Higher Education Coursework Policy

Achieve will give Career Lattice credit for the completion of higher education courses that meet the following criteria:

- Alignment with MN Knowledge Competency Framework
- A minimum 50% of the course content must be designed to improve the practitioner's pedagogical and professional skills and knowledge.

Credit will be given to courses listed on:

1. Official transcripts from accredited universities.
   - Transcripts must be sent directly to Achieve.
     i. To find out if a college or university is accredited, please visit: http://www.chea.org/

2. An evaluated foreign transcript.
   - For a list of approved evaluating agencies, visit http://mncpd.org/wp-content/uploads/2016/12/Foreign_Education_Documentation.pdf

Transcript Evaluation Process

Highly qualified staff review and identify courses that meet policy requirements. Staff review the course descriptions and outlines of courses through partnerships with colleges and universities. If a course does not clearly suggest alignment with the MN Knowledge Competency Framework, the staff will reach out to the educational institution to review the course description. The staff will determine if the course meets alignment requirements. If the course description is not available, the staff will make a KCF alignment determination based on the title of the course and the department. Upon alignment, courses are entered into the Develop database to ensure consistency in future course entry.

Coursework that meets the alignment criteria will be added to the practitioner's learning record. The total credits entered is a factor in awarding a member's level on the Career Lattice.

Members receive credit for semester hours only. If the transcript shows quarter hours, the system will convert the hours into semester hours. The system tracks total semester hours that have been earned in the following areas:
- Working with infants & toddlers
- Working in early childhood with preschool-aged children
- Working with school aged children (K-8th grade)
- Youth development (secondary education

- Managing a child care business

Semester hours that fall into the above areas are aligned to the Minnesota Knowledge and Competency Framework (KCF) content areas.

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

Members who have questions and concerns about their own transcript evaluation and awarded Career Lattice Step are invited to complete a Career Lattice Step Appeal form to initiate a review.