

Requirements for Professional Development Advisors Initial Endorsement

Education

Obtained a [Career Lattice](#) 10a or higher from Achieve MNCPD.

Employment

Current employment with Child Care Aware of Minnesota (Develop Organization IDs listed below) as verified under the individual employment tab in Develop.

| | | |
|------|--------|--------|
| 292 | 118327 | 125699 |
| 315 | 119303 | 127206 |
| 530 | 122249 | 127469 |
| 1176 | 122614 | 127470 |
| 1588 | 122768 | |
| 1697 | 123977 | |

Data Privacy and Security Requirements

- Background Check- Required by the MN Department Human Services
 - Connect with Molly Short molly.c.short@state.mn.us at the Department of Human Services
- Data Privacy Training- Required by the MN Department Human Services
 - For Child Care Aware of MN staff: Go to the homepage on SharePoint for instructions on how to access this online training
- Mandated Reporter Training
 - Available through [Child Care Aware of MN - Anytime Learning](#)

Endorsement Duration

This initial endorsement is valid for three years.

Requirements for Endorsement Renewal

See Renewal of RBPB Endorsement document for additional training requirements upon first renewal.

Requirements include but not limited to:

- Trainings – upon first renewal
- Data Privacy Training – required at every renewal
- Mandated Reporter Training – required at every renewal