



Achieve

MN CENTER FOR PROFESSIONAL DEVELOPMENT

Currents Newsletter

When you achieve, Minnesota succeeds.

Welcome to our Spring Newsletter! At Achieve, we proudly support you - a valuable member of the MN Childhood Care and Education Workforce. We process and support the following membership types:

- [Individual Membership](#)
 - Career Lattice
 - Learning Records
- [Trainer Membership](#)
 - Course and Event Approval
- [Relationship-Based Professional Development \(RBPD\) Membership](#)
 - Event Approval

Our bi-annual e-newsletter is sent out via email each year in the Months of **May** (Spring) and **November** (Fall). A record of each [Achieve e-newsletter](#) we send is available for you to view at any time on our [Achieve website](#).

The number of applications we are processing is growing. With rising membership applications, customer service requests increase. This spring we've added a new feature to our e-newsletter; we're sharing our internal application processing and customer service support response numbers. In our daily work we take pride in supporting and acknowledging your achievements. We're excited to share our own achievements with you. We appreciate and look forward to growing and achieving together.

Individual Membership

Individual Membership Applications Processed



As you can tell, we've been busy. [Individual Membership Applications](#) completed in November 2017 set an all-time high for our Achieve team.

New Resource Available!

We've created an [Individual Membership Quick Guide](#) to help you determine when and how to submit your renewal application. You can renew your membership as often as you like; membership is FREE. You must submit a renewal application to have any new training hours and/or education added and verified on your account. This is the case even when your membership is Current.

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	NO
<p>1 Log in to Develop & submit your application.</p> <p>2 Send your documents to Achieve within 15 days.</p> <p>3 Upon receipt Achieve will put your application in process.</p> <p>4 Your membership application will be complete within 42 days.</p>	<p>1 Log in to Develop & submit your application.</p> <p>2 Click the "I have no documentation to submit" button.</p> <p>3 Your membership application will be complete within 42 days.</p>

Apply at www.developtoolinn.org

Questions? Contact support@mmcpd.org

Helpful Tips for Your Next Renewal

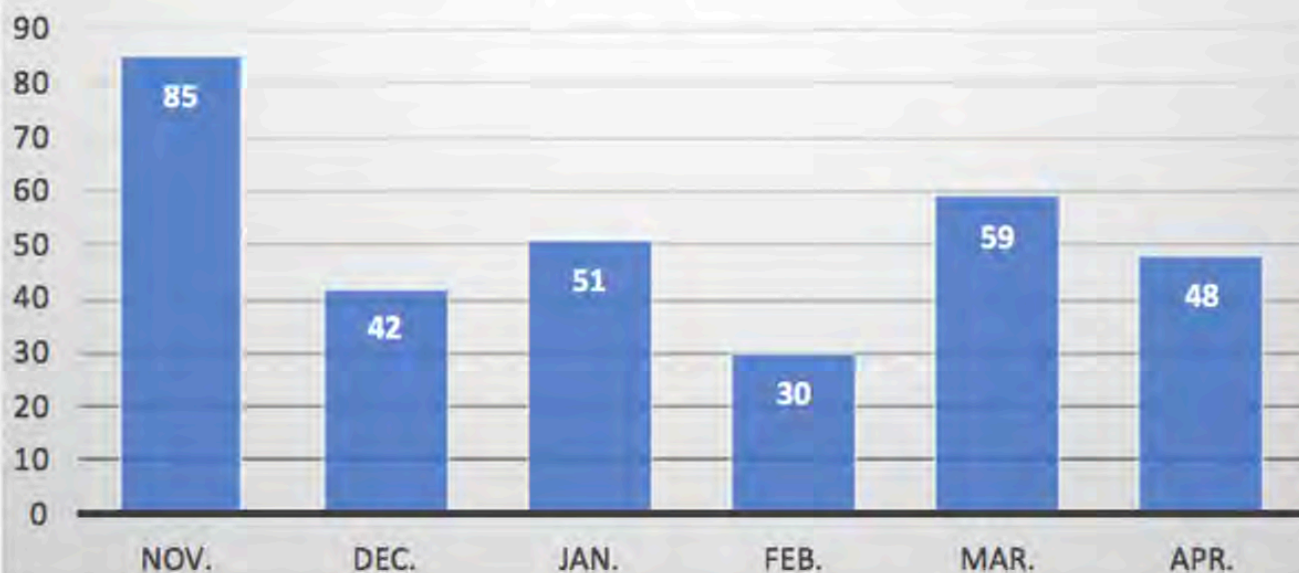
- Hold on to your new training documents and send them to us once a year prior to your membership expiration date. Be sure to refer to the [Acceptable Documentation Policy](#) to make sure your documents meet requirements for acceptance.
- Be aware of application processing time. Individual Membership applications are processed in date order and within 42 calendar days from:
 - The date Achieve receives your documents.
 - The date you submit your application choosing the selection: **I have no documentation to submit button**. *No exceptions*

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

- When it's time to renew your Individual Membership, please:
 - Do not send duplicate documents. If you sent documents that were already verified by Achieve for your original membership, please don't send them again.
- If you send documents without renewing your application your documents will be kept on file until you renew your Individual Membership. We will not process your documents until a renewal application has been submitted.

Trainer Membership

Trainer Membership Applications Processed



November 2017 was our busiest month for [Trainer Membership](#) approval. Our Professional Support Specialist saw an increase in the Content Expert with C.A.R.S. certification trainer type.

Update: Revised Trainer Types Postponed

Achieve and DHS heard you! To ensure the Trainer approval system is accessible and focused on quality, we've decided to take a step back from implementing changes to Trainer types. During the next few months, DHS will be gathering feedback from Trainers and key stakeholders in a multitude of ways. Once the Trainer types are decided upon, an announcement will be made to the field.

In the meantime, we will continue processing trainer approval applications based on our current requirements as outlined in the [Trainer Approval Guide](#).

Thank you for your continued support of Minnesota's Professional Development system.

Course Approval Reminder

Please plan ahead. Course submission applications are reviewed in date of submission order. You will be notified by email of course approval or if revisions are required within 42 calendar days of your course submission date.



You can view the submission date we are currently processing on the [Trainer](#) page of our website.

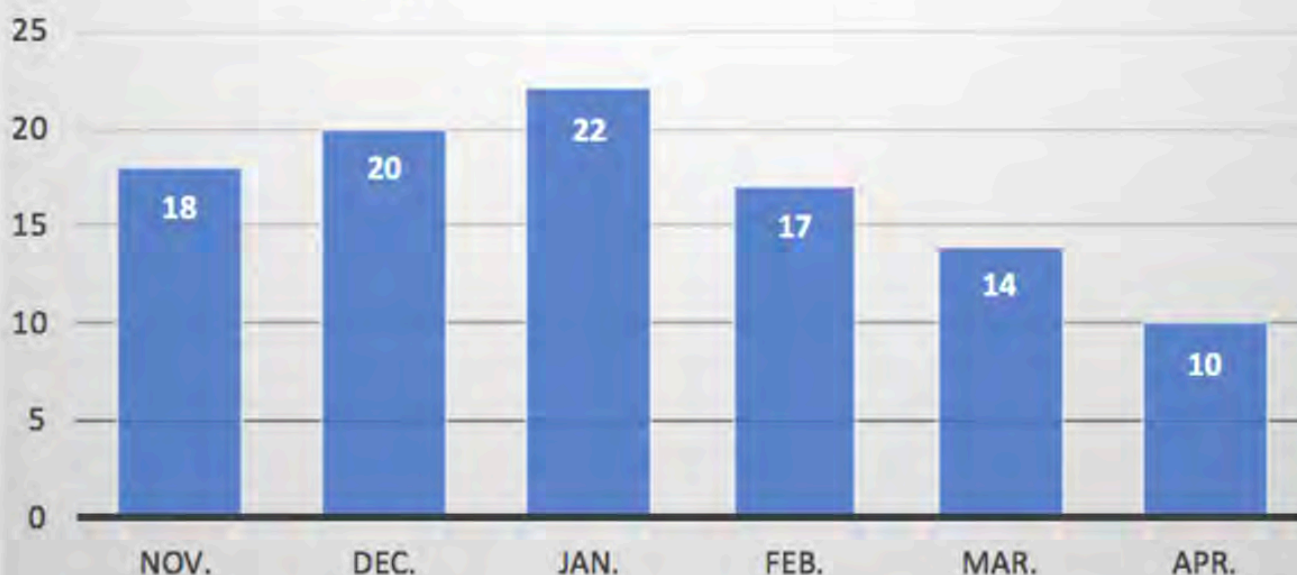
**The approval process may take longer if course revisions are required.*

Resource Available!

Before you submit your next course, please see the [Interactive Course Approval Guide](#) on our website to review course approval requirements.

RBPD Membership

RBPD Specialist Membership Applications Processed



[Relationship-Based Professional Development \(RBPD\) Specialist Membership](#) allows approved specialists to offer focused support on learning through one-on-one interactions with practitioners. Each time they interact, an event is created in Develop to record the interaction. Our Professional Support Specialists not only process RBPD membership renewals and applications, they also review and accept each submitted event. From November 1, 2017 - April 31, 2018 Achieve approved 11,952 events.

Helpful Tips for RBPB Renewal

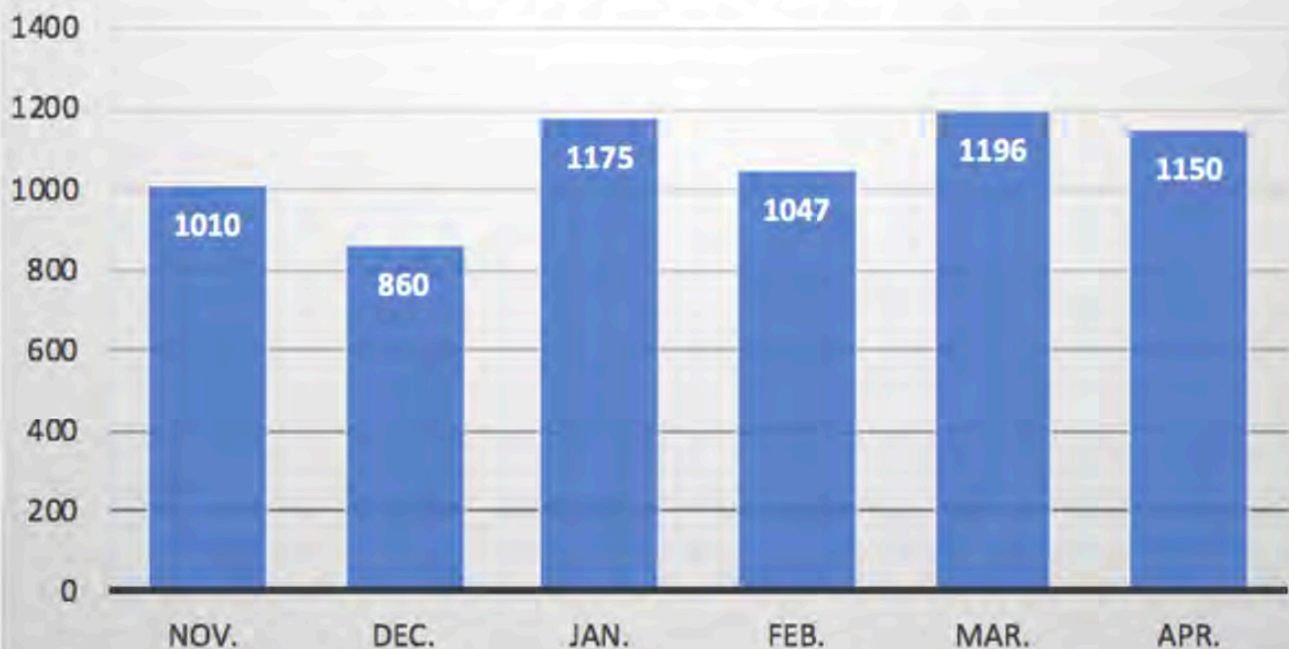
Please ensure you are working towards meeting your renewal requirements. You can check the renewal requirements for your endorsement on the [Achieve website](#).

CLASS Coaches renew every year per their reliability certificate. Please keep in mind the Mandated reporter training and your reliability certificate are needed at every renewal.

If you have any questions about renewal requirements you can contact us at support@mncpd.org.

Customer Service

Email Support Requests



As always, we aim to provide you with quality customer service, support, and resources. Your [Achieve Team](#) is quick to respond to your phone and email requests for support within 24 business hours. Over the past six months our average response time was 18.71 hours. Please visit our [Contact Us](#) page on our website for more information about our phone hours and contact information.

News from Achieve

Achieve Advisory Committee

A special thank you to all **Achieve Advisory Committee** applicants. Seventeen applicants were selected and have been notified. The first Achieve Advisory Committee meeting will be held this June. We are so excited to work together for the benefit of Minnesota's Early Childhood Education and Care Workforce. The Achieve Advisory Committee will provide:

- Insight and guidance for developing or modifying existing policies and support services in ways that are even more meaningful, culturally relevant and accessible to the MN ECCE Workforce.
- Recommendations for developing and implementing effective outreach and public engagement strategic plans to ensure Achieve addresses the needs of workforce members; especially those from historically underserved communities.
- A plan that includes the provision of adequate and high-quality support services to enhance professional development; improving the teaching and care practices of those educating and caring for Minnesota's young children.

Visit the [Advisory Committee](#) page of our website for more information. Additional details will be added after the June meeting.

Reminder: Document Retention Policy

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.

- 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.
 - Electronic copies are subject to the six-year official record retention rule.
- All paper documents will be shredded, except for:
 - Higher Education official transcripts
 - Copies of out-of-state (non-Minnesota) teaching licenses*

**Original paper copies will be kept in clients' files.*

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 they have applied, some of the documents may be shredded. The following documents will be kept on file:

- Official transcripts
- Current CDA certification
- Current NAFCC accreditation

Update: Achieve is Transitioning all Paper Files to Electronic Files!

In an effort to save the planet and provide you with increased accessibility, we are working on "Going Green." We are currently scanning all member hard files and saving all documents to your [Develop](#) account. With over 19,000 hard files to scan and upload, this process will take some time. Watch for an update on the process in Achieve's November 2018 e-newsletter.



Future Projects

We are constantly thinking of additional ways to support you. Here are a couple of projects we plan to complete before our fall e-newsletter.

- One-Page Resource Guides
- A Blog on our website
- A Director's Guide: Supporting your Employees through the Application process
- A Facebook group for each membership type: Individual, Trainer & RBPD

As always, we welcome your feedback and ideas when it comes to your membership. We'd love to hear from you! Contact us at support@mncpd.org today!

News You Can Use

Message from Develop

Notice: The [Develop website](#) went through an update on May 22, 2018. The update changes the way you log in to Develop. You will no longer be able to use your Develop ID to log in. You need to log in with your email address and password.



For more information and answers to [Frequently Asked Questions](#), please visit the [Develop website](#).

Information for Trainers using the Develop Mobile App

On May 22nd, Develop was updated with a new software. This included an update to the Develop mobile app.

All Trainers who use the Develop mobile app must log in to Develop at www.developtoolmn.org with their email address **before** they will be able to use the mobile app again. If a Trainer has not logged in to Develop since the software update and they open the app and try to sign in with their email address, they will get an error message. Trainers must first log in to the [Develop website](#) to be able to use their email address to sign in to the updated Develop mobile app.

Please note: Current phone settings will determine if the Develop mobile app update happens automatically or not. If the device is set to automatically update apps, the Develop app will update itself and request that the user sign in with their email address when they open the app. If the device is not set to auto-update, the user will need to manually update the Develop app before logging in to the Develop mobile app.

Achieve Job Board

The following positions are currently posted on the [Achieve Job Board](#):

[EHS Home Visitor - Bilingual Somali, Families First of Minnesota](#)

[Professional Development Advisor, Families First of Minnesota](#)

[Lead Preschool Teacher, Hope Preschool \(Soon to be Minnehaha Area Child Care\)](#)

[Lead Teacher, Our Saviour's Preschool](#)

[Infant Room Aide or Assistant, Zion Early Childhood Center](#)

[Center Director, Community Child Care Center at Richfield Lutheran Church](#)

[Infant Assistant Teacher or Aide, Bloom Early Learning](#)

[Parent Aware Quality Coach, Families First of Minnesota](#)

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

Visit our [FAQ](#) page for answers to frequently asked questions specific to:

- [CCE Practitioners](#)
- [Trainers](#)
- [RBPD Specialists](#)
- [Professional Development Sponsor Organizations](#)

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

For Develop account and technical support, contact:

Develop Helpdesk at Achieve:

- (833) 605-6938
- support@develophelp.zendesk.com