

# Requirements for Professional Development Advisors Initial Endorsement

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## 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	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:**

- 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. 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.
- 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](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:

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