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.

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**Data Privacy and Security Requirements**
1. **Background Check**– Required by the MN Department Human Services
   - To request a background check, send an email to [TrainerRBPD.BackgroundCheck@state.mn.us](mailto:TrainerRBPD.BackgroundCheck@state.mn.us) at the Minnesota Department of Human Services

2. **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

3. **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](mailto:ETLsupport@childcareawaremn.org)

**Endorsement Duration**
This initial endorsement is valid for three years.

**Requirements for Endorsement Renewal**
See Renewal of RBPD Endorsement document for additional training requirements upon first renewal. Requirements include but not limited to:

4. **Trainings** – upon first renewal
5. **Data Privacy Training** – required at every renewal
6. **Mandated Reporter Training** – required at every renewal

4/7/2022