

Help your staff succeed! RBPB work cannot happen until a new applicant secures Develop RBPB Specialist Membership approval in Develop. As a supervisor, your oversight helps ensure a successful approval process for your coaches. Use the tips below to effectively support and guide your team of RBPB Specialists.



Ensure coaches check and complete requirements before applying

- Advise staff to visit the [Achieve RBPB Specialist Membership page](#) to review approval requirements for their endorsement(s).
- Each RBPB Endorsement [document](#) includes an approval requirements checklist and instructions for completing each requirement. Advise staff to use this checklist before they apply for RBPB Specialist approval in Develop to crosscheck any **Verified** requirements found on their Develop profile.
 - If a requirement is not Verified, but they believe it should be, they must contact the entity responsible for verifying the information. For example, if the DHS Data Privacy & Security training is showing as Registered instead of Verified, the applicant must contact Eager-To-Learn (The Training Sponsor) directly for verification assistance.



Carefully consider Career Lattice Step requirements

- RBPB Specialist Membership approval requires a Develop Individual Membership with a minimum [Career Lattice Step](#). This often requires review and evaluation of Official Transcripts during Develop's [Individual Membership](#) process.
 - Advise applicants who need a minimum Career Lattice to contact their school to have official transcripts sent directly to Achieve. Provide them with this [resource](#) to help guide them through the ordering process.
 - Once other non-Career Lattice Step requirements are verified, encourage applicants to submit their Individual Membership and RBPB Specialist Membership in Develop at the same time for faster application processing.



Be aware of processing timelines, potential delays, and risks to Develop access.

- All applications are processed in date order and may take up to **30 business days** for Achieve to review and approve.
 - Track Achieve's processing time by scrolling to the bottom of [Achieve's RBPB Membership page](#) to view the processing date.
- Failure to send application documents will result in an **Incomplete Application** and delay the approval process.
 - The Develop system automatically cancels incomplete applications after 15 business days from the date of online submission. The applicant will need to reapply.
- Applicants who do not plan ahead risk losing access to Develop's RBPB features and will not be able to access existing or schedule new RBPB events.



Direct Applicants to contact Achieve for Individualized Guidance

- The Achieve team is available M-Th 7:30am-4:30pm and 8:00am-3:00pm Fridays. All emails and voicemails are responded to within one business day.
 - support@mncpd.org or 1-855-378-3131