

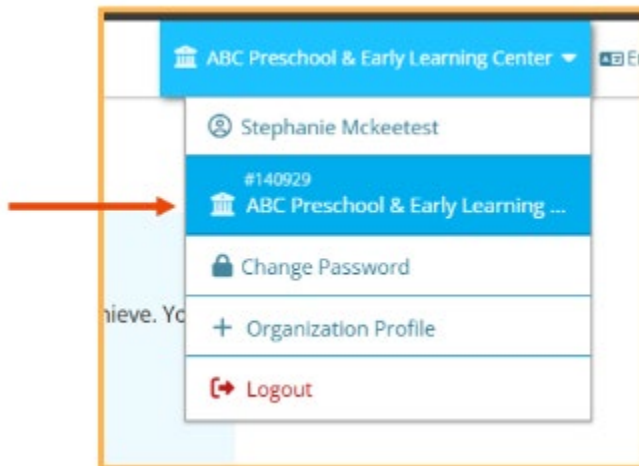
Parent Aware - Printing Parent Aware Rating Certificate

This document provides directions for programs to print their current Parent Aware Rating certificate.

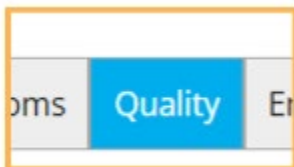
NOTE: Rating certificates are only printable for the current rating and will not be available if a Parent Aware rating has ended.

HOW TO PRINT YOUR RATING CERTIFICATE IN DEVELOP

1. Log into [Develop](#) with your email address and password to access your Individual Profile.
2. Choose your **Organization** from the drop-down menu under your name to access your Organization Profile.



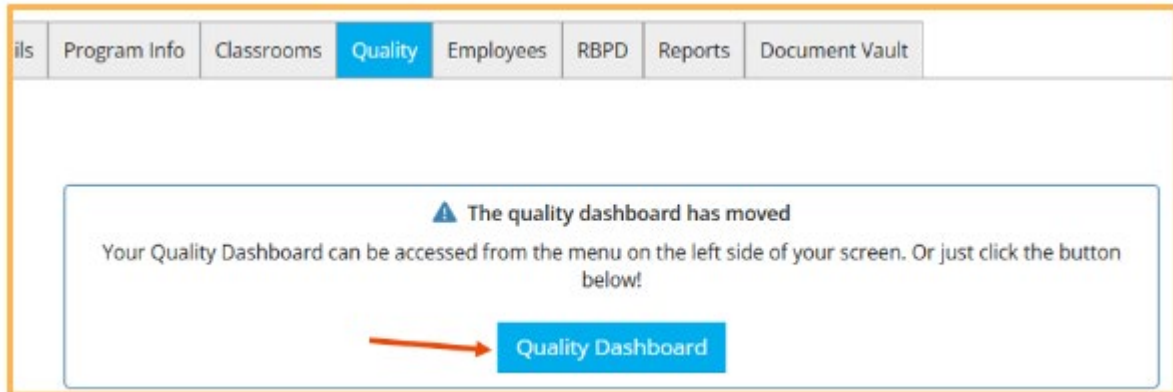
3. Navigate and click on the **Quality** tab. This will take you the **Quality Dashboard**.



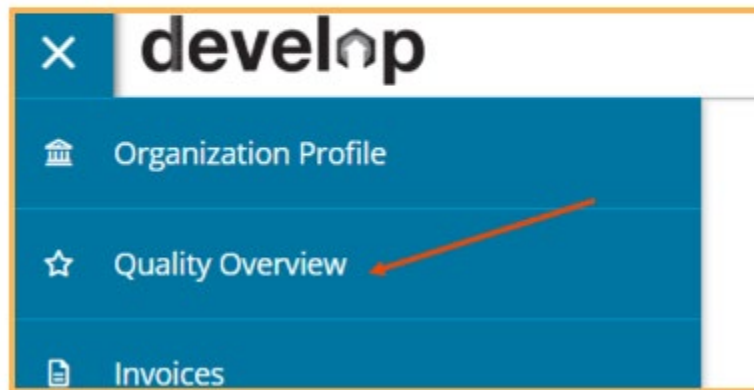
4. To view the **Quality Dashboard** you can either:

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- a. Click on the **Quality Dashboard** button



- b. Navigate to the left-hand navigation and select the three lines. Select the **Quality Overview**.



5. There are two areas where you can print your certificate:
 - a. The Quality Dashboard.

Click on the **Print Parent Aware Certificate** button.

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The screenshot shows the 'Quality Dashboard' for 'Chun Li's Child Care'. It includes the organization's ID (#147614) and license number (#1123517). A 'Current Rating' box displays a 'Two-Star Rating' with a start date of 12/31/2024 and a valid through date of 12/31/2026. A red-bordered button labeled 'Print Parent Aware Certificate' is highlighted. Other buttons include 'One-Star Rating Options', 'Apply for Cases', and 'Case History'.

b. The **Case History** page.

The button to this page is also located on the Quality Dashboard.

This screenshot shows a case entry for 'Parent Aware' with ID #40306. It lists the application date (06/10/2024), update date (02/28/2025), and status (Completed). The rating period is 12/31/2024 - 12/31/2026, and the rating earned is Two Stars. A red-bordered 'Case Details' button is highlighted with a red arrow.

i. On the **Case History** page, navigate to the current Parent Aware case that has an active rating.

The screenshot shows the 'develop' logo and a 'Case History' button with a circular arrow icon, which is highlighted with a red border. Below the button, a line of text reads: 'Case status information displayed below pertains to the most recent status change for that p'.

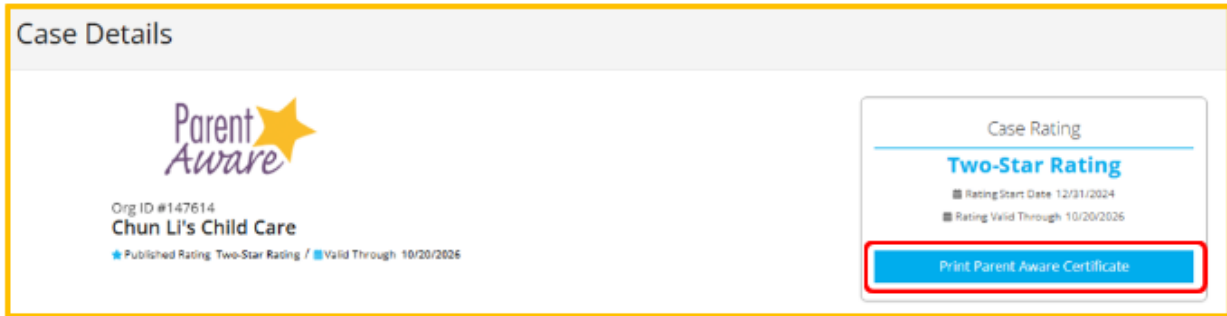
This screenshot shows a case entry for 'Parent Aware' with ID #40306. It lists the application date (06/10/2024), update date (02/28/2025), and status (Completed). The rating period is 12/31/2024 - 10/20/2026, and the rating earned is Two Stars. A red-bordered 'Case Details' button is highlighted.

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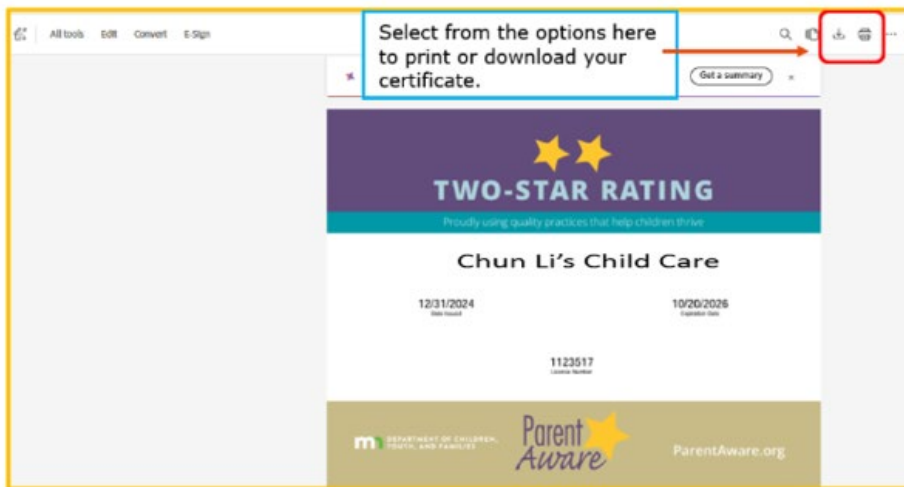
- ii. Click on **Case Details** button, which will take you to the Case Details page.



- iii. Look for and click on the **Print Parent Aware Certificate** button.



- 6. This will open a new window tab displaying your certificate in a PDF file where you can print and/or download it.



Note: Programs who received the Auto One-Star will not have an expiration date and will show "Not Applicable".

DEVELOP HELP DESK

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

Parent Aware - Printing Parent Aware Rating Certificate

- 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