develop The Minnesota Quality Improvement & Registry Tool

Locate, print or save your Learning Record

Before you start, make sure you have some type of PDF-viewing software installed on your computer. You can download a free version of Adobe Reader at <u>https://get.adobe.com/reader/</u>.

- 1. Go to <u>https://www.developtoolmn.org/app</u> and click **Login**. Use your email address and password to log into the website.
- 2. You will be on the **Summary** tab of your Individual Profile. Scroll to the very bottom of the page until you see the box below.

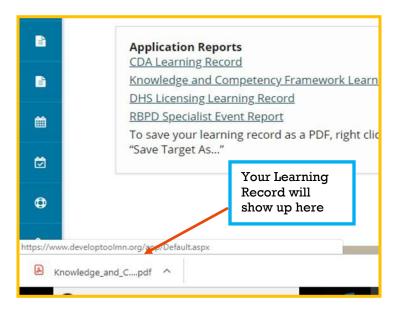
Application Reports CDA Learning Record Knowledge and Competency Framework Learning Record DHS Licensing Learning Record

- a. There are three types of Learning Records:
 - Child Development Associate (CDA) Learning Record record of your employment history, credentials, education and training organized by CDA Content Area
 - Knowledge and Competency Framework (KCF) Learning Record record of your employment history, credentials, education and training organized by KCF area
 - DHS Licensing Learning Record record of your employment history, credentials, education and training organized in a way that is helpful for Minnesota Department of Human Services Licensing
- b. Choose the Learning Record you want to download, and left click on its name.



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- 3. Depending on the browser you are using, you will either see a message asking what you want to do with the downloaded document or the document will download at the bottom of the page. Here are common internet browsers and how to download a Learning Record for each one.
 - a. Chrome Click on the **file** that appears in the lower, left-hand side of the screen to open and view your Learning Record.



b. Microsoft Edge – A window will appear at the bottom of your screen. Click **Open** to open and view your Learning Record.

What do you want to do with DHS_Licensing_Learning_Record.pdf (411 KB)?	Open	Save	Cancel	×
From: developtoolmn.org				

c. Internet Explorer – A window will appear at the bottom of your screen. Click **Open** to open and view your Learning Record.

Do you want to open or save Knowledge_and_Competency_Framework_Learning_Record.pdf (439 KB) from developtoolmn.org?		×
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d. Mozilla Firefox – A pop-up will appear. Select the radio button next to **Open with** and then **OK**. (Make sure Adobe Acrobat or Adobe Reader – or some other type of PDF-viewing software – is selected from the drop-down menu.)

Opening CDA_Learning_Record.pdf	×
You have chosen to open:	
EDA_Learning_Record.pdf	
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from: https://www.developtoolmn.org	
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Settings can be changed using the Applications tab in Firefort's Options.	
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4. If you need to print your Learning Record, select **File**, then **Print**.

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Exit Application	Ctrl+Q

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If you want to save a copy of your Learning Record on your computer, select File, then Save As. You will be asked where you want to save the file. Saved documents can be attached to an email and sent to other people.

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