



# Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

## FALL 2020 CURRENTS NEWSLETTER

### News from Achieve

#### Holiday Hours

The Achieve Office will be closed for the holidays on the following dates:

- **Thursday, November 26, 2020**
- **Friday, November 27, 2020**
- **Thursday, December 24, 2020 - Friday, January 1, 2021**  
(Regular business hours will resume Monday, January 4, 2021)



Check out our [Facebook page](#). **Like** us today to stay up to date on everything Achieve, including:

- Blog posts
- Helpful resources

- Job Board Sales
- Relevant articles
- Giveaways

And so much more!

## Covid-19

### Updates and Reminders

Our team continues to practice social distancing and is successfully working remotely to process all Membership Applications and respond to support requests.

We continue to collect application documents received by regular mail at our Achieve office, but this task could be interrupted by mandated office closures due to COVID-19. To avoid any unforeseen delays in the processing of your application, please send your application documents electronically in PDF or JPEG file format to:

- Email: [support@mncpd.org](mailto:support@mncpd.org)
- Fax: 877-379-2467

Please make sure all the information on the scanned document is visible and legible before sending.

Official Transcripts can also be sent to us electronically directly from the \*school or via [Parchment: Digital Credential Service](#) using the email address or fax number listed above.

*\*Contact your College or University's Registrar Office directly to learn more about their transcript ordering options.*

## Individual Membership

### Updates and Reminders

#### Update: Higher Education Coursework Policy

Achieve's [Higher Education Coursework Policy](#) for evaluating and verifying your college credits as part of your Individual Membership application remains the same, but has been updated for clarity. Check out our resources today at [www.mncpd.org](http://www.mncpd.org)!

## Important Membership Information

Have you ever wondered why you must renew your Individual Membership in Develop every time you want to send in documentation to be verified on your Individual Profile and Learning Record? Check out Achieve's [new blog post](#) to learn more!

## Trainer Membership Updates and Reminders

### Covid Guidance for Approved Trainers

Child Development Services updated their Guidance for Independent Trainers on 10/14/2020. [Read more here.](#)

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### Online Training Waiver

Due to the COVID-19 pandemic and needed flexibility for the benefit of all educators, The MN Dept. of Human Services temporarily waived the Online Training Requirement expectation for Approved Trainers. Trainers can refer to the one-page [Online Course Submission Guide](#) to submit Courses for approval under the modified process in place to meet the potential increased demand for online training during this peacetime emergency period. We will return to the standard online approval process at the end of the emergency. Please watch for updates about this waiver in future communications.

## RBPB Specialist Membership Updates and Reminders

### Renewal Procedures

Do you have an RBPB Endorsement that is coming up for renewal? Please make sure to check your [renewal requirements](#) on the Achieve website before you renew in Develop.

The most common requirement for renewal is the Mandated Reporter Training offered by [Eager to Learn](#). This is needed at every renewal and you can find it using Develop's [Search for Training](#) feature. If you have questions about your application or approval in Develop don't hesitate to reach out to [support@mncpd.org](mailto:support@mncpd.org).

## News from our Partners



### **The Minnesota Quality Improvement & Registry Tool**

Develop recently released a new version of software. Included in this version is the ability for Trainers and Training Sponsor Organizations to make changes to some training Event details including the date, time, location, and Trainer without having to cancel the Events and reschedule. For assistance navigating these new features contact [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)

The Develop Help Desk has successfully transitioned from Achieve to [NIC Solutions](#). The Develop Help Desk's phone number changed to 844-605-6938. Please consider making this update in your phone or address book to minimize any future confusion.



For nearly 30 years, First Children's Finance has worked with communities, family providers and child care centers to increase the supply and sustainability of early care and education in urban and rural areas. We do this through business management training, one-on-one consulting, financing and community consulting. Dependent upon the project, our work may be available to providers at no cost due to funding from the MN Department of Human Services and other regional funders.

#### **Services Include:**

- Financial Modeling (start-up or expansion)
- Financial Analysis (existing programs)
- Business Planning
- Marketing Assistance
- Contract & Policy Review
- Rate Structure Consultation
- Board Governance Consultation
- Enrollment Consultation
- Loans
- FREE Develop Approved Trainings

Like our facebook page, [First Children's Finance – Minnesota](#), to see our winter FREE training opportunities that will be announced soon!



Do you work in a Parent Aware Rated program? Here's what you need to know!

- **Maintain a current Individual Develop Membership.** This is a Parent Aware requirement! Be sure to renew your Individual Develop Membership at least six weeks prior to your expiration date in order to allow enough time for processing, especially if you have additional training or educational documentation to send to Achieve. It can take up to 42 calendar days to process your membership once documents are received by Achieve. You may want to allow more time if you are requesting official transcripts from higher education institutions. **If you have no new training or education documentation to send, be sure to click "I have no documentation to send" at the end of the membership application.** Membership expiration dates can be found on your [Career Lattice](#) step certificate and on your Individual Profile in Develop.
- **Send acceptable documentation.** During a membership application, you have the opportunity to add additional information to your Learning Record. It must be submitted within 15 days of your application, or it will not be recorded. For more information on what is accepted by Achieve, please see the [Acceptable Documentation Policy](#).
- **Contact Achieve with questions about your Individual Membership application.** Call or email Achieve if you have any questions about renewing your Individual Membership or what documentation to send!
- **Contact your PDA with any questions about Parent Aware training requirements.** Your [Professional Development Advisor](#) is available to assist with Parent Aware training requirements, professional development planning, and information/resources related to educational pathways such as the CDA or higher education.

## Have Questions?

**We're here to help you Achieve!**

Our bi-annual e-newsletter is sent out via email each year in the months of **May** (Spring) and **November** (Fall). Each Achieve e-newsletter is sent to you via email. It's also

available to you online on our [Achieve website](#).

### Questions?

Visit our [FAQ](#) page for answers to frequently asked questions specific to:

- [Individual Membership](#)
- [Trainer Membership](#)
- [RBPB Specialist Membership](#)
- [Professional Development Sponsor Organizations](#)

### For application and approval support, please contact:

*Achieve – The MN Center for Professional Development:*

- Toll-Free Phone: 855-378-3131
- Toll-Free Fax: 877-379-2467
- [support@mncpd.org](mailto:support@mncpd.org)

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