

Use the checklist below to ensure all requirements are met before you apply online in Develop.
Relationship Based Professional Development (RBPB) Specialist membership applications will be denied if requirements aren't met.

Approval Requirements	
	Completed?
Develop Individual Membership with a minimum Career Lattice Step of Foundational Awareness .	
Current and Verified Employment with the Department of Human Services, Children's Mental Health Division .	
Verified Background Check .	
Verified Mandated Reporter training .	
Verified Data Privacy and Security training .	

Requirement Details and Support	
Current Employment	<p>Employment must be verified on the Employment tab of your Develop Individual Profile for the Organization ID number #127152.</p> <p>See Develop's Reporting Employment for Individuals help guide for more information about how to enter your employment records. You may also contact the Develop Help Desk at support@develophelp.zendesk.com for one-on-one support.</p>
Background Check	<p>A Background Check must be verified in the Credentials, Certificates, Diplomas and Other Endorsements section of the Education tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • You must begin and complete this process before applying for RBPB approval by contacting TrainerRBPB.BackgroundCheck@state.mn.us. <ul style="list-style-type: none"> 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"> ▪ The Background Check is verified by the State of MN* using the Develop system, not Achieve. Do not: <ul style="list-style-type: none"> • Ask Achieve to verify your Background Check. • Send results of your Background Check to Achieve. <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>

Mandated Reporter Training	<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 Training tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • Locate and register for this training by using Develop’s Search for Training feature. <ul style="list-style-type: none"> o Offered in Develop by Eager-to-Learn for \$10. <ul style="list-style-type: none"> ▪ Contact Eager-to-Learn for registration and attendance support at etlsupport@childcareawaremn.org.
Data Privacy and Security Training	<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 Training tab of your Develop individual profile.</p> <ul style="list-style-type: none"> • Contact etlsupport@childcareawaremn.org about how to register and complete this training.

Renewal Requirements	
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.	Completed?
Maintain your Develop Individual Membership with a minimum Career Lattice Step of Foundational Awareness	
Maintain Verified Employment with the Department of Human Services, Children’s Mental Health Division.	
Maintain appropriate licensure. Send a screenshot or copy of your license to support@mncpd.org .	
Verified Mandated Reporter training: Must be completed within the last year before the date you submit your RBPB Specialist membership renewal application.	
Verified Data Privacy and Security training: Must be completed within the last year before the date you submit your RBPB Specialist membership renewal application.	