

[Achieve](#) proudly supports you – a valuable member of the MN Childhood Care and Education Workforce. Career Lattice steps are awarded based on the training hours and educational achievements verified on your Learning Record. The accuracy of your Learning Record is very important to us.

## You have the right to request a review of your Learning Record when:

- You believe your Career Lattice step on the [Minnesota Career Lattice](#) was awarded incorrectly.
- You believe the [MN Knowledge and Competency Framework](#) area assigned to hours of training was assigned incorrectly.
- You believe documents you submitted with your membership application meet the requirements outlined in the [Acceptable Documentation](#) policy, but were not recorded or verified by Achieve on your Learning Record.
- You believe Achieve’s evaluation of your higher education coursework does not align with the [Higher Education Coursework](#) policy.

## Complete the form below and submit it to Achieve:

Please include applicable supporting documents. Achieve staff will notify you via email if additional documents are needed to complete your Learning Record review.

- [support@mncpd.org](mailto:support@mncpd.org)
- Fax: 877-379-2467
- Mailing Address: **Achieve – The MN Center for Professional Development**  
2908 Marketplace Drive Suite #103  
Fitchburg, WI 53719

## Learning Record review process:

1. Your request will be reviewed by Achieve’s Director of Operations, Professional Development Strategist, and Data Verification Coordinator.
2. Achieve will contact you within ten business days of receiving your request with the results of the review.
  - a. The information on your Learning Record will be corrected if the review reveals Achieve staff incorrectly recorded information on your Learning Record.
    - i. A new Career Lattice step and certificate will be issued if applicable.
  - b. If no errors are found, but new information/documents support a change or addition to your Learning Record, you will be directed to submit a membership application in Develop.
    - i. Your Learning Record will be updated after your application is processed by Achieve. All applications are processed in the order they are received. This process may take up to six weeks.

## We’re here to help!

- Toll free phone: 855-378-3131
- [support@mncpd.org](mailto:support@mncpd.org)

Be specific and state facts. Please provide supporting documentation when applicable.  
Use additional paper if needed. Please print all information clearly.

## Section 1: Personal Information

Name:		Develop ID:	
Phone:		Email:	

## Section 2: Reason for Review (Please check all that apply)

<input type="checkbox"/>	<b>Career Lattice Step</b>
Explain Reason for Review:	
<input type="checkbox"/>	<b>MN Knowledge and Competency Framework Assignment (KCF)</b> (include course title, Event ID# and description)
Explain Reason for Review:	
<input type="checkbox"/>	<b>Acceptable Training Documents</b>
Explain Reason for Review:	
<input type="checkbox"/>	<b>Higher Education Coursework Evaluation</b> (include course description, syllabus, or letter from the professor that describes the focus of the coursework)
Explain Reason for Review:	

I understand that by signing this request for review, I am initiating and agreeing to participate in the Learning Record review process.

Signature:		Date:	
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<b>For Office Use Only</b> Date Received: _____ Date Response sent: _____ ZD# _____
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Other – see attached