

We review your documents to record and verify your achievements on your Develop account and Learning Record. Your achievements are reviewed, verified and used for assessing your [Career Lattice Step](#). The Career Lattice Step is beneficial for all types of memberships on Develop, including:

- [Individual Membership](#)
- [Trainer Membership](#)
- [Relationship-Based Professional Development \(RBPD\) Specialist Membership](#)

**Please review acceptable documentation for the following achievements:**

<p><b>High School Diploma or GED:</b> We verify your date of High School graduation or GED completion.</p>	<p>To verify this achievement, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ A copy of your <b>High School Diploma</b>.</li> <li>▪ A copy of your <b>High School Transcripts</b>.</li> <li>▪ An <b>official letter</b> from the High School you attended. The letter must be on letterhead and specify your graduation date.</li> <li>▪ <b>Official Transcripts</b> from an accredited college or university. The transcript must be sent directly to Achieve in an <b>unopened, originally sealed envelope</b>, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.</li> <li>▪ A Copy of your <b>Diploma</b> from an accredited college or university showing the date of graduation for completion of:             <ul style="list-style-type: none"> <li>○ A certificate.</li> <li>○ An Associate Degree.</li> <li>○ A Bachelor’s Degree.</li> <li>○ A Master’s Degree.</li> <li>○ A Doctorate.</li> </ul> </li> <li>▪ A current <b>National Child Development Associate (CDA)</b> issued by the <a href="#">Council for Professional Recognition</a>.</li> <li>▪ A <b>GED* certificate</b> issued by the Department of Education from the state where it was completed.</li> <li>▪ An <a href="#">Evaluated Foreign Transcript</a> from an accredited foreign credential evaluation agency. We do not accept translated transcripts.</li> <li>▪ Verified Teaching License.</li> </ul> <p>*GED guidelines vary by state. Contact the state you live in for more information about how to complete your GED. The Minnesota Department of Education website has <a href="#">Minnesota’s GED Guidelines</a>.</p>
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<p><b>College Degree:</b> We verify the date you completed your degree, college credit, and coursework.</p>	<p>To verify your degree and recognize your *courses, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ <b>Official Transcripts</b> from an accredited college or university. The transcript must be sent directly to Achieve in an <b>unopened, originally sealed envelope</b>, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included.</li> <li>▪ A Copy of your <b>Diploma</b> from an accredited college or university showing the date of graduation for completion of:             <ul style="list-style-type: none"> <li>○ A certificate.</li> <li>○ An Associate Degree.</li> <li>○ A Bachelor’s Degree.</li> <li>○ A Master’s Degree.</li> <li>○ A Doctorate.</li> </ul> </li> </ul> <p>*We verify higher education courses in which at least 50% of the course content was specifically related to Early Childhood Educators’ work with children or managing a childcare business. Achieve recognizes earned credits, regardless of the final grade. Please note that we cannot verify college courses with a Diploma. Please send your official transcript if you’d like college credits recorded on your Develop profile.</p>
<p><b>Director/Administrator Credentials:</b> We verify credentials recognized by NAEYC.</p>	<p>To verify your credential, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ A Credential Certificate recognized by NAEYC. <a href="#">Credentials recognized by NAEYC</a> are listed on their website.</li> </ul>
<p><b>Training Certificates:</b> We verify approved training events you have attended. These trainings count towards your <a href="#">Career Lattice Step</a>.</p>	<p>To verify *Approved Training events, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ A Training Certificate dated within the past five years of your new Individual Membership application submission date:             <ul style="list-style-type: none"> <li>○ Name of attendee</li> <li>○ Date of attendance</li> <li>○ Hours of attendance (Must be at least two hours)</li> <li>○ Name of Trainer or Training Sponsor Organization</li> <li>○ Event ID number</li> <li>○ Title of Training (relevant to Early Childhood and Education)</li> </ul> </li> </ul> <p>*Approved trainings include trainings listed on the <a href="#">Develop</a> website <b>Search for Training</b> feature and trainings hosted by <a href="#">Automatic Approved Training Organizations</a>.</p>

<p><b>Training Certificates:</b> We verify “Other Clock Hour” training events that you have attended. These trainings do not count towards your <a href="#">Career Lattice Step</a>.</p>	<p>To verify Other Clock Hour Training events, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ <b>A Training Certificate</b> that clearly states the: <ul style="list-style-type: none"> <li>○ Name of attendee.</li> <li>○ Date of attendance. <i>*see dates below</i></li> <li>○ Hours of attendance (Must be at least two hours).</li> <li>○ Name of Trainer or Training Sponsor Organization.</li> <li>○ Title of training (relevant to early care and education).</li> </ul> </li> </ul> <p>*If you are applying for a <b>new</b> individual membership:</p> <ul style="list-style-type: none"> <li>• We will accept training certificates <b>dated within the past two years</b> from your new individual membership application submission date.</li> </ul> <p>If you are <b>renewing</b> your individual membership:</p> <ul style="list-style-type: none"> <li>• We will accept training certificates <b>dated within the past year</b> from your individual membership renewal application submission date.</li> </ul>
<p><b>First Aid/CPR/AED Cards:</b> We verify this licensing requirement offered by the American Heart Association or the American Red Cross. These trainings must be self-reported in the DHS Licensing Requirements section of your account’s Education tab.</p>	<p>To verify First Aid/CPR/AED cards for licensing, we will accept the following documents:</p> <ul style="list-style-type: none"> <li>▪ A front and back copy of a First Aid, CPR, AED card issued by the *American Heart Association or the American Red Cross.</li> </ul> <p>* Please note, the American Heart Association requires all information to be printed on the back of the card; hand-written information is not acceptable.</p>
<p><b>Contact Us:</b> Achieve with us, we’re here to help!</p>	<p>Contact the <a href="#">Achieve - The MN Center for Professional Development</a> for questions about Individual Membership, Learning Records, Trainer applications, Career Lattice Steps or where to send documents such as official transcripts or training certificates:</p> <ul style="list-style-type: none"> <li>▪ <b>Toll free Fax:</b> 877-379-2467</li> <li>▪ <b>Toll free phone:</b> 855-378-3131</li> <li>▪ <a href="mailto:support@mncpd.org">support@mncpd.org</a></li> <li>▪ <b>Mailing Address:</b> Achieve – The MN Center for Professional Development, 2908 Marketplace Drive Suite #103, Fitchburg, WI 53719</li> </ul>