

# Requirements for Professional Development Advisors Endorsement

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## Education

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

## Employment

Current employment with Child Care Aware of Minnesota statewide system as verified under the Employment tab in your Individual Membership profile.

## Data Privacy and Security Requirements; These requirements must be fulfilled before access to Develop will be granted

1. Department Human Services - Background Check
  - Connect with Child Care Aware of Minnesota hiring supervisor for details
2. Department of Human Services - Data Privacy training
  - Connect with DHS Contract Manager for details
3. Mandated Reporter Training
  - Available through [Child Care Aware of MN - Anytime Learning](#)

## Required Training

- Training hours are verified through Achieve (MNCPD) and must appear on a Learning Record
- For initial endorsement approval, training hours must have occurred within the past 5 years. Achieve (MNCPD) will look at training taken 65 months prior to the date the RBPB Specialist submits their application.
- Face-to-face and online training will be considered.

Required Training Title	Course #	Number of Hours Required
<i>Getting to Know Minnesota's Knowledge and Competency Framework – For Early Childhood Educators</i>	149949	2
<i>Professional Development Advising</i>	136322	2
MN Early Childhood Indicators of Progress Qualified Courses: (choose one) <ul style="list-style-type: none"> <li>• <i>MN Early Childhood Indicators of Progress</i></li> <li>• <i>Not By Chance: Minnesota's Early Childhood Indicators of Progress</i></li> <li>• <i>Plan, Learn, Grow: Using the Minnesota Early Childhood Indicators of Progress to Support Children's Learning</i></li> </ul>	Various	8
Motivational Interviewing Qualified Courses: (choose one) <ul style="list-style-type: none"> <li>• <i>Motivational Interviewing</i></li> <li>• <i>Motivational Interviewing: Strategies for Coaches</i></li> </ul>	81989 102951	4
<i>Reflective Practice Training</i>	102829	6