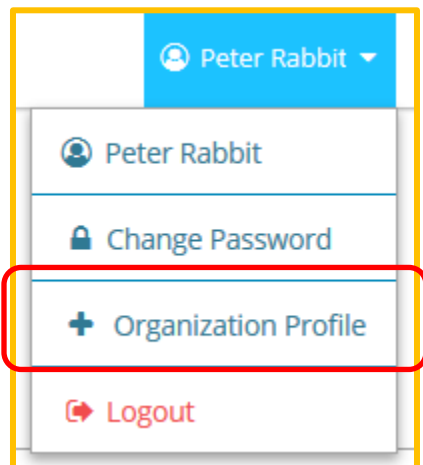


The Minnesota Quality Improvement & Registry Tool

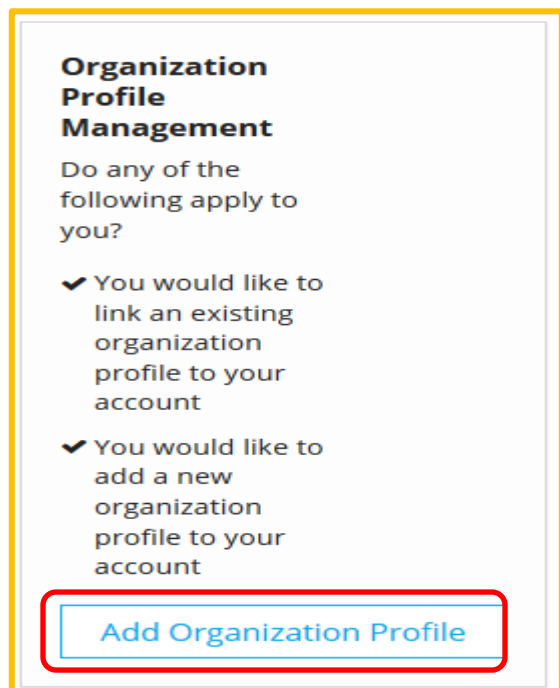
7.0 Creating an Organization Profile

Cov Organization Profiles yuav ua tawm los ntawm cov Individual Accounts. Cov accounts no mam los muab txuas uake thiab nkag tau mus ntawm qhov menu ntawm sab xis ces nyem kom nws poob thiaj li pom npe.

1. Nkag mus rau hauv Develop ntawm www.developtoolmn.org. Nyem **Login** thiab nyem dua ntawm qhov page tshawb. Ntaus koj tus email address thiab password.
2. Muaj ob ncauj ke uas koj mus ntxiv tau qhov Organization Profile rau koj lub account. Koj nyem + **Organization Profile** ntawm qhov menu lossis **Add Organization Profile** ntawm menu sab xis.



lossis nyem



Organization Profiles

3. Nyem **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. Kuaj cov xov xwm nyob ntawd, teb cov lus nug txog zov menyuum thiab kev kawm ntawv, ces nyem **Next**.

Contact Info	ID Numbers	Organization Type	Address
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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*

Email Address*

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. Ntaus koj cov Organization Information rau cov chaw no:

- 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

Thaum ua tag, nyem **Next**.

6. Xaiv qhov Organization Type thiab seb koj puas yog ib tug caw training.

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. Xaiv koj qhov Program Accreditation ntawm qhov menu ces nyem **Next**.

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

Add

Next >

8. Cov page tom ntej uas yog Classroom Enrollment, Program Enrollment, thiab Race of Children Enrolled yog rau koj xav tso los tsis tso los tau.

Organization Profiles

9. Xaiv sijhawm thaum koj lub chaw qhib thiab txais tos menyuam (yuav tsum teb lo lus nug no). Nyem **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. Ntawm page kawg, koj yuav tsum kuaj koj lub lagluam chaw nyob, xovtooj thiab seb nyiam sib tiv tauj li cas. Nyem **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. Ib tug neeg ua huajlwm rau Develop mam tiv tauj koj los kuaj koj lub account cov xov xwm

KEV PAB RAU DEVELOP

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

Hu thaum lub sijhawm Monday mus txog Thursday thaum 7:30 a.m. mus rau 4:30 p.m., thiab Friday thaum 7:30 a.m. mus rau 12:30 p.m.

Yog xav tau kev pab txhais lub Hmoob, hu rau Language Access Line uas yog muab los ntawm Child Care Aware of Minnesota.

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

Organization Profiles
