

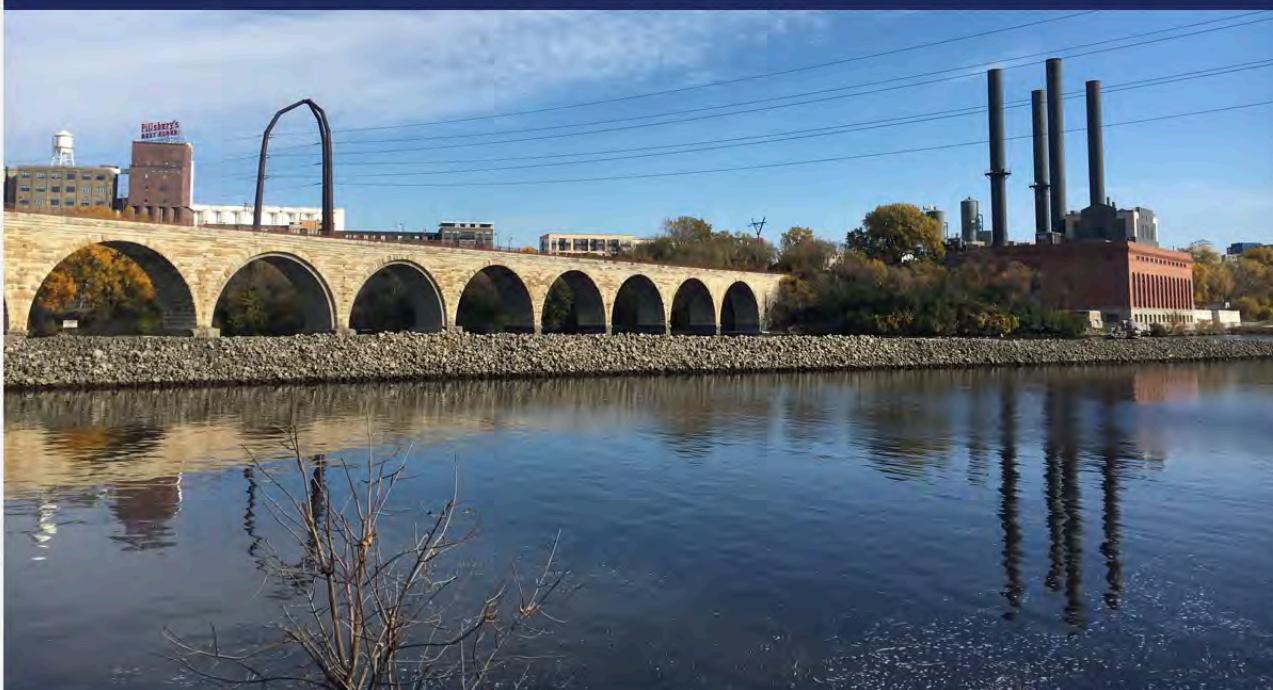


# Achieve<sup>®</sup>

MN CENTER FOR PROFESSIONAL DEVELOPMENT

## Currents

*When you achieve, Minnesota succeeds.*



**Welcome to the Fall 2017 Achieve Currents!** Twice a year we keep you current on our policies and processes. We're excited to share updates, reminders, and resources that support your achievements. Watch for our *Spring Achieve Currents* coming in May 2018.

You can always find more information on the [Achieve website](#).

## Achieve Policies

### First Aid/CPR/AED Training

Good news! Starting December 1st, Achieve will verify your self-reported **First Aid/CPR/AED** training in the DHS Licensing Requirements section of your account's Education tab. This licensing requirement must be completed through the *American Heart Association* or the *American Red Cross*.

For Achieve to verify this licensing requirement you must:

- Submit a new or renewal membership application in Develop.
- Self-report completion of this licensing requirement on the Education page of your Develop account.
- Send Achieve a copy of the First Aid, CPR, AED card (front and back) issued by the \*American Heart Association or the American Red Cross.

*\*Please note: The American Heart Association requires all information to be printed on the back of the card; hand-written information is not acceptable.*

## Higher Education Coursework Policy

Achieve gives [Career Lattice](#) credit for the completion of higher education courses. We will evaluate official transcripts and determine acceptable coursework meets the following criteria:

- Course content aligns with [Minnesota's Knowledge and Competency Framework](#).
- A minimum 50% of the course content is designed to improve the practitioner's professional skills and knowledge.

Credit is given to courses listed on:

1. Official transcripts from accredited universities.
  - Transcripts must be sent directly to Achieve.
    - To find out if a college or university is accredited, visit the [Council for Higher Education Accreditation](#).
2. An evaluated foreign transcript.
  - For a list of approved evaluating agencies, see the [Foreign Education Documentation](#) policy.
    - Achieve will accept a copy of an evaluated foreign transcript.

Coursework that meets the criteria listed above will be added to the practitioner's learning record. The total credits accepted is a factor in awarding a member's level on the [Career Lattice](#).

Review the entire [Higher Education Coursework policy](#).

## The National Child Development Associate (CDA) & Career Lattice Step 6

The [Council for Professional Recognition](#), the organization that issues the [CDA](#), publicly states that they require a CDA candidate to have a high school diploma in order to be awarded a CDA. Based on this information, the Minnesota Department of Human Services has implemented a change in policy.

If you have a current CDA, you do not need to provide documentation that you have completed high school to be assigned a Career Lattice Step 6. It is important to keep your CDA current and verified on your Learning Record. If your CDA expires and we do not receive a new, current CDA, your Career Lattice Step will drop.

# We Appreciate You. Help us, Help you!

## Achieve's Advisory Committee

### We want to hear from you!

We are excited to announce Achieve is establishing an Advisory Committee that will provide guidance, counsel, and recommendations to better support you - a valuable member of the MN Childhood Care and Education Workforce.

Ideal volunteer members of the Advisory Committee will have an understanding of the current state of the early childhood education workforce in Minnesota and will represent the different sectors that support the field. The Advisory Committee will gather quarterly in Minnesota. To apply, please send your résumé OR a brief explanation of your experience in the early childhood education field to [support@mncpd.org](mailto:support@mncpd.org) along with the completed [application form](#). The application deadline is December 31, 2017. Applicants will be notified of membership by January 31, 2018.

## Trainer Misconduct

The quality of training you receive is very important to us. Achieve has developed a process to ensure members have access to quality learning opportunities facilitated by highly qualified trainers. If you have concerns after attending an approved Training Event; we strongly encourage you to report them to us via the [Alleged Trainer Misconduct Form](#). Your identity will be kept confidential.

To protect the integrity of the process, a misconduct form must be submitted:

- By a direct witness. Anonymous complaints will not be investigated.
- Within 15 business days of the Training Event.

## Friendly Reminders

### Application Processing

#### Help us keep our processing time down.

- Please do not:
  - Send **Training Certificates** for trainings already verified on your learning record.
  - Send **Training Certificates** for less than two hours in length.
    - Achieve only enters and verifies **Training Certificates** that list two or more hours of training.
      - Training Certificates for less than two hours will not be entered. Except for: SUID and AHT training certificates for one hour.
- Please do:
  - Review our [Acceptable Documentation Policy](#) to make sure the documentation you send meets requirements for verification.
  - Submit your online application in Develop before sending any documentation.

# Online Application Submissions

## Do you need Achieve to verify documentation?

- If you need documentation verified for your application, you must send the documents to Achieve within **15 business days** of your online application submission. Achieve will begin processing your application as soon as we receive your documentation.
  - The system will automatically cancel your application if we **do not receive** your documentation within **15 business days** of your online application submission.
    - You can resubmit your application whenever you're ready.
- If you do NOT need documentation verified for your application be sure to select the **I have no documentation to submit button** at the end of the online application submission.

## Career Lattice Steps 9-12

Attention members with Early Childhood Education or School-age degrees! Make sure you have been assigned the 9D, 10D, 11D, or 12D on the [Minnesota Career Lattice](#). If you don't have the D level yet, please renew your membership. Additional [Acceptable Documentation](#) may be required. Contact Achieve at [support@mncpd.org](mailto:support@mncpd.org) if you have any questions about the D level.

## Parent Aware Ratings

### We're here to help you Achieve your rating!

- Submit your online application as soon as possible. Don't wait!
  - Plan ahead. It takes up to six weeks for Achieve to process each new and renewal membership application.
  - Achieve protects the integrity and fairness of the process.
    - Achieve does NOT expedite any membership applications.
      - If you get your application in on time (allowing six weeks), Achieve will complete your application on time.

## Applying for a new RBPD Specialist membership or renewing your RBPD endorsement?

RBPD new and renewal applications that do not meet the requirements outlined in the [RBPD Endorsement Business Rules](#) will be marked as **Qualifications Not Met**. Follow the steps below to ensure approval of your new or renewal RBPD application:

1. **Review** your endorsement type(s) [Business Rules](#) online before you submit your new or renewal application.
2. **Verify** that you **meet all requirements** listed in the [Business Rules](#).
3. **Submit** your application.
4. Allow up to **six weeks** for your application to be finalized. RBPD applications are processed in date order.

# What's New?

## New Trainers Types roll out on January 1, 2018.

Our improved process allows flexibility with accountability. The new trainer types will ensure Achieve Approved Trainers:

- Know and implement best practices.
- Have strong content knowledge.
- Offer high-quality training events for adult learners.

Beginning January 1, 2018, the new Trainer Types will be available for all first-time trainer applicants and renewing trainers. Review the [new Trainer Types and their requirements](#).

## Adult Learning Requirement for Trainer Approval

As of January 1, 2018, Achieve will no longer grant one-year provisional approval to trainer applicants. The [Adult Learner Requirement](#) must be met prior to trainer approval.

## The Future of Guest and Specialty Trainers

Starting January 1, 2018, Achieve will no longer require approval for **Guest Trainers**. Instead, we will work with Training Sponsor Organizations to establish guidelines for choosing highly qualified trainers. Stay tuned!

The **Specialty Trainer** type will end **December 31, 2017**. If you are a Specialty Trainer and submit a renewal application on or before December 31, 2017, you will be approved as a Specialty Trainer for **one year**. If you are currently a **Specialty Trainer** and would like to discuss your options looking ahead to 2018, please contact us at [support@mncpd.org](mailto:support@mncpd.org). We are here to help!

## Course Approval Support

To ensure approval of high-quality courses, Achieve, along with the Trainer and RBPD Support Services program through the Child Care Aware Coordinating Office (TARSS), will be working together to offer additional support to course owners (Trainers/Training Sponsor Organizations). Course owners whose courses do not meet minimal quality standards after two revision resubmission attempts will be referred to TARSS.

- Achieve will refer the Course owner to contact TARSS for additional Course Support.
- Achieve will place the course in Revisions Required status for a third and final time. The course will remain in this status for 90 days. If the course is not correctly revised and resubmitted within 90 days, the course will be declined.
- TARSS will determine how to best support the Course Owner.
  - Additional training may be required.
- TARSS will provide one-on-one support to the Course Owner by:
  - Phone
  - Email
  - Skype
  - Scheduling an in-person meeting at their office.

- Upon receiving support:
  - If the course is in Revisions Required status in Develop, the course owner can:
    - Revise and resubmit their course for approval. Achieve will review the course within three days of resubmission.
      - If the course meets requirements, it will be approved.
      - If the course does not meet requirements, it will be declined.
  - If the course was declined due to the 90-day Revisions Required status expiring, the course owner can:
    - Submit a new course for approval. The course will be reviewed in regular date order.

## Interactive Course Approval and Event Submission Guide

Achieve supports the MN Early Care and Education Workforce by ensuring access to quality professional development learning and training opportunities. Course proposals submitted for approval must meet minimal requirements. Go check out the [Interactive Course Approval Guide](#) and take the quiz before you submit your next course for approval in Develop.

## Access Your Learning Record

The **Learning Record** has moved to its new home on Develop.

- Just log in to your Develop account and look for the **Reports** tab on your account page.
- Click **Reports** to see your Individual Professional Profile.
- Click on the appropriate Learning Record you'd like to read or print.

**Develop Account -  
Unique Email Address**

**Career Lattice Step -  
Same great steps - New  
Look!**

## Develop Account - Unique Email Address

Your Develop account belongs to you. To protect your private information and ensure the accuracy of your trainings and education, please make sure the email address attached to your account is unique to only you.

Do not share your email address and allow a friend, family member, or co-worker to use your email address for their own Develop account.

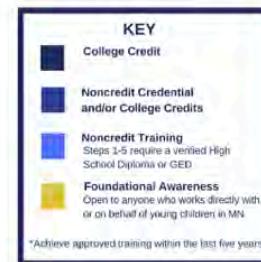
Accounts that share the same email address may become inaccessible in the future.

## Career Lattice Step - Same great steps - New Look!

The [MN Career Lattice](#) has a new, easy-to-read, look all in a one-page document.

### Minnesota Career Lattice

<b>12</b>	A. Doctoral degree with 6-23 approved semester credits  B. Doctoral degree with 24-35 approved semester credits  C. Doctoral degree with 36 approved semester credits  D. Doctoral degree in ECE or SA	<b>11</b>  A. Master's degree with 23 approved semester credits  B. Master's degree with 24-35 approved semester credits  C. Master's degree with 36 approved semester credits  D. Master's degree in ECE or SA	<b>10</b>  A. Bachelor's degree with 6-23 approved semester credits  B. Bachelor's degree with 24-35 approved semester credits  C. Bachelor's degree with 36 approved semester credits  D. Bachelor's degree in ECE or SA	<b>9</b>  A. Associate degree with 6-23 approved semester credits <b>OR</b> 60 semester credits w/ 6-23 approved semester credits  B. Associate degree with 24-29 approved semester credits <b>OR</b> 60 semester credits w/ 24-29 approved semester credits  C. Associate degree with 30 approved semester credits <b>OR</b> 60 semester credits w/ 30 approved semester credits  D. Associate degree in ECE or SA
<b>8</b>	30 approved semester credits <b>OR</b> A Diploma in ECE from an accredited college	<b>7</b>	16 approved semester credits <b>OR</b> 2 approved semester credits and a diploma, preprimary credential or primary diploma from Association Montessori International <b>OR</b> A provisional certificate from the American Montessori Society <b>OR</b> A Certificate in CD or ECE from an accredited college	<b>6</b>  8 approved semester credits <b>OR</b> A current CDA from the Council for Professional Recognition <b>OR</b> National Association for Family Child Care (NAFCC) Accreditation
<b>5</b>	120 clock hrs*  Noncredit Credential and/or College Credits	<b>4</b>	60 clock hrs*  Noncredit Training Step 1-5 require a verified High School Diploma or GED	<b>3</b>  36 clock hrs*  Foundational Awareness Open to anyone who works directly with or on behalf of young children in MN
<b>2</b>	25 clock hrs*  Noncredit Training Step 1-5 require a verified High School Diploma or GED	<b>1</b>	10 clock hrs*  Foundational Awareness Open to anyone who works directly with or on behalf of young children in MN	
				<b>Achieve</b> MN CENTER FOR PROFESSIONAL DEVELOPMENT



## Achieve Job Board

- Does your organization have a job opening? Post it on the [Achieve Job Board](#)!
- Are you looking for a new career opportunity? Search the Achieve Job Board!

Achieve's new Job Board offers an affordable way for employers to share job openings with Develop members. Candidates can easily search job opportunities that meet their skills and experience in the childhood care and education field.

## Achieve Community Board

- Would you like to connect with other Develop members? Post a thread on the Achieve Community Board!
- Would you like to promote a training event, community event, or another professional development opportunity? Create a listing on the [Achieve Community Board](#)!

Achieve's Community Board is a great new feature that celebrates you! Develop Members, Achieve's Trainers, and RBPD Coaches can come together to inspire one another and support the value of achieving!

# Have Questions? We're here to help you Achieve!

## Achieve provides the following services:

- Individual, RBPD, & Trainer Membership Applications.
- Career Lattice Steps.
- Trainer membership/renewal approval.
- Course approval.
- Training Event approval.
- Develop Helpdesk:
  - Account login information.
  - Technical assistance for submitting individual membership applications.
  - Program organization account support and approval.

## For application and approval support, contact:

*Achieve - The MN Center for Professional Development:*

- Toll-Free Fax: 877-379-2467
- Toll-Free Phone: 855-378-3131
- [support@mncpd.org](mailto:support@mncpd.org)

## For Develop account and technical support, contact:

*Develop Helpdesk at Achieve:*

- (833) 605-6938
- [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)

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