develop

The Minnesota Quality Improvement & Registry Tool

DEVELOP MEMBERS – FINDING YOUR CAREER LATTICE STEP

Develop members who have completed the online application process are assigned a MN Career Lattice Step. Your Career Lattice Step is awarded by Achieve – The MN Center for Professional Development and is based on the training and education documents you submitted in support of your Develop Individual Membership application.

To find your current Career Lattice Step, follow these steps.

1. Log into your Develop Profile with your email address and password.
2. You will be on the **Summary** tab. Your Career Lattice Step and Individual Membership expiration date appear on the right side of this page.

| Summary | Personal | Education | Employment | Training | More | ITNA |

Welcome, Johnny Test

Your Personal Profile is open. Use the tabs above to edit or add new Self-Reported information to your profile.

Be sure to renew your Individual Membership and complete the application process when you need to update your Career Lattice Step and Develop Learning Record with new training and/or education documents. Visit www.mncpd.org for helpful Membership Application resources.

Your Individual Membership is current

☐ Renew your membership

☐ Become a trainer

☐ Become a RBPD Specialist

Apply/Renew

Individual ID 72745
Individual Membership
Step 10d
📅 Expires **3/31/2021**

Johnny Test
123 Main Street
Young America, MN 55555
(763) 234-5678

JohnnyTest@gmail.com

Last Printed: 05/12/2016

Request Replacement Card

Learn more about Membership Cards.

You can also find your Career Lattice Step on your Learning Record. To access your Learning Record, follow the steps below.

2. Scroll down on your Develop Profile page until you see the following box:

Application Reports

CDA Learning Record

Knowledge and Competency Framework Learning Record

DHS Licensing Learning Record

To save your learning record as a PDF, right click on the name of the Report and select "Save link as…" or "Save Target As…"

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3. There are three different types of Learning Records:
- Child Development Associate Learning Record - record of your employment history, credentials, education and training organized by CDA Content Area;
- Knowledge and Competency Framework 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 MN DHS Licensing

4. Depending on your browser, the document will either download to the bottom of your page or a message asking if you what you want to do with the document.

- Chrome:

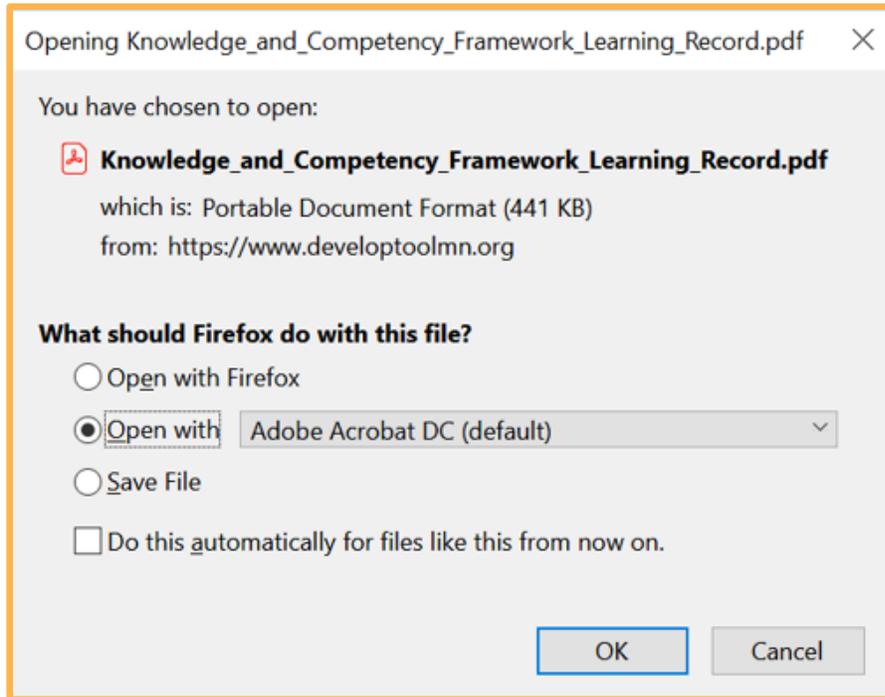Your Learning Record will show up here.

- Microsoft Edge:

Your Learning Record will show up here.

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- Firefox:

Opening Knowledge_and_Competency_Framework_Learning_Record.pdf ✕

You have chosen to open:

📄 **Knowledge_and_Competency_Framework_Learning_Record.pdf**

which is: Portable Document Format (441 KB)
from: https://www.developtoolmn.org

What should Firefox do with this file?

○ Open with Firefox
◉ Open with   Adobe Acrobat DC (default)   ⌄
○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Selecting Open with Adobe Acrobat DC will open a new window. Save File will open a window to save the file to your computer/device.

5. Regardless of which browser you use or which version of the Learning Record you pick, your Career Lattice Step will be at the top of the report.

Learning Record
Achieve MN Center for Professional Development
2908 Marketplace Drive #103
Fitchburg WI 53719

Knowledge and Competency Framework (KCF) Learning Record			
Name: Jaclyn Gardtest	MN Career Lattice Awarded: Step 11d	Date Printed: 10/22/2020	Individual ID: 416
		Membership Status: Current	Expiration Date: 1/31/2021

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