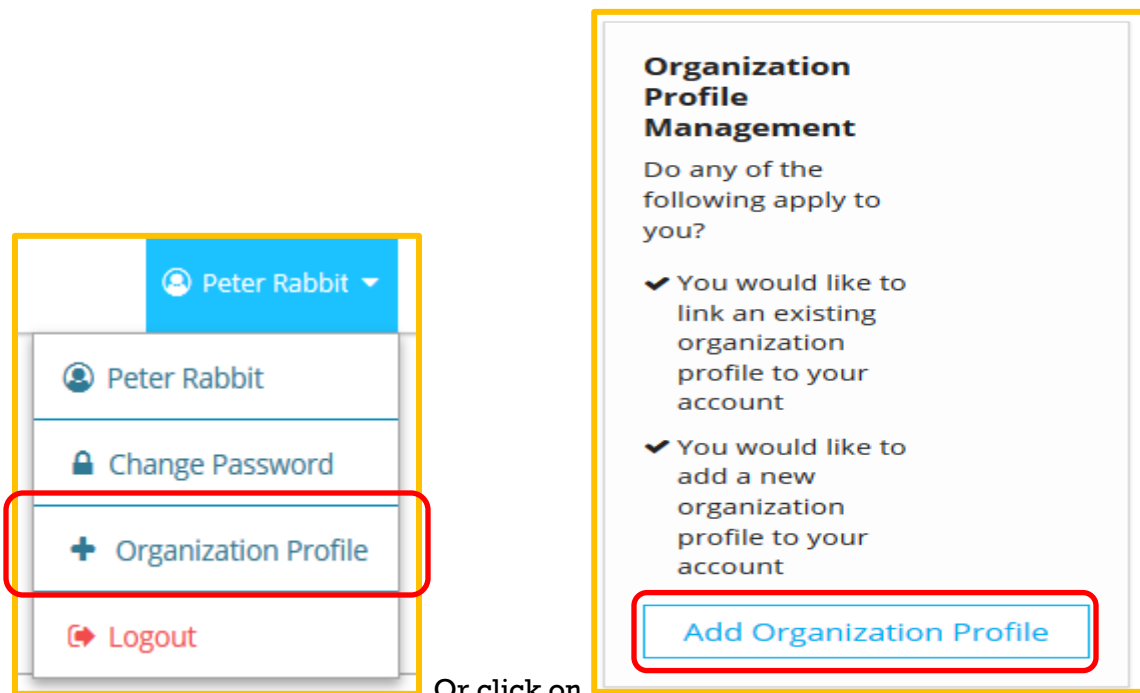


The Minnesota Quality Improvement & Registry Tool

7.0 Creating an Organization Profile

Organization Profiles will now be created from Individual Accounts. These accounts will be linked and access will be available through the drop down menu.

1. Log in to Develop at www.developtoolmn.org. Click on **Login** and then again on the search page. Enter your email address and password.
2. There are two ways you can add the Organization Profile to your account. You can click on **+ Organization Profile** from the drop down menu or **Add Organization Profile** on the right hand menu.



Organization Profiles

3. Click on **Create Profile**.

Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

4. Verify the information listed, answer the question about providing care and/or education, and click on **Next**.

Contact Info ID Numbers Organization Type Address

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

If you are an individual attempting to join Develop to track your professional development and obtain a career lattice step please [join as an Individual](#).

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name* Last Name*

Christopher Robin

Email Address*

toohotinwa@yahoo.com

Phone Ext.

- -

Organization Profiles

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

Yes, this organization provides direct care and/or education to children

No, this organization does not provide direct care and/or education to children

Next >

5. Enter your Organization Information for these areas:

- Minnesota Department of Human Services (licensing)
- Tribal license
- School district information
- Partnership with school-based pre-k program
- Head Start grantee or site
- Child Care Assistance Program

When finished, click on **Next**.

6. Enter the Organization Type and if you are a training sponsor.

Organization Type

Parent Aware Application Type *

If you apply for Parent Aware, this will be your application type.

-- Select Track --

Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

CEU Provider

MNCPD recognizes CEUs awarded by accredited institutions of higher education and organizations with current accreditation from the International Association for Continuing Education and Training (IACET). (<http://www.iacet.org/>)

7. Select your Program Accreditation from the drop down menu and click on **Next**.

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

Add

Next >

8. The next page for Classroom Enrollment, Program Enrollment, and Race of Children Enrolled is optional.

Organization Profiles

9. Select when your program is open and serving children (this question is required). Click on **Next**.

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Next >

10. On the last page, you will verify your organization address, phone number and communication preferences. Click on **Submit**.

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

Communication Preferences

The MNCPD sends periodic communications.

Unsubscribe
You will not receive informational emails from MNCPD, but you will continue to receive emails regarding your account.

Subscribe
You will receive informational emails from MNCPD in addition to emails regarding your account.

Submit

11. A Develop staff member will contact you to verify your account information

DEVELOP HELP DESK

833-605-6938 § support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150