

Review each of the two pathways for approval and select the best fit for you.  
 Use the checklist below to ensure all requirements are met before you apply online in Develop.  
**Relationship Based Professional Development (RBP) Specialist membership applications will be denied if requirements aren't met.**

Approval Requirements	
Pathway 1	Completed?
Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 5</a> .	
Current and Verified <b>Employment</b> with <b>Child Care Aware of Minnesota</b> .	
Verified <b>Background Check</b> .	
Verified <b>Mandated Reporter training</b> .	
Verified <b>Data Privacy and Security training</b> .	
Pathway 2	Completed?
Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 2</a> .	
Current and Verified <b>Employment</b> with <b>Child Care Aware of Minnesota</b> .	
<b>8,320</b> hours of experience reflected on your Employment tab and KCF Learning Record.	
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 one of the following Child Care Aware Develop Organization ID numbers: <b>292, 315, 530, 1176, 1588, 1697, 118327, 119303, 122614, 122768, 123977, 125699, 127206, 127469</b> or <b>127470</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>Past Work Experience</b>	<p>Experience must be recorded on your <b>Employment</b> tab and displayed on your <b>KCF Learning Record</b> located in the <b>Reports</b> tab of your Develop individual profile. Experience with leading group care for young children is required for Pathway 2. This experience is accepted when employment records in Develop equal <b>8,320 or more hours</b> and contain one or more of the following roles:</p> <ul style="list-style-type: none"> <li>• Assistant Director</li> <li>• Director</li> <li>• Education Coordinator</li> <li>• Assistant Teacher</li> <li>• Teacher</li> <li>• Primary Care Provider</li> <li>• Early Intervention/Special Education</li> </ul> <p>These records may be consecutive or non-consecutive, in Minnesota or out of state, and Verified or Self-Reported in Develop.</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.
<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>o 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 RBPB 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 RBPB 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 5 years. You must meet the renewal requirements outlined below to maintain your Develop access and create new RBPB events.	<b>Completed?</b>
Maintain your Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 5</a> (Pathway 1).	
Maintain your Develop <a href="#">Individual Membership</a> with a minimum <a href="#">Career Lattice Step 2</a> and hours of experience (Pathway 2)	
Maintain Verified <b>Employment</b> with <b>Child Care Aware of Minnesota</b> .	
Document <b>50 hours</b> of professional development within 5 years of your RBPB Specialist endorsement expiration. Use the <a href="#">RBPB Documentation Form</a> to document your hours.	
Verified <b>Mandated Reporter training:</b> Must be completed within the last year before the date you submit your RBPB Specialist membership renewal application.	
Verified <b>Data Privacy and Security training:</b> Must be completed within the last year before the date you submit your RBPB Specialist membership renewal application.	