

Requirements for Professional Development Advisors Initial Endorsement

Education

Obtained a [Career Lattice](#) 10a or higher from Achieve (MNCPD).

Employment

Current employment with Child Care Aware of Minnesota (Develop Organization IDs listed below) as verified under the individual employment tab in Develop.

292	118327	125699
315	119303	127206
530	123977	127469
1176	122614	127470
1588	122768	1697

Data Privacy and Security Requirements

- Background Check- Required by the MN Department Human Services
 - To request a background check, send an email to TrainerRBPB.BackgroundCheck@state.mn.us at the Minnesota Department of Human Services
- Data Privacy Training- Required by the MN Department Human Services
 - For Child Care Aware of MN staff: Go to the homepage on SharePoint for instructions on how to access this online training
- 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.
 - To access this course without a registration fee, contact Eager-to-Learn staff at ETLsupport@childcareawaremn.org

Endorsement Duration

This initial endorsement is valid for three years.

Requirements for Endorsement Renewal

See Renewal of RBPB Endorsement document for additional training requirements upon first renewal.

Requirements include but not limited to:

- Trainings – upon first renewal
- Data Privacy Training – required at every renewal
- Mandated Reporter Training – required at every renewal