirements

These requirements must be filled before access to Develop will be granted:

Department of Human Services - Background Check is completed and verified in Develop under the Education tab.

- To request a background check, send an email to TrainerRBPD.BackgroundCheck@state.mn.us at the Department of Human Services. Submit this request before applying for RBPD Specialist membership in Develop.
- The Department of Human Services utilizes the services of Castle Branch to conduct the check needed by Relationship Based Professional Development (RBPD) Specialists. Castle Branch conducts a nationwide search of criminal records. If criminal records are found in a background check, the records will be compared against [Minnesota Statute 245C.15](#) to determine if the record is a disqualifying crime.

Complete Course #132473 – *ATL Mandated Reporter Training* as verified on the coach’s Learning Record.

- This is an Anytime Learning course available through Eager-to-Learn for \$10
- If you have a group to register contact etlsupport@childcareawaremn.org

There may be additional training requirements the Minnesota’s Department of Human Services or Child Care Aware of Minnesota has once approved in Develop.

Endorsement Duration

Initial endorsement is valid for three years.