

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>High School Diploma or GED: 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"> ▪ A copy of your High School Diploma. ▪ A copy of your High School Transcripts. ▪ An official letter from the High School you attended. The letter must be on letterhead and specify your graduation date. ▪ Official Transcripts from an accredited college or university. The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included. ▪ A Copy of your Diploma from an accredited college or university showing the date of graduation for completion of: <ul style="list-style-type: none"> ○ A certificate. ○ An Associate Degree. ○ A Bachelor’s Degree. ○ A Master’s Degree. ○ A Doctorate. ▪ A current National Child Development Associate (CDA) issued by the Council for Professional Recognition. ▪ A GED* certificate issued by the Department of Education from the state where it was completed. ▪ An Evaluated Foreign Transcript from an accredited foreign credential evaluation agency. We do not accept translated transcripts. ▪ Verified Teaching License. <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 Minnesota’s GED Guidelines.</p>
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<p>College Degree: 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"> ▪ Official Transcripts from an accredited college or university. The transcript must be sent directly to Achieve in an unopened, originally sealed envelope, or by secure email from the school, or by fax from the school – a fax cover sheet of school letterhead must be included. ▪ A Copy of your Diploma from an accredited college or university showing the date of graduation for completion of: <ul style="list-style-type: none"> ○ A certificate. ○ An Associate Degree. ○ A Bachelor’s Degree. ○ A Master’s Degree. ○ A Doctorate. <p>*We recognize and verify courses that are at least 50% directly related to Minnesota’s Knowledge and Competency Framework. 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 credit recorded on your Develop account.</p>
<p>Director/Administrator Credentials: 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"> ▪ A Credential Certificate recognized by NAEYC. Credentials recognized by NAEYC are listed on their website.
<p>Training Certificates: We verify approved training events you have attended. These trainings count towards your Career Lattice Step.</p>	<p>To verify *Approved Training events, we will accept the following documents:</p> <ul style="list-style-type: none"> ▪ A Training Certificate dated within the past five years, that clearly states the: <ul style="list-style-type: none"> ○ Name of attendee ○ Date of attendance ○ Hours of attendance (Must be at least two hours) ○ Name of Trainer or Training Sponsor Organization ○ Event ID number ○ Title of Training (relevant to Early Childhood and Education) <p>*Approved trainings include trainings listed on the Develop website Search for Training feature and trainings hosted by Automatic Approved Training Organizations.</p>

<p>Training Certificates: We verify “Other Clock Hour” training events that you have attended. These trainings do not count towards your Career Lattice Step.</p>	<p>To verify Other Clock Hour Training events, we will accept the following documents:</p> <ul style="list-style-type: none"> ▪ A Training Certificate that clearly states the: <ul style="list-style-type: none"> ○ Name of attendee. ○ Date of attendance. <i>*see dates below</i> ○ Hours of attendance (Must be at least two hours). ○ Name of Trainer or Training Sponsor Organization. ○ Title of training (relevant to early care and education). <p>*If you are applying for a new individual membership:</p> <ul style="list-style-type: none"> • We will accept training certificates dated within the past two years from the new individual membership application submission date. <p>If you are renewing your individual membership:</p> <ul style="list-style-type: none"> • We will accept training certificates dated within the past year from the individual membership renewal application submission date.
<p>First Aid/CPR/AED Cards: 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 for licensing First Aid/CPR/AED cards, we will accept the following documents:</p> <ul style="list-style-type: none"> ▪ A front and back copy of a First Aid, CPR, AED card issued by the *American Heart Association or the American Red Cross. <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>Contact Us: Achieve with us, we’re here to help!</p>	<p>Contact the Achieve - The MN Center for Professional Development 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"> ▪ Toll free Fax: 877-379-2467 ▪ Toll free phone: 855-378-3131 ▪ support@mncpd.org ▪ Mailing Address: Achieve – The MN Center for Professional Development, 2908 Marketplace Drive Suite #103, Fitchburg, WI 53719