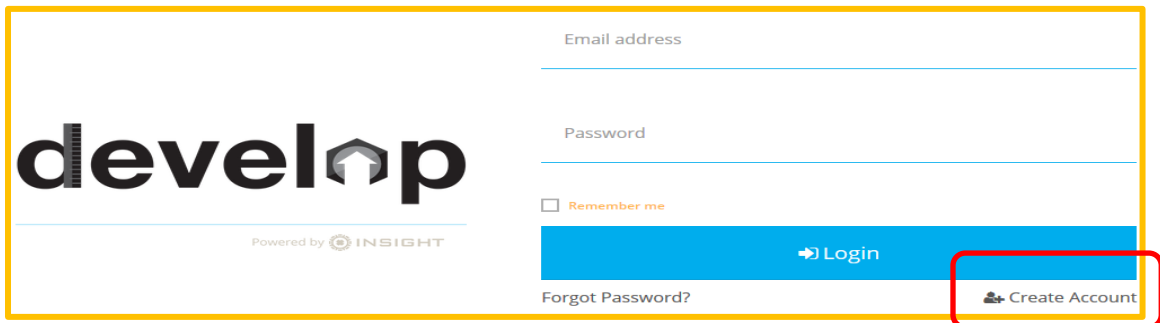# develop

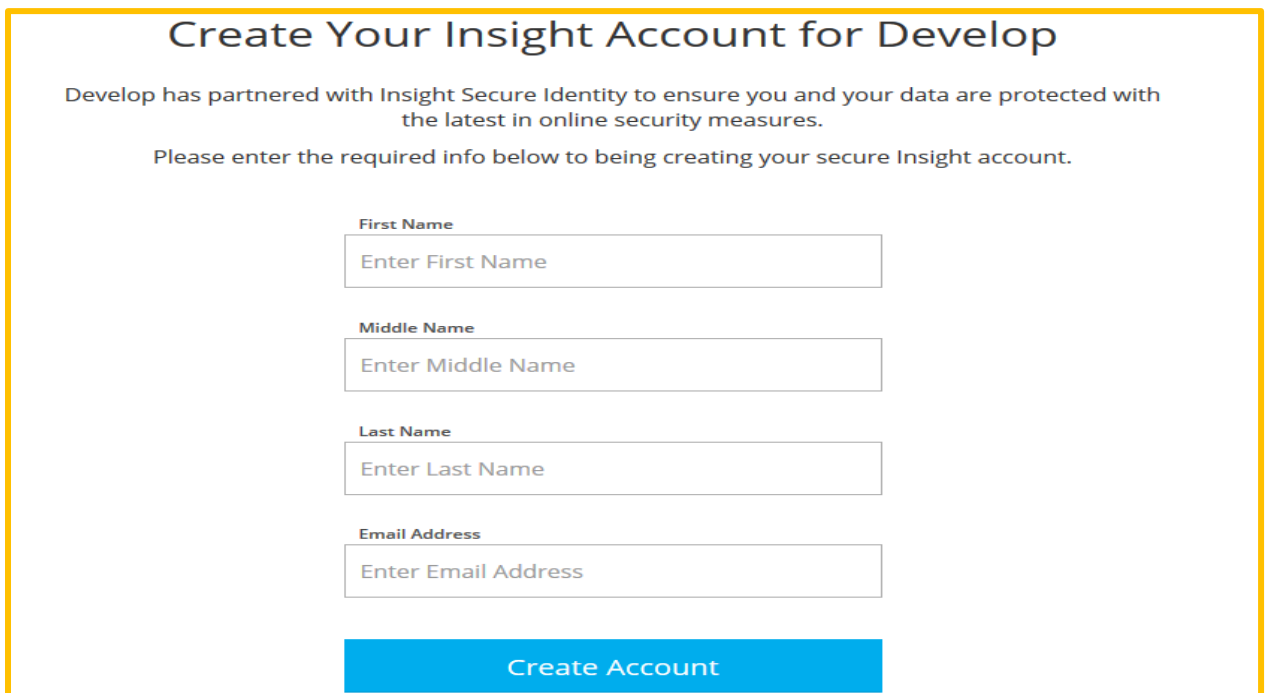## The Minnesota Quality Improvement & Registry Tool

Kev Qhia Qhib Ib lub Individual Account

1. Cuv npe rau ib lub **Develop Individual Account**.
   - Mus ntawm www.developtoolmn.org
   - Nyem **Register** saum toj ntawm sab xis.

2. Nyem **Create Account**.

3. Teb cov lus nug ces nyem **Create Account**.

Create Your Insight Account for Develop

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to being creating your secure Insight account.

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Email Address

Enter Email Address

Create Account

Accounts and Membership

4. Develop yuav xa ib tsab email rau koj. Kuaj koj qhov email ces nyem **OK.**

5. Nyem **Verify Account**.

6. Thaum koj kuaj koj lub account tag, koj yuav tsum hloov koj tus password rau ib tug tshiab. Nyem **Save Password** thaum hloov tag.

Accounts and Membership

7. Nkag mus rau Develop nrog koj tus email address thiab password.
8. Ua tiav cov xov xwm thiaj li nrhiav tau koj lub Individual Account.

Yog koj twb muaj ib lub Individual Account ua ntej lawm, koj yuav nrhiav tau nrog 5 (tsib) tug number uas yog cov number kawg ntawm koj tus Social Security thiab hnub yug. Rau cov Individual Accounts tshiab, yog koj tsis xav siv 5 (tsib) tug number kawg ntawm koj tus Social Security, koj siv tau 5 (tsib) tug number twg los tau. Rau kev xyuam xim, cov neeg ua haujlwm rau Develop saib tsis tau lossis hloob tsis tau cov 5 (five) tug number uas koj xaiv ntawd.

9. Yog nrhiav tsis tau ib lub profile, koj yuav tsum mus ua tiav ib daim application rau koj lub Individual Account.

10. Rau koj lub Individual Account koj yuav tsum muaj:
    - Ib lub chaw nyob xa ntawv
    - Ib lub tsev chaw nyob
    - Ob tug xovtooj
    - Koj lub npe ua ntej koj lub tam sim no, yog muaj
    - Seb koj cuv npe li cas rau ib lub tribe tsoom fwv pom zoo, yog muaj
    - Qhia hais tias seb koj zov cov menyuam uas muaj hnub nyoog li cas uas yog cov koj yuav saib ntau tshaj

Accounts and Membership

11. Ntaus koj cov Communication Preferences ces nyem **Next.**

Communication Preferences

What is This?

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.

ⓘ **Does not impact communications/emails regarding your account and/or membership.**

☑ Yes, I wish to receive informational emails from **Achieve**. 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 RBPD Specialists and supports available to help me as an approved Trainer or RBPD 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."

Indicate which counties you would like to be notified of for training.

Select all counties that apply

☑ Include information on upcoming web-based training.

‹ Back	Next ›

12. Thaum koj nyeem thiab txais cov Privacy Policy, nyem **Submit.**

☑ I acknowledge that I have reviewed the Privacy Policy.

‹ Back	Submit

Accounts and Membership

Welcome to Develop
Your profile setup is complete.

OK
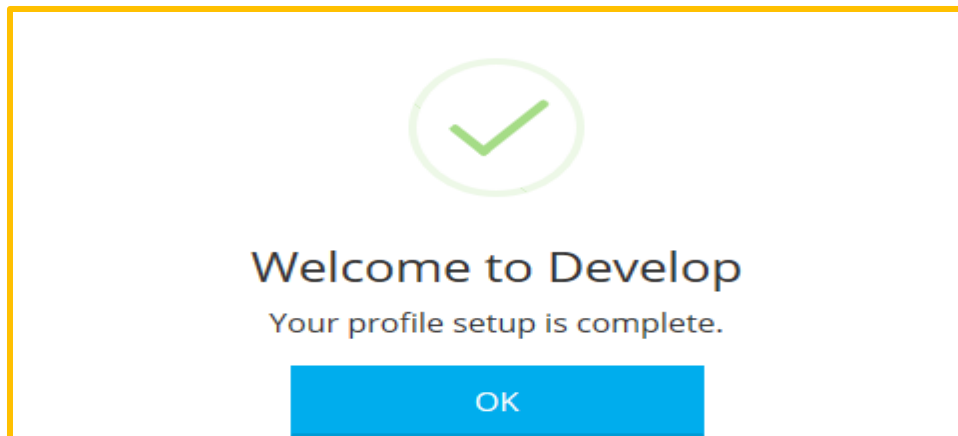
Apply rau ib qho Membership

1. Nkag mus rau hauv Develop nrog koj tus email address thiab password.
2. Khij lub kav **Become a Member**, ces nyem **Apply/Renew** mus pib koj daim application.
3. Rau qhov Membership Application, teb cov xov xwm tom ntej no:
   - Personal Information
   - Education
   - Employment history
   - Training
   - Other information
4. Nyem **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
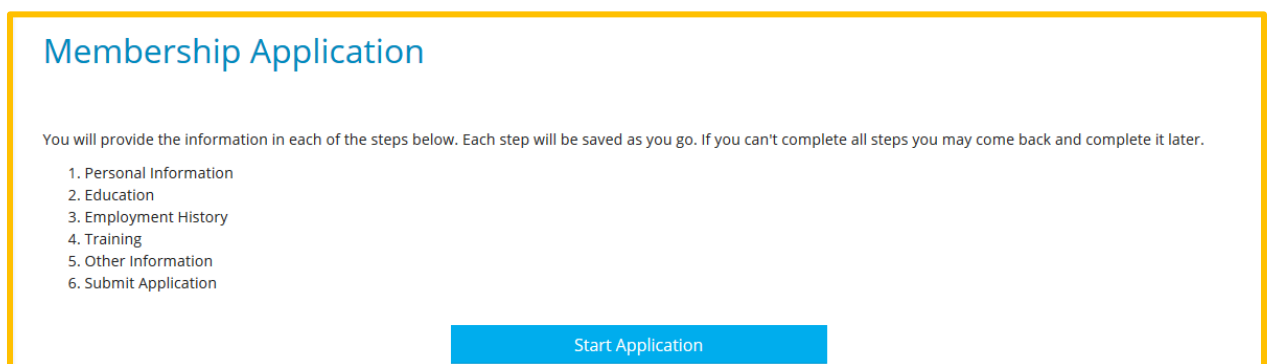
Start Application

Koj saib tau cov xov xwm uas yuav tsum muaj rau ntawm no.

5. Tso li koj tso tau (koj mam rov qab mus ua dua thaum twg los tau). Nyem **Submit Application** thaum ua tag.
6. Xa cov ntaub ntawv tuaj mus, yog yuav tsum tau xa.

Accounts and Membership

7. Develop mam xa ib qho email ntawv qhia koj seb koj yuav tsum xa dabtsi rau Achieve – The MN Center for Professional Development kom koj daim application thiaj li tiav.

8. Cov transcripts, training certificates lossis tej yam ntaub ntawv rau membership rau ib lub koom haum yuav tsum xa ncaj qha mus rau:

> Achieve – The MN Center for Professional Development
> 2908 Marketplace Drive, Suite 103
> Fitchburg, WI 53719
> support@mncpd.org or by fax 877-379-2467

Yog koj muaj lus nug txog qhov membership txheej txheem, koj mus nyem ntawm no.

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.

KEV PAB RAU DEVELOP

844-605-6938 § support@develophelp.zendesk.com
Hu lub sibhawm: Monday, Wednesday, and Friday 8 a.m. to 5 p.m., thiab cov xob moos ntxiv 8 a.m. rau 7 p.m. rau ob hnub Tuesday thiab Thursday.

Kev pab ntawm txhais lus Hmoob, thov caw nej hu peb tus xov tooj hauv qab.
Language Access Line
612-345-9182
Tsis li ntawm thov ntaus ntawv rau peb tus email.
Email: support@develophelp.zendesk.com