



When you achieve, Minnesota succeeds.

Welcome to our Spring E-Newsletter! At [Achieve](#), we proudly support you - a valuable member of the MN Childhood Care and Education Workforce. We use the [Develop](#) system to process and support the following membership types:

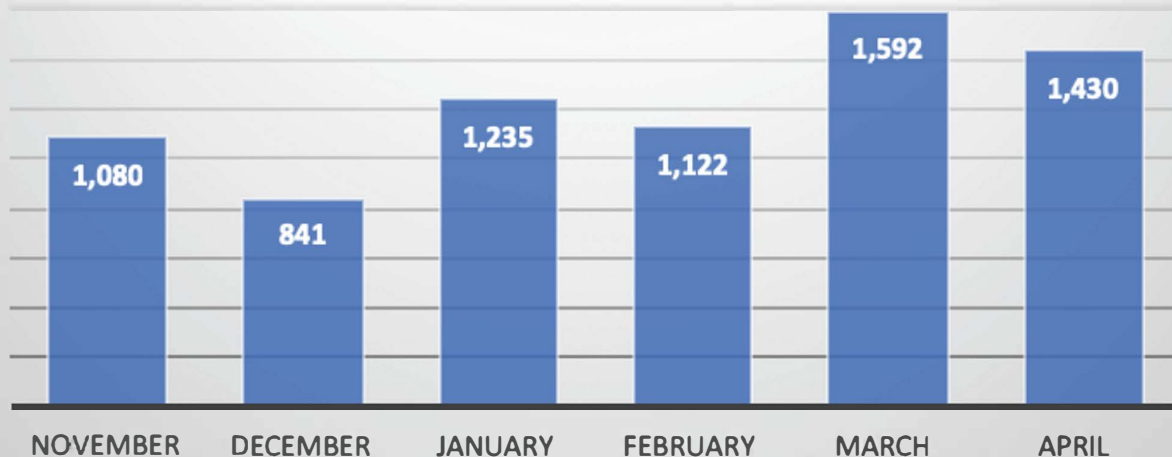
- [Individual Membership](#)
 - Career Lattice
 - Learning Records
- [Trainer Membership](#)
 - Course and Event Approval
- [Relationship-Based Professional Development \(RBPD\) Membership](#)

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

We are excited to share *our* achievements with you! We've highlighted our internal application processing and customer service support response numbers below.

Individual Membership

Individual Membership Applications Processed



Membership Application Reminder

Ensure your membership and documents are processed successfully by Achieve.

After you submit the online portion of your application in Develop, you have 15 business days to send in any documents you'd like verified on your Learning Record to Achieve. The receipt of your documents by Achieve within the 15-business day timeframe allows Achieve to recognize your application as complete and ready to be processed. If you choose not to send any documents within the 15-business day timeframe, your online application submission will be automatically canceled.

Tip for Success: If you don't have any documents to send or just don't want to send any, be sure to always click the **I have no documentation to submit button**. This button is available to you in Develop during your online application submission. Or if you forget to select it, it's available on your Summary page. Clicking this button allows Achieve to recognize your application as complete and ready to be processed.

Did you know Achieve has a resource for this? Visit our [Individual Membership Quick Guide](#).

Training Events Attendance Reminder

You should never be charged additional money to get your attendance for a training event entered and verified electronically in Develop. Approved trainers sign a [Trainer Agreement Form](#) every three years which states the following terms in the **Ethical Obligations** section:

During training events or any time while representing Achieve, approved trainers:

- Will not solicit donations of any kind, neither monetary nor in kind goods.
- Will not charge participants to record their attendance in Develop, either online or through the Develop Training Attendance App.

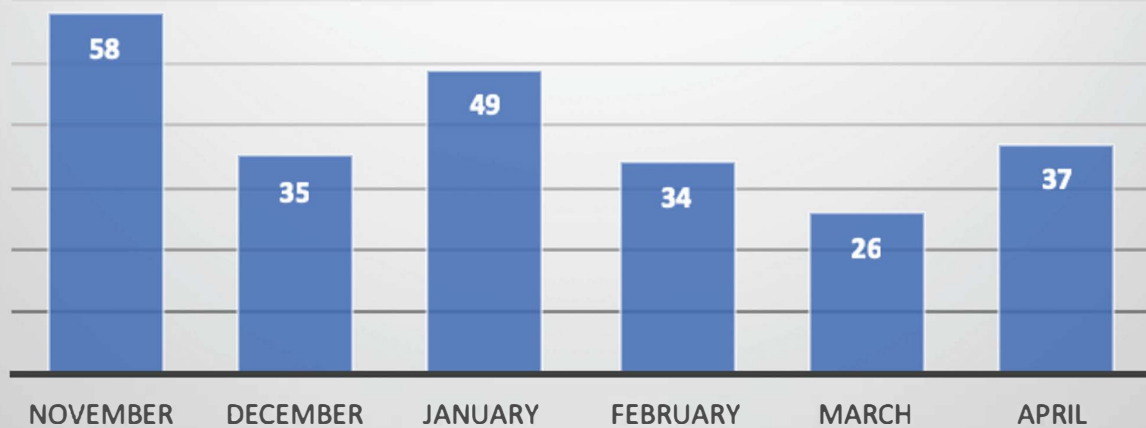
Association Montessori Internationale Diplomas

If you send a copy of an AMI ([Association Montessori Internationale](#)) Diploma, the AMI seal must be visible for Achieve to record it on your Learning Record.

Tip for Success: Instead of faxing or scanning your AMI diploma, take a photo of it to send to Achieve. This will ensure the seal is visible. The AMI seal does not copy or scan clearly enough for Achieve to determine its authenticity.

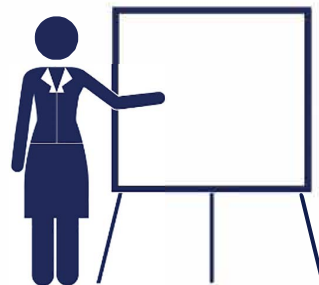
Trainer Membership

Trainer Membership Applications Processed



Update: Revised Trainer Types Postponed

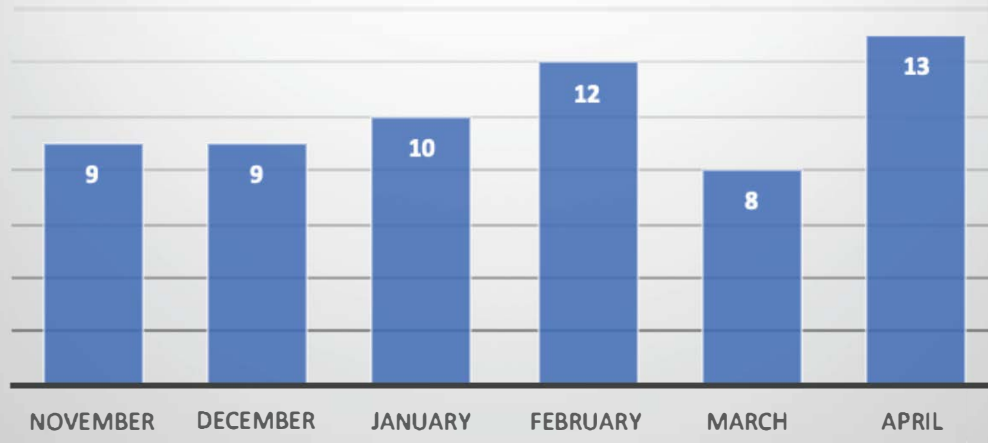
[Achieve](#) and [The MN Department of Human Services](#) (DHS) heard you! To ensure the Trainer approval system is accessible and focused on quality, we've decided to take a step back from implementing changes to Trainer types. DHS is currently gathering feedback from Trainers and key stakeholders throughout the state. 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 the current requirements as outlined in the [Trainer Approval Guide](#).

RBPD Specialist Membership

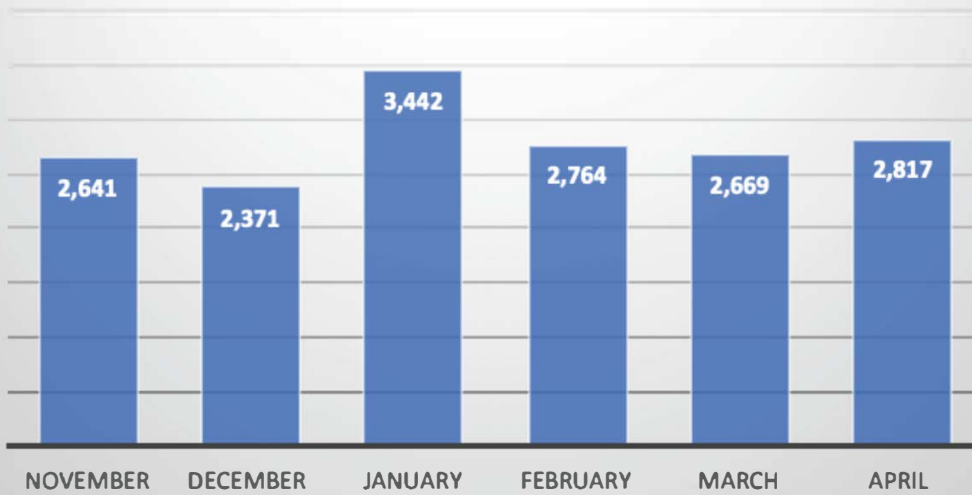
RBPD Specialist Membership Applications Processed



[Relationship-Based Professional Development \(RBPD\) Specialist Membership](#) is employment-based and 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.

Customer Service

Email Support Requests



From November 1, 2018 through April 30, 2019, a total of 16,704 requests for support via email were received.

Our goal is to provide you with high-quality customer service, support, and resources. Our average response time during the past six months was 16.26 hours.

News from Achieve

Provider Spotlights

Do you know an amazing child care provider who deserves to be acknowledged? We are looking for child care providers to spotlight on the [Achieve Blog](#). To nominate someone, email Julie at julie@mncpd.org with the subject, **Provider Spotlight Nomination**, and let us know who you'd like to nominate and why.

Let's recognize one another and the great work you do to support children and families in Minnesota!

Achieve Blog

Have you visited the [Achieve Blog](#), yet? Our blog shares articles and videos about:

- Our application workflow process
- Tips and tricks on applying for Individual, Trainer, and RBPB Membership
- Those who work in the Childhood Care and Education Field in Minnesota

Some of our recent articles include:

- [Week of the Young Child: Achieve Staff Explore Their Inner Child](#)
- [No Documentation? No Problem!](#)
- [How to Track Down Your High School Diploma](#)
- [Top 3 Reasons to Use the Virtual Career Guide](#)

Achieve Facebook Page

Check out our [Facebook page](#) and **Like** us today to stay up-to-date on everything at Achieve including:

- New Blog articles
- Helpful resources
- Relevant articles
- Giveaways
- And so much more!



Achieve Swag Giveaways!

Last fall we announced our [Monthly Giveaway program](#). Each month, we draw four names from the applications processed the previous month. These monthly drawings take place on the [Achieve Facebook Page](#) and winners are notified via email. You can learn more on the [Achieve Blog](#).

We are excited to announce a special **\$25 Amazon Gift Card** drawing! We've been busy handing out lots of Achieve swag at conferences, events, and through our monthly giveaways. Now we're excited to see your Achieve swag in action! To enter, grab your Achieve swag, snap a photo with the swag, and post it on the [Achieve Facebook Page](#) and include **#achieveswag** in your post. The winner will be drawn on **Wednesday, June 12th** on the Achieve Facebook Page and notified via email.

Achieve Job Board

Looking for a new opportunity? Or need to hire qualified staff members? Visit the [Achieve Job Board](#)! **Now through May 22, 2019, all job postings are 50% off!** Take advantage of the savings while they last!

News from our Partners

Parent Aware News



Do you work in a Parent Aware Rated program? Here's what you need to know!

- **Maintain a current Individual Develop Membership.** This is a Parent Aware requirement! Be sure to renew your Individual Develop Membership at least six weeks prior to your expiration date in order to allow enough time for processing, especially if you have additional training or educational documentation to send to Achieve. It can take up to 42 calendar days to process your membership once documents are received by Achieve. You may want to allow more time if you are requesting official transcripts from higher education institutions. **If you have no new training or education documentation to send, be sure to click "I have no documentation to send" at the end of the membership application.** Membership expiration dates can be found on your [Career Lattice](#) step certificate and on your Individual Profile in Develop.
- **Send acceptable documentation.** For more information on what is accepted by Achieve, please see the [Acceptable Documentation Policy](#).
- **Contact Achieve with questions about your Individual Membership application.** Call or email Achieve if you have any questions about renewing your Individual Membership or what documentation to send!
- **Contact your PDA with any questions about Parent Aware training requirements.** Your [Professional Development Advisor](#) is available to assist with Parent Aware training requirements, professional development planning, and information/resources related to educational pathways such as the CDA or higher education.

Child Care Aware News



2019 Trainer & RBPD Summit: Registration & Scholarship Announcement

Registration for the [Trainer & RBPD Summit](#) will be open July 1, 2019 - August 16, 2019. New this year is a 20% discount off registration for First Time Attendees the week of July 1-7, 2019. All registrations after July 7, 2019 will be full price.

The schedule, registration dates, scholarship information, and more is available on the [Trainer & RBPD Summit webpage](#). Session descriptions coming soon!

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, please contact:

Achieve - The MN Center for Professional Development:

- Toll-Free Phone: 855-378-3131
- Toll-Free Fax: 877-379-2467
- support@mncpd.org

For Develop technical support while using Develop, please contact:

The Develop Helpdesk at Achieve:

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