Requirements for Infant-Toddler Specialist/Coach Endorsement

**Education**
Obtain a [Career Lattice](#) Step 9b or higher from Achieve (MNCPD).

**Employment**
Current employee or contracted staff with the Center for Inclusive Child Care (Develop Organization #838) as verified on the individual’s employment tab in Develop.

**Safety and Security Requirements:**
These requirements must be filled before access to Develop will be granted:
Department of Human Services - Background Check is completed and verified in Develop under the Education tab.

- To request a background check, send an email to [TrainerRBPD.BackgroundCheck@state.mn.us](mailto:TrainerRBPD.BackgroundCheck@state.mn.us) at the Minnesota Department of Human Services

Complete Course #132473 – ATL Mandated Reporter Training as verified on the coach’s Learning Record.
- This is an Anytime Learning course available through Eager-to-Learn for $10
- If you have a group to register contact [etlsupport@childcareawaremn.org](mailto:etlsupport@childcareawaremn.org)

**Endorsement Duration**
Initial endorsement is valid for three years.

**Requirements for Endorsement Renewal**
See Renewal of Infant/Toddler Specialist Endorsement document for additional requirements upon first and second renewal. Requirements include but are not limited to:

- Complete approved RBPD training as verified on the coach’s Learning Record – required upon initial renewal
  - If taken prior to June 1, 2017: Course #141015 – Relationship-Based Inclusion Coaching
  - OR
  - If taken after June 1, 2017: Course #161942 - Relationship-Based Continuous Quality Improvement
- Mandated Reporter Training – required at every renewal
- Career Lattice Step 10a or higher – upon second renewal