



INDIVIDUAL MEMBERSHIP GUIDE

Revised August 2017

When You Achieve, Minnesota Succeeds!

ACHIEVE – THE MN CENTER FOR PROFESSIONAL DEVELOPMENT

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Contents

Achieve - The MN Center for Professional Development	3
Benefits of an Individual Membership.....	3
Before You Begin.....	3
Ready to Join? Let’s Get started!.....	4
Renewing Your Individual Membership.....	5
The Minnesota Career Lattice.....	6
Career Lattice Step - Appeal Process	6
Learning Record	6
How can I make sure all my training shows up on my Learning Record?	6
Achieve Workflow Process	6
Application Status Descriptions	7
We’re Here to Help!.....	8
Resources	8
Tools.....	8
Achieve Policies.....	8

Achieve - The MN Center for Professional Development

At Achieve, we proudly support you – a valuable member of the MN Childhood Care and Education Workforce. Your membership helps you to achieve your professional development goals. We provide you with quality customer service, support, and resources. We support and we believe – in You!

Benefits of an Individual Membership

Individual Membership costs nothing! [Apply Now](#) to have your education and training hours documented, saved, and available to you, online! Renew your membership each year to make sure your information is up to date. Benefits of being a member include:

- A [Career Lattice](#) step certificate that showcases your achievements.
- Access to your **Learning Record**.
- Access to Develop’s online features, including:
 - Searching for approved **Training Events**.
 - Registering for approved **Training Events**.
- A **Develop Membership Card** that when scanned; automatically tracks and verifies your attendance to approved training events.
- The option to apply for:
 - **Child Care Aware** scholarships and grants.
 - Participation in MN Quality Improvement Rating System: **Parent Aware**.

Before You Begin

Applying for an individual membership is easy! The first step is to create a Develop account. You will need:

- ✓ A **computer** connected to the **internet**.
- ✓ **20 -30** minutes of free time.
- ✓ Your **own personal e-mail** account. **NOTE: Do not** use your **employer’s email**.
If you need to set up a personal email account, Google search: **Gmail, Yahoo, or Hotmail** to set one up.
- ✓ **Education** dates.
 - **High School Graduation year** or the date you earned your **GED**.
 - Dates you attended **college/university**.
- ✓ Your **employment history**.
 - Include any work experience **directly related to childhood care and education**. You’ll need:
 - **Dates**
 - **Job title**
 - **Employer** name
 - **Program license number**.

You can locate the number on the [MN Department of Human Services website](#).

Please review our [Acceptable Documentation Policy](#). This policy explains what documents to send in and how to send them. Remember, you have **15 business days** from the date you submit your online application to complete your membership application by sending all documents to Achieve.

Tip: Be aware of application processing time! **Individual Membership** applications are processed in date order and within 42 calendar days from the date Achieve receives your documents. **No exceptions**

Visit the [Achieve website](#) to check the date we are currently processing.

Ready to Join? Let's Get started!

We recognize the energy and time you spend nurturing children's optimal development. We provide easy access to services, resources, and support. We're here to help you achieve!

<p>Create Your Develop Account: *Skip this step and go to the next, if you already have a Develop account.</p>	<p>To create your Develop account, please:</p> <ul style="list-style-type: none"> Follow the steps outlined in the How to Create an Individual Account section of the 7.0 Instructions for Accounts and Membership guide on the Develop website. <p>Note: <i>Creating an account does not mean you have completed the individual membership process.</i></p>
<p>Apply for Individual Membership:</p>	<p>Please follow these steps to become a member.</p> <ul style="list-style-type: none"> Go to Develop Click Login Located at the upper right corner of the screen Enter your Email and Password to sign in Check the Become a Member selection box Click Apply/Renew Fill out the online application Click Save and Continue after you complete each page Click Submit Please send documentation within 15 business days of your online application submission. Allow up to six weeks from the date we receive your documentation for processing. Your Career Lattice step will be assigned. A Career Lattice step certificate valid for one year will be mailed to your address on file.
<p>Send Your Documents to Achieve: It is extremely important you send your documentation within 15 days of submitting your online application.</p>	<p>To complete your membership application, send documents to ACHIEVE.</p> <ul style="list-style-type: none"> Email – include your Develop ID# in your email <ul style="list-style-type: none"> support@mncpd.org Mail – include your Develop ID# on your documents. <ul style="list-style-type: none"> ACHIEVE 2908 Marketplace Dr #103 Fitchburg, WI 53719 Fax – include your Develop ID# on your cover sheet. <ul style="list-style-type: none"> (877) 379-2467 <p>Official Transcripts – must be directly sent to ACHIEVE by your college using any of the options listed above.</p> <p>Tip: <i>Write your Develop Individual ID# on your documents.</i></p> <p>Note: <i>Documents will not be returned to you.</i></p>

<p>Don't have any documents to send us?</p> <p>You can choose NOT to send documents. You can still become a member. New applicants will receive the Foundational Awareness Career Lattice Step.</p>	<p>You can submit your application without sending documents to Achieve.</p> <ul style="list-style-type: none"> ▪ If you choose to submit your application without sending documents, your Career Lattice Step will be calculated using the information already on file for you. ▪ Achieve will not process any newly received documents after the I Have No Documentation to Submit option is selected for your current application submission. All documentation received after this selection will be placed in your file for your next renewal application with documentation. <p>Please follow these steps to inform ACHIEVE that you do not have any documents to submit with your application.</p> <ul style="list-style-type: none"> ▪ Log in to your Develop account. ▪ Click I have no documentation to submit. Blue button located on your summary page. ▪ Click Confirm. Allow up to 42 calendar days for application processing.
<p>Receive Your Career Lattice Step Certificate in the Mail:</p>	<p>Congratulations! 42 calendar days (or less) has flown by! You are now a member of Develop.</p> <p>Your Career Lattice Step is:</p> <ul style="list-style-type: none"> ▪ Calculated based on the information you provided. ▪ Proof of your Individual Membership in Develop. Your membership is valid for one year.

Renewing Your Individual Membership

Renew your individual membership online each year. We advise you to take full advantage of your yearly membership and renew your membership once a year (prior to your membership expiration).

Note: *There is no penalty for renewing early. If you have additional education or training to add to achieve a higher Career Lattice Step, please submit a renewal application.*

Please follow these steps to renew your membership.

- Log in to your [Develop](#) account
- Check the **Renew your Membership** selection box
- Click **Apply/Renew**
- Review and update the online application
Click **Save and Continue** after you complete each page
- Click **Submit**
- Please send documentation within **15 business days** of your online application submission.
Allow up to **42 calendar days** from the date we receive your documentation for processing.
- Your Career Lattice step will be assigned.
An updated Career Lattice step certificate valid for one year will be mailed to the address on file.

Tips: *When it's time to renew your Individual Membership, please do NOT:*

- *Create a new Develop account.*

- *Send duplicate documentation.*
If you sent documents that were already verified by Achieve for your original membership, don't send them again.

The Minnesota Career Lattice

Each Develop member will receive a [Career Lattice](#) step certificate to recognize your achievements. Completion of approved training hours, formal education, and credentials in the early childhood and school-age fields all determine your step on the [Career Lattice](#).

Career Lattice Step - Appeal Process

If you disagree with the Career Lattice step awarded to you, you have the right to appeal the decision. Use the [Career Lattice Step Appeal Process](#) form to begin the process.

Learning Record

Your **Learning Record** provides a comprehensive verification of the training and education you have completed. Access your **Learning Record** through your Develop account. This powerful resource that outlines your achievements is accepted by:

- MN Department of Human Services
- Agency Partners
- Employers
- Regulatory Agencies

Tip: *You can use your Learning Record to enhance your resume.*

Your learning record is free and can be printed at your convenience. If you do not have access to a printer you can request a copy in writing with a notarized signature. In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), records may not be released to a third party without prior written authorization. Telephone and email requests are not honored.

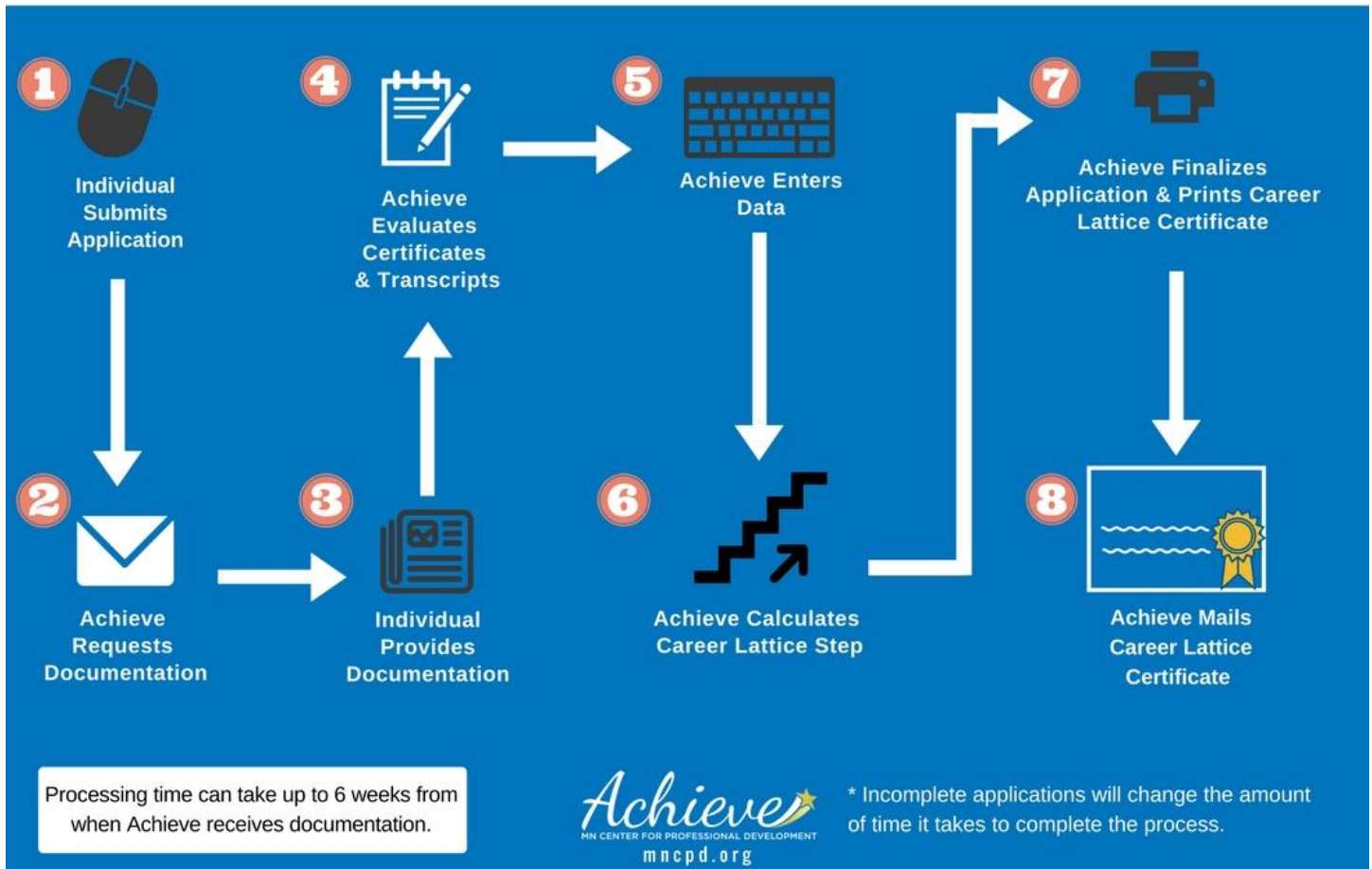
How can I make sure all my training shows up on my Learning Record?

- Attend Achieve approved **Training Events**.
 - Show your Develop ID Card to the trainer; OR
 - Provide the trainer with your name and **Develop ID#**.
 - Achieve Approved trainers will enter your attendance online.
You will receive credit within three days of the training event.
- Keep copies of your training certificates. Send copies to Achieve if you don't see the training listed on your **Learning Record**.

Achieve Workflow Process

At Achieve, your application is processed as quickly and as accurately as possible. Applications are processed in the order they are received.

ACHIEVE WORKFLOW



Application Status Descriptions

Your Individual Membership application will move through a series of steps. These steps are outlined below and can be viewed on your Develop account summary page.

Applied	Materials Received	In Process	Incomplete	On Hold <i>If Applicable</i>	Awaiting Print	Current	Expired
You submitted your online application. Please send documentation to complete the application process.	Achieve received your documents. Your application will be finalized within 42 calendar days of your Materials Received date.	Achieve is verifying your education and training hours.	Achieve is missing information. We will contact you via email and through your account.	This status is used when processing time is below 15 business days. This provides you the full 15 business days to send your documents in.	Your application is complete.	Your Career Lattice step Certificate has been mailed.	Your membership has expired. Please submit a renewal application.

We're Here to Help!

We recognize the energy and time you spend nurturing children's optimal development. Let us serve you! We're here to help you Achieve!

[Achieve - The MN Center for Professional Development](#) :

- Toll free Fax: 877-379-2467
- Toll free phone: 855-378-3131
- support@mncpd.org
- Mailing Address:
 - Achieve
 - 2908 Marketplace Drive Suite #103
 - Fitchburg, WI 53719

Resources

Achieve offers a variety of helpful resources on our website. Our [Resources Section](#) offers more information on these topics:

- Career Lattice
- Acceptable Documentation
- CEU Policy
- Foreign Transcript Evaluation
- Other Membership types

Tools

Achieve currently offers two online tools:

- **Individual Training Needs Assessment (ITNA).** This tool will help you:
 - Recognize knowledge and skills needed to work in early childhood settings.
 - Discover how to plan your professional path to achieve your goals.
 - Climb the [Career Lattice](#).
- [Virtual Career Guide](#). This tool will help you:
 - Explore career options.
 - Identify education and training needed to support your career path.

Achieve Policies

Confidential Information and Privacy Policy:	Your personal and account information is confidential. Review the online Data Privacy notice that is included in the Develop application process. Your application status and account information will not be shared with relatives, co-workers or employers. Go to the Develop website to read their Notice of Privacy Practices .
Documentation Policy: Submitted documents become the property of	Document Retention: All documentation submitted to Achieve is subject to DHS's Record Retention policies; regardless of format or storage medium. An electronic record may be designated as the official record of any document submitted. Only the designated official record should be retained per DHS's retention schedule. All other copies will be destroyed when no longer needed.

<p>Achieve. We will not return any documents to you.</p>	<ul style="list-style-type: none"> ▪ All paper documents in files will be scanned and stored as electronic copies regardless of the five-year limit. ▪ Electronic copies will serve as official records. <ul style="list-style-type: none"> ○ Electronic copies are subject to the six-year official record retention rule. ▪ All paper documents will be shredded, except for: <ul style="list-style-type: none"> ○ Higher Education official transcripts ○ Copies of out-of-state (non-Minnesota) teaching licenses* *Original paper copies will be kept in clients' files. ▪ Official electronic records can be destroyed after six years from submittal date and if no longer needed. The following documents cannot be destroyed: <ul style="list-style-type: none"> ○ Higher Education official transcripts ○ Copies of out-of-state (non-Minnesota) teaching licenses* * Original paper copies will be kept in clients' files. <p>Documentation sent to Achieve from an individual with an account, but no membership, will be kept on file for one year. If in that year, the individual does not apply for membership or notify Achieve that they have applied, some of the documents may be shredded. The following documents will be kept on file:</p> <ul style="list-style-type: none"> ▪ Official transcripts ▪ Current CDA certification ▪ Current NAFCC accreditation
<p>Fraudulent Information Policy:</p>	<p>Achieve reserves the right to investigate any suspected fraud. Staff, at their discretion, may require and request additional documentation before completing your membership application. Applicants who supply fraudulent information to obtain a Career Lattice step, trainer approval or RBPD Specialist approval will not be allowed to participate in any future services. Achieve reserves the right to inform DHS and agency partners of all fraudulent documentation submissions.</p>
<p>Grievance Policy:</p>	<p>If you feel you have been treated unfairly or feel policies and procedures have not been followed by Achieve staff, you have the right to air grievances in a timely manner. An appeal process may be necessary. If you have worked with the Achieve staff and you are not satisfied, please call the Achieve Center Director at (855)378-3131.</p>
<p>Right to Refuse Services:</p>	<p>Achieve reserves the right to refuse services if the applicant's behavior is deemed harassing. This includes verbal aggression towards Achieve staff by:</p> <ul style="list-style-type: none"> ▪ Email ▪ Phone ▪ Voice mail ▪ In person <p>Achieve reserves the right to inform DHS and agency partners.</p>
<p>Official Transcript</p>	<p>Achieve evaluates all college coursework listed on an official transcript from an accredited institution or from an evaluated foreign transcript from an accredited foreign credential evaluation agency. All for credit, college coursework must be listed in quarter</p>

**Course
Evaluation:**

or semester credits; hours will not be accepted. Achieve evaluates course content based on the information listed on the transcript. Course content that is determined to be at least 50% directly related to [Minnesota's Knowledge and Competency Framework](#) will be verified and added to the Learning Record. Acceptable credit courses will be verified regardless of the final grade.

You have the right to appeal your evaluated transcript results. Use the [Career Lattice Step Appeal Process](#) form to begin the process.



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