

# develop

The Minnesota Quality Improvement & Registry Tool

## DEVELOP – MEMBERSHIP APPLICATION

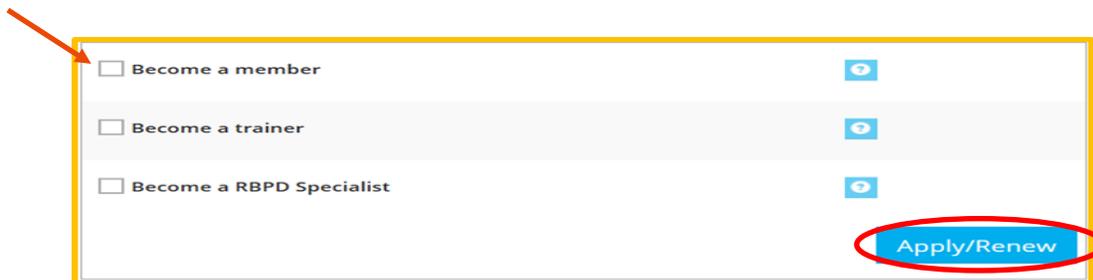
In Develop, you can have an **Individual Profile** or you can apply for a **Membership**.

A Develop **Individual Profile**:

- Is free to create
- Allows you to search, register and pay for training events
- Keeps a record of your training events
- Offers the ability to print your learning record for licensing

A Develop **Membership** includes the above and allows the user to:

- Add additional training certificates and education
  - Earn a Career Lattice Step
  - Receive a membership card
  - Participate in Parent Aware
  - Apply for grants and scholarships
1. To apply for a Membership, log into Develop with your email address and password.
  2. Check the **Become a Member box**, click on **Apply/Renew** to start your application. If you have any questions about the process, view the guide at [www.mncpd.org](http://www.mncpd.org).



3. The membership application will require the following:
  - Personal Information (name, address)
  - Education
  - Employment History
  - Training
  - Other information

# Membership Application

4. Click on **Start Application**.

Membership Application

You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.

1. Personal Information
2. Education
3. Employment History
4. Training
5. Other Information
6. Submit Application

Start Application

5. **Personal Information** will import from your Individual Profile. Enter any additional information as needed. Click on **Save and Continue**.

Personal Information

Education Employment Training More Submit Application

Individual ID 80294

First Name\*  
Lucy

Middle Name

Last Name\*  
Van Pelt

I want to provide my previous name.

Email address serves as your login. If you change your email address, a verification email will be sent to the new email address. After you verify your new email address, you will log in using your new email address.

Email Address\*  
katherine.wintertest+lucy@gmail.com

Mailing Address  This is a business Address

Street Address \*  
444 lafayette

Apt/Suite #

Zip  
55144

City\*  
Saint Paul

State\*  
MN

County\*  
Ramsey

Country\*  
United States

Home Address  Same as mailing address

Street Address

Apt/Suite #

Zip

City

State  
MN

County

Country\*  
United States

# Membership Application

Primary phone number\*  
[Country: US] (651) 225-2616

Secondary phone number  
[Country: US] e.g. (201) 555-0123

Fax  
[Country: US] e.g. (201) 555-0123

Birth Date\*  
April 11, 1985

Gender\*  
Unspecified

### Ethnicity

Are you of Hispanic or Latino origin?\*

Yes  No  Unspecified

Do you consider yourself?\*

White/European American

Select All that Apply

### Language

Primary Language\*  
English

Secondary Language

Preferred Training Language  
-- None --

Choose from drop down menus.

### Additional Information

Are you an enrolled member of a federally recognized tribe, or a first or second generation descendant of an enrolled member?

No

What age group do you consider your primary career focus in the field?

Preschoolers

# Membership Application

### Communication Preferences

Develop and its partners send periodic communications about the Early Learning & School-Age Care system in Minnesota

Please indicate which communications you would like to receive. You can always update your preferences in your Develop profile.

- Yes, I wish to receive informational emails from the **Achieve - The MN Center for Professional Development**. If you do not select this option, you will still receive emails regarding your account and/or membership.
- Yes, I wish to receive informational emails from **Develop** about how best to utilize this technology and to notify me about new features within the system.
- Yes, I wish to receive informational emails from **Child Care Aware of Minnesota** about best practices for Trainers and RBPB Specialists and supports available to help me as an approved Trainer or RBPB Specialist.
- Yes, I wish to receive monthly emails from Develop about **upcoming training opportunities**. If you select this, please indicate in which counties you might take training and whether you are interested in hearing about web-based training. Note that you will always have access to the Develop Training Calendar by clicking on "Search for Training."

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

6. Complete the **Education section** with your high school graduation date, college information, and credentials or certificates. Click on **Add New** to view the drop down menus. Click on **Save and Continue**. Please note you will need to submit official transcripts for higher education.

### Education

- Personal Information
- Education**
- Employment
- Training
- More
- Submit Application

High School

Graduation Year 2000 SELF REPORTED [Edit](#)

Higher Education [-- Add New --](#)

[Click Add New to update your information](#)

Credentials, Certificates, Diplomas & Other Endorsements [-- Add New --](#)

[Click Add New to update your information](#)

# Membership Application

The screenshot shows three sections of the application form: "CDA Credentials & Endorsements", "Teaching License", and "DHS Licensing Requirements". Each section has a dropdown menu with "-- Add New --" and a text box with an information icon and the text "Click Add New to update your information". At the bottom, there are navigation buttons: "Return to My Profile", "< Previous Step", and "Save and Continue >". The "Save and Continue >" button is circled in red.

7. Complete the **Employment** section for positions you have worked in early childhood learning or school-age care. Click **Add Position**.

The screenshot shows the "Employment History" section with a navigation bar containing "Personal Information", "Education", "Employment", "Training", "More", and "Submit Application". Below the navigation bar, there is a text prompt: "Please add an employment record for every early learning and school-age care position you hold or have held in the past." followed by two bullet points: "• If you held more than one position for the same employer, enter a separate entry for each position." and "• Enter an end date for any position which you no longer hold." Below this is a table with the following data:

Program	Title	Compensation	Start	End	Status
Piglets Playpen	Education Coordinator	N/A	4/1/2008	Present	Verified by Program

At the bottom right of the table, there is an "Add Position" button circled in red. At the bottom of the form, there are navigation buttons: "Return to My Profile", "< Previous Step", and "Save and Continue >".

If your employer has an Organization Profile in Develop, the easiest way to locate it is by license number. Click on **Select** to start your search.

The screenshot shows the "Select Employer Type" section with a navigation bar containing "Personal Information", "Education", "Employment", "Training", "More", and "Submit Application". Below the navigation bar, there is a text prompt: "If your employer already has an account in Develop, we want to help you connect with their *existing* organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first." Below this is a "Return to Employment List" button. The section is titled "Direct care and education programs" and contains a list of employer types with a "Select" button circled in red:

**Select this button if your employer is any of the following:**

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- Tribally Licensed Child Care
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

# Membership Application

Out of state early learning or school age care or employment not related to early learning or school age care

If you have tried the search option above AND the search option below and still cannot find your employer, you can create a new employer record. You should NOT choose this option if your employer is participating in Parent Aware. Instead, contact Achieve for help. You SHOULD choose this option if your employer is any of the following:

- Programs outside the State of Minnesota
- Not related to early learning or school age care
- Not participating in Parent Aware and not found using the search option above or the search option below.

Select

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Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

After entering your search information, there may be multiple options. If you aren't sure which one to select, contact the help desk.

## Employer Search

Personal Information   Education   **Employment**   Training   More   Submit Application

Search for: Direct care and education programs

If your employer is a DHS Licensed Child Care Center or Family Child Care provider, using the license number is the fastest way to find your employer. If your employer is not licensed by DHS or you don't know the license number, you can use one or more of the other fields to find your employer.

Organization ID  
Q

Employer Name  
Q

City  
Q

DHS License  
Q

Once you have located the correct org Click on the **Organization ID** or **Name** to Select.

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
131267	100 Acre Wood	1313 mocking bird lane Ashdown Forest, MN 55070	1000100	5/1/2017- 12/31/2030
129644	100 Acre Wood	1313 Monitor Lizard Ln Minneapolis, MN 55418	6363	11/1/2016
126381	Jersey City Day Care 100	409 Halladay St. Jersey City, NJ 07304		

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact us](#) if you still cannot locate your employer.

# Membership Application

Click **Confirm**.

### Position Details

- Personal Information
- Education
- Employment**
- Training
- More
- Submit Application

You selected the following program. Confirm the selected program is correct.

#### Program Information

DHS License	1000100
Effective	5/1/2017 - 12/31/2030
Name	<b>100 Acre Wood</b>
Address	Little Burrow, Ashdown Forest, MN 55070 Anoka County
Phone	(763) 753-5010
Email	<a href="mailto:katherine.wintertest+cr@gmail.com">katherine.wintertest+cr@gmail.com</a>

**Confirm** | Return

Enter the information about your position. Click **Save** when finished.

### Position Information

Title\*  
-- Make a selection --

Hours Per Week\*

Months per year\*

This is my primary employer

Age of Children\*

Infants     Middle School  
 Toddlers     Secondary  
 Preschoolers     Adults  
 School Age

# Membership Application

Start Date\*  End Date

(mm/dd/yyyy) (mm/dd/yyyy)

Compensation

Develop recommends entering your wage information. \*

I receive an hourly wage

I receive an annual salary

I do not wish to provide this information

Date of last wage increase

Status Self Reported

This information is optional.

- To add additional training that is not on your learning record, you will need to submit documentation. If you have any certificates, please send them to Achieve MNCPD at [support@mncpd.org](mailto:support@mncpd.org).

Click **Save and Continue**.

Training

Personal Information Education Employment Training More Submit Application

Training Documentation

Add Approved Training:

Have you attended an Achieve approved event found in Develop?

To add an event, enter the Event ID number printed on your training certificate. **Please mail copies of these certificates to Achieve.** If you don't have an Event ID, send in the certificate anyway. The training may or may not be approved and count toward your advancement on the Career Lattice.

Event ID

# Membership Application

**Continuing Education Hours Unrelated to Early Childhood or School-Age Care**

If you have taken training that is NOT related to early childhood and/or school-age care, and you would like that training to be documented, please send training certificates to Achieve. Those hours will be tracked in this section.

 No continuing education hours have been added to this online application

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

9. The **“More”** tab allows an applicant the opportunity to add memberships/affiliations in other professional organizations, add in your life experiences and achievements, and your contributions to community. Feel free to upload your resume or letters of reference in this space as well.

**More Information**

[Personal Information](#) [Education](#) [Employment](#) [Training](#) [More](#) [Submit Application](#)

Develop is a tool for recognizing excellence and rewarding the achievements of our great early learning & school-age care workforce. We recognize that there are many ways to grow and contribute both personally and professionally. This page is the place to document your memberships in professional organizations, your life experiences and achievements, and your contributions to your community. You may also upload your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

Documentation of membership required for verification.

# Membership Application

10. Choose from the drop down menus to add any professional memberships or professional contributions. You also have the option to add any contributions to community organizations; investments in the Personal growth (i.e. learned a second language, participated in changing policies etc).

Click **Save and Continue**.

### Professional Memberships

If your relevant professional organization is not listed in the drop-down box below, please send an email to [support@mncpd.org](mailto:support@mncpd.org) with the official name of the organization and we will add the organization to the drop-down list.

Memberships

-- Select to add Professional Membe

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Professional Contributions

-- Select to add Professional Contrib

To add any **Personal Documentation**, click **Add Documentation**. Click **Save and Continue**.

### Personal Growth Experience Documentation

[Add Documentation](#)

 No documentation entered.

[Return to My Profile](#) [< Previous Step](#) [Save and Continue >](#)

# Membership Application

11. Before you submit your application, you can click on **Previous Step** to review the information you entered. At any time, you can click on **Return to My Profile** and finish the application. Be sure all your information is correct before you click **Submit Application**.

## Submit Application

Personal Information    Education    Employment    Training    More    **Submit Application**

**Instructions:**

This is the final step of your online application. Once you press the **Submit Application** button below, you will not be able to edit until your application has been verified.

**Are you ready?**

You are ready to submit your online application if you have completed:

- Personal Information
- Employment History
- Education Background
- Training Attendance

By submitting my application, I hereby agree that the information provided on this Registry Application is complete, accurate, and will be entered by Achieve staff.

**What is next?**

Once you press **Submit Application** below, the following will occur:

- Your account will be "locked" which means you can view but not edit your professional record.
- A confirmation email will be sent to you with the instructions for the next step.
- You will need to send in all required documentation outlined in the confirmation email.
- Registry staff will review your documents and process your application.
- Registry staff will mail your Career Lattice Level Certificate and unlock your account.
- This application counts as your official application. You do not need to submit a paper application.

### Application Selections

Item	Level	Expires
Individual Membership	None - Initial	N/A

Click on Previous Step to review your information.

Cancel    < Previous Step    **Submit Application**

# Membership Application

12. After you click on **Submit Application**, remember to send any documents to Achieve MNCPD.

 **Application Successfully Submitted.**  
Your application has been successfully submitted on **07/17/2019**.

Your next step toward completing the process is for you to send us verification documents. Your Develop Individual ID number is 80294.

**You have until 8/7/2019 (15 days) to send in the documentation listed below:**

1. **Send a copy of your high school transcript, diploma, or GED.** *This is NOT required if MNCPD has your official transcript from a college or university.*
2. **Send a copy of your training documents or certificates. Include training taken in the last 5 years.**

13. **Important:** You have 15 business days to submit any documentation to Achieve. If you do not submit documentation within the 15 business days, your membership application is cancelled; you will need to re-apply. If you **have no documentation to submit, click "I have no documentation to submit" tab**. Click Return to Profile to confirm application submission and view the address to submit any documentation.

**Next Steps:**

Include your Develop Individual ID number on all verification documents. You can send your documents by mail, email, or fax. Your application will be processed as soon as we receive your documents

You have 15 business days to send your documents. If we do not receive documentation and there is no activity in your account, the system will automatically cancel your submission. You can reapply when you have all documents ready to be sent to us.

**By Mail:**

Achieve (MNCPD)  
2908 Marketplace Drive  
Suite #103  
Fitchburg, WI 53719

**Reminder:** You only have 15 business days to submit your documents or your application will be cancelled and you have to reapply.

**Or By Email:**

[support@mncpd.org](mailto:support@mncpd.org)

**Or By Fax:**

877-379-2467

Please click on "I have no documentation to submit" if you are not sending documents to Achieve.

**I have no documentation to submit**

  
[Return to My Profile](#)

# Membership Application

14. You cannot change any of the information for your membership application. You can still register for events. The status of your application will be updated on your **Individual Profile**.

Summary	Personal	Education	Employment	Training	More	ITNA	Reports
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**Welcome, Lucy Van Pelt**

Your application was submitted on 7/17/2019 and is now locked. You cannot make changes until the submitted application has been approved. Please refer to the instructions you should have received by email for further information. Use the Contact Us form to request any further assistance.

You have completed the online portion of the application.

Please review the information below for documentation required to proceed.