

# Individual Membership

## Is it time to submit a new or renewal membership application?

- ✓ Is your Develop membership expired or about to expire?
- ✓ Do you need training hours added and verified on your Learning Record?
- ✓ Are you applying for a grant, scholarship, or Parent Aware rating?
- ✓ Have you completed training or education that may increase your Career Lattice step?

If you answered **Yes** to any of the questions above - It's time to submit an application.

## DO YOU HAVE DOCUMENTS TO SEND?



**YES**

**1** Log in to Develop & submit your application.



**2** Send your documents to Achieve within 15 days.



*Your application will be canceled if documents are not received within 15 days.*

**3** Upon receipt Achieve will put your application in process.



**4** Your membership application will be complete within 42 days.



**NO**

**1** Log in to Develop & submit your application.



**2** Click the "I have no documentation to submit" button.



*Do not send documents to Achieve. They will not be processed.*

**3** Your membership application will be complete within 42 days.



Apply at [www.developtoolmn.org](http://www.developtoolmn.org)

Questions? Contact [support@mncpd.org](mailto:support@mncpd.org)