

Location:

Rondo Community Library
Multipurpose Room
461 Dale St. N.
St. Paul, MN 55104

Attendees: Hyewon Chung, Tara Hudson, Nicky Winters, Nicole Lopez-Purkapile, Marisol Chiclana-Ayala, Matt Evans, Deloris Friske, Ana Isabel Gabilondo-Scholz, Ida Gatfield, Marian Hassan, Jansel Hernandez, Angela Kapp, Tonya Morris, Rhonda Olson, Maxine Peterson, Teresa Ripple, Deborah Schierbeck, Sherry Tiegs
Absent: Anita Blaine Stavitski, Cyndi Cunningham
Note Taker: Tara Hudson
Minutes Review: Hyewon Chung

1. Trainer, RBPD, & Course Approval Process

- a. Workflow
 - i. We use the same workflow process for our Trainer and RBPD applications as we do for our Individual membership applications.
 - ii. Once all materials for the application have been received, Achieve will process the Trainer or RBPD application.
- b. Trainer Approval
 - i. Submitted vs. Approved (Finalized) Trainer Applications
 1. The end of the year tends to be a little busier.
 2. Keep in mind that processing time varies from 2-6 weeks based on the volume of trainers applications.
- c. Tools & Resources
 - i. Achieve website Resource Page
 1. Trainer Agreement Form
 - a. Needed at approval and renewal
 2. Trainer Approval Guide
 - a. Covers different Trainer types, what is needed for approval and renewal
 3. Interactive Course Approval
 - a. Explains and provides and outline for the Course approval process
 4. RBPD Business Rules
 - a. RBPD stands for Relationship-Based Professional Development Specialist
 - b. Individual, Trainer, and RBPD are the three different types of membership.

- d. Requirements for Approval
 - i. Initial Approval
 - 1. Official Transcripts
 - 2. 2 Letters of Recommendation
 - a. Dated in the last 6 months that speak to their training abilities
 - 3. Trainer Agreement Form
 - ii. Provisional Approval
 - 1. 1 year to complete the Adult Learner Module 1 & 2
 - iii. Renewal Approval:
 - 1. Trainer Agreement Form
 - 2. 3 conducted trainings completed on their Develop account OR documentation of completion of 3 conducted trainings
 - 3. 30 hours of continuing education within their 3-year approval
 - e. RBPD Approval
 - i. Provide one-on-one coaching, mentoring, consulting support to those working in the early childhood field
 - 1. Mostly employment based
 - ii. Initial Requirements
 - 1. Must be verified on the Develop account*
 - 2. 3-year expiration
 - a. DHS background verified on their education page
 - b. Mandated Reporter training
 - c. Data Privacy Training (Based on endorsement)
 - d. Career Lattice Step (Based on endorsement)

*Class Endorsements are not employment based. They need to send in their reliability certificate for approval and have a 1-year expiration.
 - iii. Renewal Requirements (Based on endorsement)
 - 1. Specialists are expected to be working toward this during their 3-year approval
 - f. Course Approval
 - i. Ensuring high-quality professional learning and trainings
 - 1. Course standards and requirements
 - 2. Interactive Course Approval Guide
2. Introductions
- a. A contact list of all advisory committee members will be compiled and sent out
3. Open Discussion about Trainer, RBPD, and Course Approval
- a. DHS is the umbrella and Achieve and other agencies (Child Care Aware, Parent Aware) are under the umbrella of DHS.
 - i. Develop is the database these agencies use to store information and track data.

- ii. Achieve approves Trainers and RBPD Specialists, and Courses based on policies set by DHS.
 - b. Trainer Approval Feedback
 - i. Every trainer type has its own set of requirements
 - 1. Higher Ed Trainers
 - a. 3-year renewal
 - 2. People are confused why they are being denied to be a trainer
 - a. Emails are sent explaining and outlining requirements
 - 3. DHS is reviewing Trainer types and how to improve them.
 - a. Changes are set to roll out in 2019.
- 4. Sub Committees Sign Up
 - a. Equity
 - i. This sub committee would focus on ensuring Achieve services are equally accessible for all members. They will examine ways Achieve can support all members in accessing the information they need. For example, the implementation of webinars, remote assistance, Live Chats, translated materials, interpreters, infographics, videos, etc.
 - b. Professional Development
 - i. This sub committee will focus on Trainer Approval, Trainer Performanc and Review, and Higher Education.
 - c. Public Engagement
 - i. This sub committee will focus on outreach and advocacy.
 - d. Other
 - i. No other sub committees were recommended during this meeting, but members were encouraged to think about other sub committees they believe would be beneficial.