

To approve and verify higher education coursework in [Develop](#), Achieve will accept the following documents:

#### **Official Transcripts from Accredited Universities**

- To be considered official, the transcript must be sent directly to Achieve from the school or transcript clearinghouse. See the [Acceptable Documentation Policy](#) for more detailed information.
- To find out if a college or university is accredited, visit the [Council for Higher Education Accreditation](#)'s website.

#### **Evaluated Foreign Transcripts**

- Foreign Evaluation Service must be accredited by one of the following organizations:
  - [National Association of Credential Evaluation Services \(NACES\)](#)
  - [Association of International Credential Evaluators, Inc. \(AICE\)](#)
- See the [Foreign Education Documentation Policy](#) for more detailed information

### **Approved Semester Credits**

Highly qualified Achieve staff review official transcripts and identify courses that meet the following requirements:

- Coursework must be **for higher education level credit**. Members receive credit for semester hours only. If the transcript shows quarter hours, the credits will be converted into semester hours.
- **50% of the course content or more** must be specifically related to Early Childhood Educators' work with:
  - Infants & Toddlers
  - Early childhood and preschool-aged children
  - School-aged children (K-8th grade)
  - Youth development (secondary education)
  - Managing a childcare business

Please note:

- Achieve recognizes earned credits, regardless of the final grade.

### **Knowledge and Competency Framework (KCF) Area(s)**

Course details available on the official transcript and the school's website are reviewed by Achieve staff. Based on these details, a KCF Area(s) is assigned to each approved course. Staff reserves the right to reach out to the school for more information, if needed.

For more information on Minnesota's Knowledge and Competency Framework, visit <https://education.mn.gov/MDE/dse/early/know/>.

### Verification in Develop

Achieve Data Verification Specialists verify degree information and approved semester credits on the member's [Develop](#) Individual Profile and Learning Record during the [Individual Membership](#) application/renewal process.

The degree and total number of approved semester credits are factors in awarding the member's [Career Lattice](#) step.

### Learning Record Review Request

Members reserve the right to submit an official [Learning Record Review Request](#) to address questions or concerns about their own transcript evaluation and awarded [Career Lattice](#) Step. Contact [support@mncpd.org](mailto:support@mncpd.org) for support.