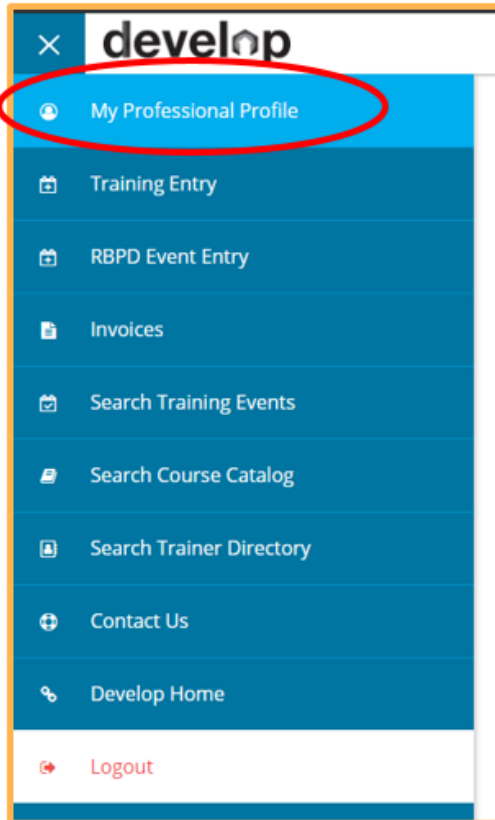


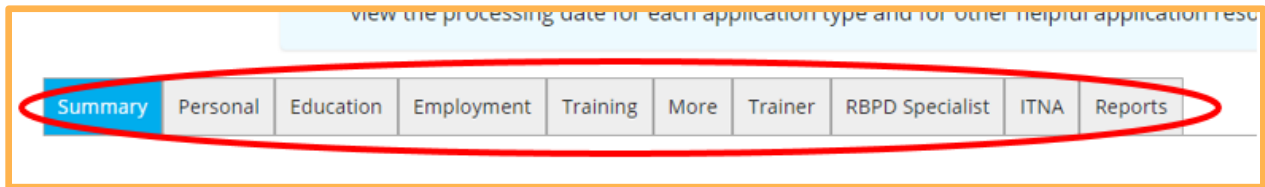
My Professional Profile

After creating an individual profile in [Develop](#), the individual's account will have a **My Professional Profile**. The profile displays the individual's personal information that is entered by the individual.



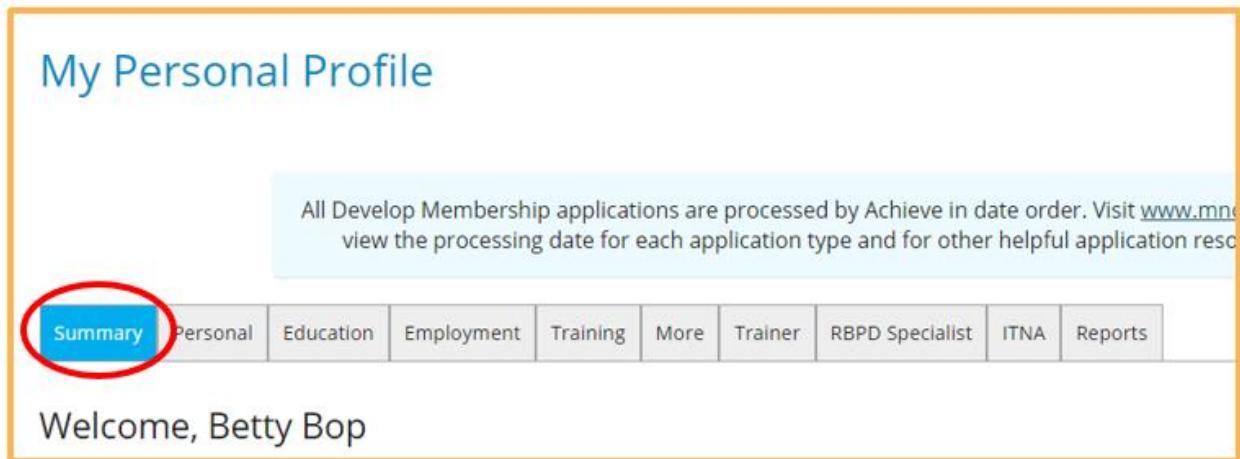
Within **My Professional Profile** are tabbed categories that display on the screen. The categories contain detailed information in these categories.

- Summary
- Personal
- Education
- Employment
- Training
- More
- Trainer* - tab only displays for an individual who has applied to be, or is, a trainer
- RBPD (Relationship Based Professional Development Specialist)* - this tab only displays for an individual who has applied to be, or is, an RBPD Specialist
- ITNA (Individual Training Needs Assessment)
- Reports



SUMMARY TAB

The **Summary** tab is similar to a welcome page.



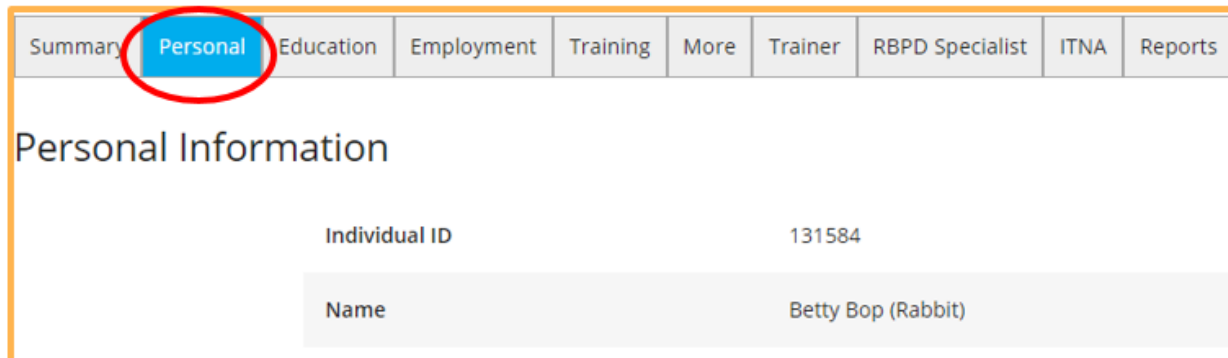
It contains information and announcements related to the individual's profile, such as:

- Current information or announcements from the Develop system
- Application status
- Membership status
- Notes from staff
- Application reports

Develop – Individual Profile Tabs

PERSONAL TAB

The **Personal** tab displays the individual's information. The information is self-reported by the individual.



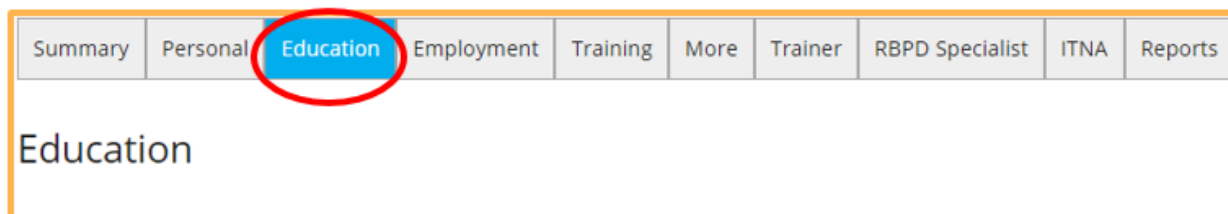
The screenshot shows a navigation bar with tabs: Summary, Personal (highlighted with a red circle), Education, Employment, Training, More, Trainer, RBPD Specialist, ITNA, and Reports. Below the navigation bar, the section is titled "Personal Information". It contains two rows of information: "Individual ID" with the value "131584" and "Name" with the value "Betty Bop (Rabbit)".

The information displayed in this section are :

- Individual ID number
- Name
- Email, address, phone number
- Language spoken and preferred
- Tribal membership or a descendent of enrolled member
- Age group of primary career focus
- Communication preferences

EDUCATION TAB

The **Education** tab displays the individual's education records. The information displayed is entered by the individual. If the individual applied for an Individual Membership and sent their official higher education transcripts to Achieve MNCPD for verification, the information will be verified.



The screenshot shows a navigation bar with tabs: Summary, Personal, Education (highlighted with a red circle), Employment, Training, More, Trainer, RBPD Specialist, ITNA, and Reports. Below the navigation bar, the section is titled "Education".

The information displayed in this section will show up in individual sections:

- High school
- Higher education
- Credentials, certificates, diplomas and other endorsements
- Administrator credentials recognized by NAEYC
- CDA credentials and endorsements

Develop – Individual Profile Tabs

- Teaching license(s)
- Other professional licenses and
- DHS licensing requirements (This includes first aid and CPR.)

Each section requires specific requirements and options for self-reported information.

EMPLOYMENT TAB

The **Employment** tab displays a list of the individual's employment history. The information displayed is entered by the individual and can be verified by the organization profile owner.

Program	Title	Compensation	Start	End	Status
Children's World Learning Ctr	Volunteer	\$60,000.00 / yr.	4/4/2021	Present	Self Reported

TRAINING TAB

The **Training** tab displays the individual's training history. If the individual applied for an individual membership and sent acceptable documentation to Achieve MNCPD for verification, or if their attendance was entered on a Develop roster the information will be verified and appear on their learning record.

Summary	Personal	Education	Employment	Training	More	Trainer	RBPD Specialist	ITNA	Reports
Training Documentation									

The information displayed in this section:

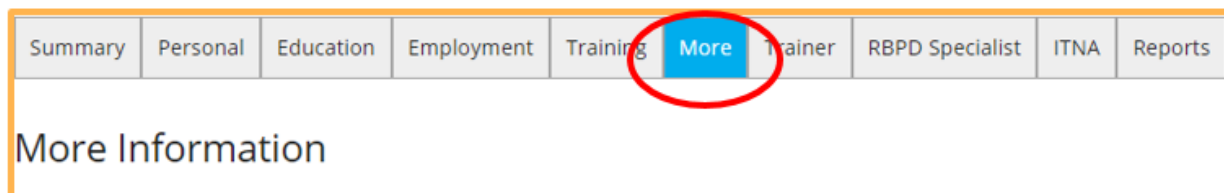
- Training documentation – displays documentation submitted and reviewed by Achieve during the membership application process (if applicable). Examples of documentation are certificates and official transcripts.
- Training records – displays training events the individual self-reported or has registered for:
 - ➔ Approved training event hours
 - ➔ CEU training hours
 - ➔ Other clock hours
 - ➔ Approved semester credits

Develop – Individual Profile Tabs

MORE TAB

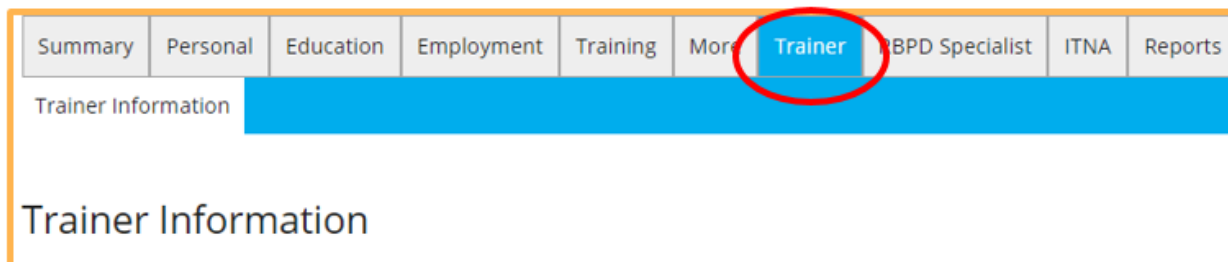
The **More** tab displays the individual's additional professional information including:

- Professional memberships
- Professional contributions
- Personal growth experience documentation



TRAINER TAB

The **Trainer** tab displays the individual's background and information, and will only display for approved trainers.



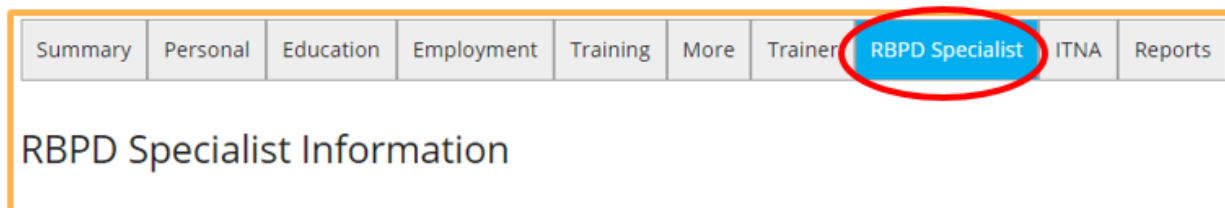
This section includes information in the following areas:

- Trainer Information
 - ➔ Trainer – displays the training speciality or type
 - ➔ Miles willing to travel – displays the amount of miles willing to travel to give training.
 - ➔ Time of day – displays the time(s) of availability for training.
 - ➔ Schedule availability – displays the days of availability for training.
 - ➔ Training languages – displays the languages that training can be offered in.
 - ➔ Include my profile in public trainer search results – displays option to allow training profiled be in included in training search results on Develop for future attendees.
 - ➔ Trainer profile – displays the individual's trainer profile in Develop.
 - ➔ Age group expertise – displays the age group focus and professional expertise.
 - ➔ Key words – displays the keywords used for training searches in Develop.
- Trainer documentation – displays the individual's uploaded record of trainer documents, if any.
- Trainer observations – displays the individual's uploaded record of trainer observations.

Develop – Individual Profile Tabs

RBPD (RELATIONSHIP BASED PROFESSIONAL DEVELOPMENT SPECIALIST) TAB

The **RBPD** tab displays an individual's RBPD Specialist's information, and will only display for approved RBPD specialists.

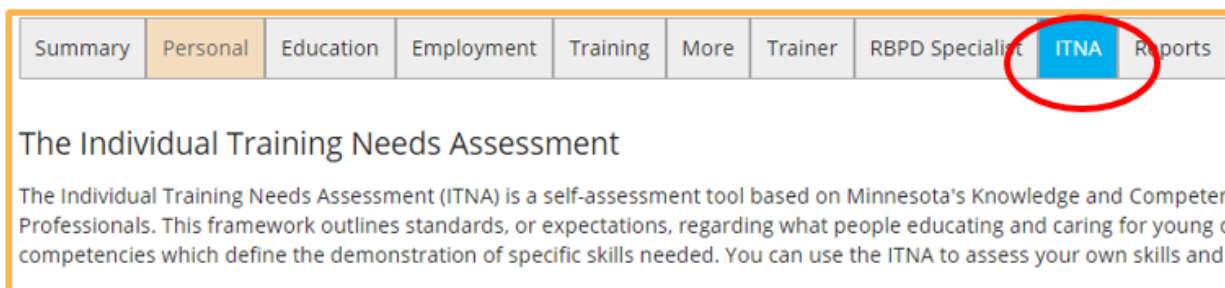


This section includes:

- RBPD specialist information
 - Training languages – displays the languages that training can be offered in.
 - Include name in RBPD Specialist directory – displays the option to allow training profile to be included in RBPD Specialist search results on Develop for future attendees.
 - RBPD Specialist Profile – displays the RBPD services that offered to trainees.
 - Keywords – displays the keywords used for training searches in Develop.
 - Contact information – displays the contact information, shared with programs hosting RBPD Events.
- Endorsements – displays list of the endorsements.

ITNA (INDIVIDUAL TRAINING NEEDS ASSESSMENT)

The **ITNA** tab displays the individual's training needs assessments. It is a self-assessment tool based on Minnesota's Knowledge and Competency Framework for Early Childhood Professionals. The framework outlines standards, or expectations, regarding what people educating and caring for young children need to know. It also describes competencies, which define the demonstration of specific skills needed. Use the ITNA to assess skills and set professional development goals.



Develop – Individual Profile Tabs

There are three areas of focus:

- Family Child Care (mixed age group setting)
- Infant/Toddler
- Preschool

In the three areas of focus there are specific self-assessments with the following competency areas:

- I. Child Development and Learning
- II. Developmentally Appropriate Learning Experiences
- III. Relationships with Families
- IV. Assessment, Evaluation, and Individualization
- V. Historical & Contemporary Development of Early Childhood Education
- VI. Professionalism
- VII. Health, Safety and Nutrition

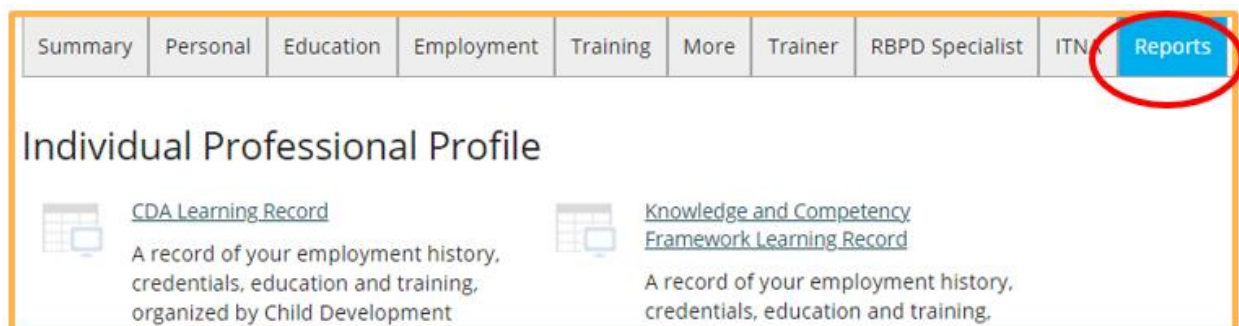
RESOURCES

For more information about Minnesota’s Knowledge and Competency Framework the following information can be referenced:

- [Minnesota Department of Education: Knowledge and Competency Framework website](#)
- [Minnesota’s Knowledge and Competency Framework for Early Childhood Professionals: Working with Family Child Care \(PDF\)](#)
- [Minnesota’s Knowledge and Competency Framework for Early Childhood Professionals: Working with Infants and Toddlers \(PDF\)](#)
- [Minnesota’s Knowledge and Competency Framework for Early Childhood Professionals: Working with Pre-School Age Children in Centers and Schools \(PDF\)](#)

REPORTS

The **Reports** tab displays the individual’s **Individual Professional Profile** record reports.



The screenshot shows a navigation bar with tabs: Summary, Personal, Education, Employment, Training, More, Trainer, RBPD Specialist, ITN, and Reports. The Reports tab is highlighted in blue and circled in red. Below the navigation bar, the title "Individual Professional Profile" is displayed. Two report cards are shown:

- CDA Learning Record**: A record of your employment history, credentials, education and training, organized by Child Development.
- Knowledge and Competency Framework Learning Record**: A record of your employment history, credentials, education and training.

Develop – Individual Profile Tabs

The record reports include the following:

- Child Development Associate (CDA) Content Area Record – displays the employment history, credentials, education, and training.
- Knowledge and Competency Framework Learning Record – displays the employment history, credentials, education and training, organized by Knowledge & Competency Framework (KCF) Area.
- Department of Human Services Learning Record – displays the employment history, credentials, education, and training, organized for licensors to verify education, training, and experience.
- Career Lattice Step Certificate – displays the individual’s career lattice step. If the individual has a current Individual Membership, this will show a certificate of Career Lattice Step and Individual Membership Expiration Date.

These profiles and record reports will only display for approved Trainers and RBPD Specialists:

- Trainer Profile – displays the individual’s trainer report for the Trainer and Training Evaluation Tool (TTET). All training events that occurred within 90 days of the current date opened will be displayed. The reports includes details about the Trainer’s training Event(s):
 - Attendees – displays the name, language, and race/ethnicity attendees.
 - Display surveys for the Trainer:
 - ▼ Trainer evaluation – displays the attendee’s evaluation of the trainer.
 - ▼ Training content – displays the attendee’s evaluation of the trainer’s training content.
 - ▼ Training Environment – displays the attendee’s evaluation of the training environment.
 - ▼ Reasons the attendee took the training – displays the attendee’s reasons for taking the training.
- RBPD Profile – displays the list of RBPD Events in Develop, including specific information about the Event.

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 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