

Applying for RPBD Specialist Membership

Before applying for a RBPD Specialist membership in Develop:

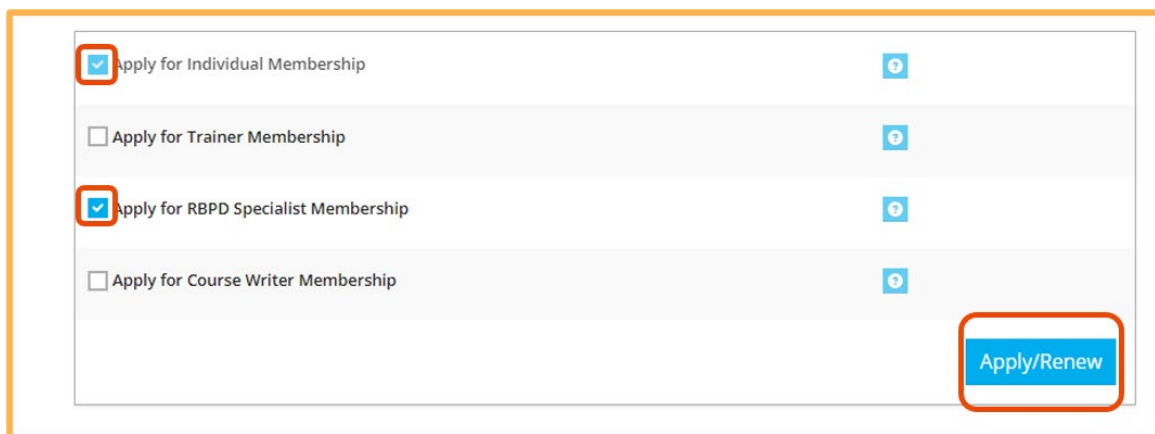
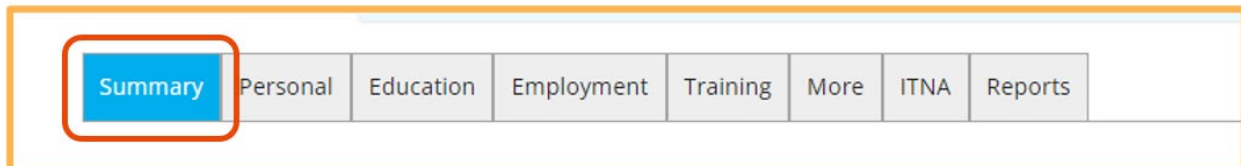
- Review the requirements of the Endorsement(s) you want to apply for at <https://mncpd.org/rbpd> and ensure they are verified in your Develop profile.
- Request a background check by sending an email to TrainerRBPD.BackgroundCheck@state.mn.us.

INSTRUCTIONS

1. Log into [Develop](#).
2. On the **Summary** tab, check the Apply for Individual and RBPD Specialist Membership boxes, then click Apply or Renew.

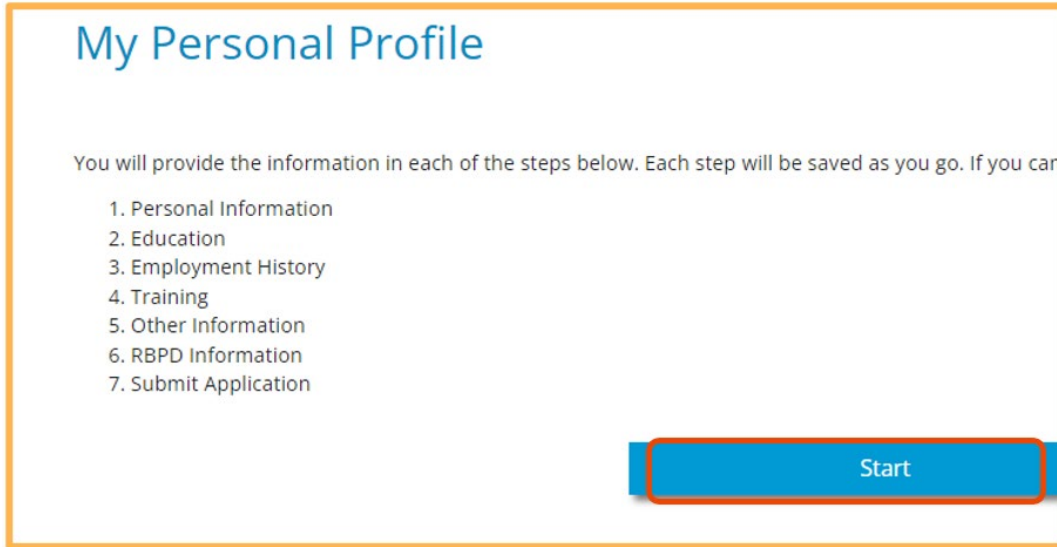
Note: In the example below, the individual is applying for a RBPD Specialist for the first time and does not have an active Individual Membership as well.

If there is no current active Individual Membership, this option will also be selected at the time the RBPD Specialist Membership is applied for. It is a requirement to have an active Individual Membership.

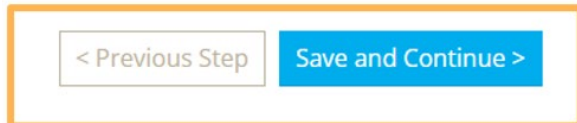
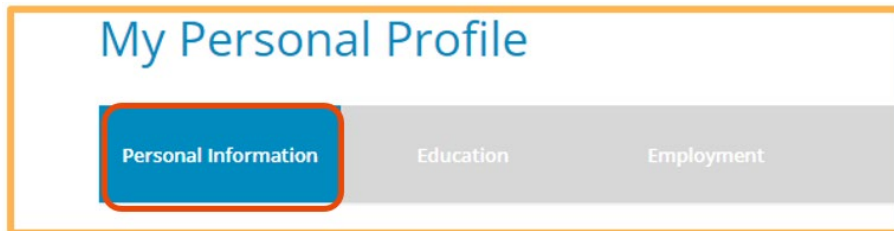


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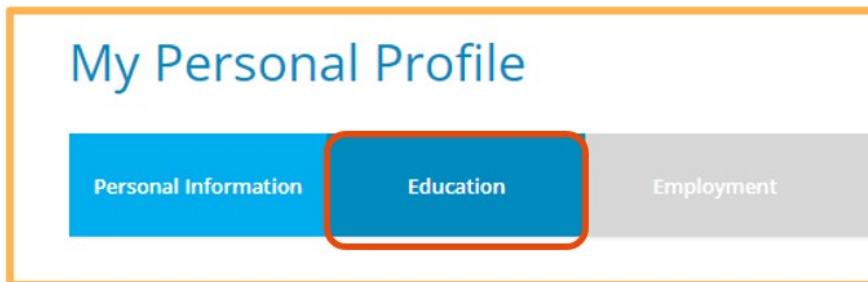
3. Displayed is a list of the information to provide during each step of the application. Click **Start**.



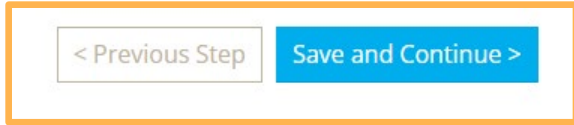
4. On the **Personal Information** tab, enter and/or update the requested information as needed. Click **Save and Continue**.



5. On the **Education** tab, enter and/or update the requested information as needed. Click **Save and Continue**.

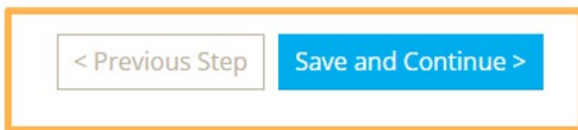
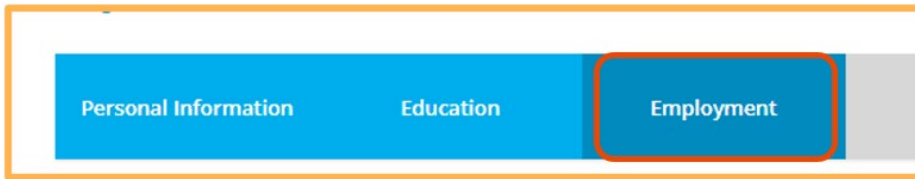


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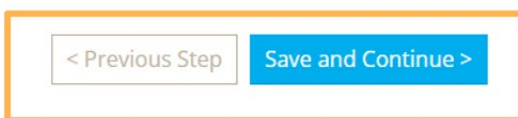


6. On the **Employment** tab, enter and/or update the requested information as needed. Click **Save and Continue**.

To find step-by-step instructions for adding employment review the document, [Reporting Employment for Individuals \(PDF\)](#).

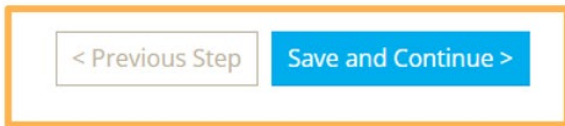


- a. Most RBPB Endorsements require verified employment at a specific Organization. Review the appropriate Endorsement criteria document to ensure the correct Organization ID is entered. All Endorsement criteria documents are found on [MNCPD's webpage, Develop RBPB Specialist Membership](#).
 - b. It is important that past employment is entered accurately and completely to receive appropriate credit for the time worked in direct care when the RBPB Specialist membership application is reviewed. The best way to search for past employers is by license number. If the license number is not known or the program is not found, contact the Develop Help Desk at support@develophelp.zendesk.com.
7. On the **Training** tab, review the information listed. Click **Save and Continue**.

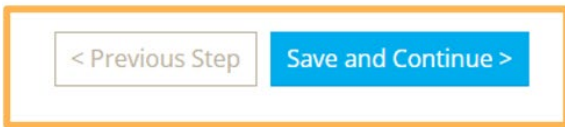


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- 8. On the **More** tab, enter and/or update the information as needed. Click **Save and Continue**.



- a. Please note, Achieve MNCPD will not review information or documentation added to the **Personal Growth Experience Documentation** section.
- 9. The **RBPDP Specialist Information** tab is the core of the RBPDP Specialist membership application. Enter and/or update the information listed below. Click **Save and Continue**.



- a. Training Languages: select the language(s) in which fluent in and willing to provide RBPDP services.

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Training Languages

- Check All that Apply
- American Sign Language
- Amharic
- Arabic
- Cambodian
- Dakota
- English/No translation needed
- English
- Hmong
- Laotian
- Ojibwe
- Other - African

- b. Include my name in the RBPB Specialist directory: If this box is checked, the individual’s name, profile and contact information will appear in a public search of RBPB Specialists. If the box is unchecked the information will not be available publicly.

Include my name in the RBPB Specialist directory

Uncheck this option to exclude your name from the RBPB Specialist directory.

- c. RBPB Specialist Profile: Enter the text to appear in the public search. If the box is left unchecked the profile will not appear publicly in the RBPB Specialist directory, this text will not appear to the public.

RBPB Specialist Profile

Your profile appears when people search for you in the RBPB Specialist directory

- d. RBPB Specialist Directory Keywords: Enter the keywords to appear in the public search. If the box is left unchecked the profile will not appear publicly in the RBPB Specialist directory, this text will not appear to the public.

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RPBD Specialist Directory Keywords

Enter Keywords...

- e. **Contact Information:** Enter the contact information associated with the RPBD Specialist profile. This can be different than the personal contact information.

The contact information will appear to the programs that the individual provides services to and the public. If it is chosen to share the profile publicly, be careful to only provide wanted information to share.

Contact Information

The following contact information is to be shared with programs for whom you provide Relationship Based Professional Development.

Email Address

Primary Phone Number

 - -

Fax

 - -

Mailing Address

Address*		Apt/Suite #
<input style="width: 100%;" type="text"/>		<input style="width: 50%;" type="text"/>
Zip*	City*	State*
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>
County*		
<input style="width: 100%;" type="text" value="Enter County"/> ▼		
<small>Enter a valid zip code to choose a county.</small>		

- f. **Endorsement(s):** Select one or more Endorsement(s) to apply for. Each Endorsement has a blue ? icon that can be clicked on to see the requirements. When the boxes have been checked for the Endorsement(s) to apply for, click **Save and Continue**.

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<input type="checkbox"/> Parent Aware Quality Coach	<input type="checkbox"/> Verified
Addl Info	Expiration Date
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Pre-K CLASS Coach	<input type="checkbox"/> Verified
Addl Info	Expiration Date
<input type="text"/>	<input type="text"/>

10. Read the instructions on the **Submit Application** tab carefully.

After the **Submit Application** button is clicked, it is required to complete one of the two options to complete your application for Achieve MNCPD to move forward with processing the RBPB Specialist membership application. When ready, click **Submit Application**.

Personal Information	Education	Employment	Training	More	RPBD Specialist Information	Submit Application
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Instructions:

Are you Ready?

You're almost done with the online portion of your application. After you click **Submit Application**, you must complete one of the two options below to complete your application.

- **Option #1** - Send **new** documents to Achieve for verification (within 15 business days).
 - Review Achieve MNCPD's [Acceptable Documentation policy](#) to make sure your documents will be accepted for your selected membership(s).
 - Achieve MNCPD will confirm receipt of your documents via email and move forward with processing your application.
- **Option #2** - Click the **I have no documentation to send** button on the next page and opt out of sending any new documents to Achieve.
 - Achieve MNCPD will move forward with processing your application with existing information on your profile and/or on file.

Notice: If you don't send documents to Achieve within 15 days **OR** select the **I have no documentation to send** button, the online portion of your application will be automatically canceled by the Develop system.

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11. If appropriate, submit your documentation to Achieve MNCPD within **15 business days**.

DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

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

- Call 888-291-9611 **or** 651-655-0150