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The Minnesota Quality Improvement & Registry Tool

About Us

What is Develop?

Develop offers training and quality improvement tools to support early learning & school-age care. Developtoolmn.org is the one-stop-shop where you and your organization can get the tools you want and need to build upon your success. Together, we're developing a brighter future for all of Minnesota's children.

What happened to the Registry?

Develop is the Minnesota Registry, but it's also so much more. That's why we gave it a new look and new name. It still has all the same features of the Registry and still has all your Registry data. But we've built on new features so now you can do even more. Explore this website to learn more.

Who runs Develop?

It takes a village to run Develop. The Minnesota Center for Professional Development plays a big part in operating and supporting the professional development features within Develop. Parent Aware staff housed at the Minnesota Department of Human Services and the Minnesota Department of Education play a big part in operating and supporting the Parent Aware features within Develop. Some Child Care Aware staff also use Develop, and we are adding new partners all the time. This collaborative approach makes Develop a one-stop-shop for all your early learning & school-age care needs.

Who funds Develop?

Develop was made possible by Minnesota's Race to the Top—Early Learning Challenge Grant, with ongoing funding provided by the Child Care Development Fund Block Grant, as managed by the Minnesota Department of Human Services

FEATURES

What does Develop do?

Develop aims to be a one-stop-shop for all your early learning & school-age care needs. With a single login, you will be connected to the Minnesota Center for Professional Development, Parent Aware,

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and more. Just as you grow and improve every day, Develop is also continuously growing and improving. Below are some of the features that already exist or are under construction:

PROFESSIONAL DEVELOPMENT

- Use self-assessment tools to identify opportunities for professional growth.
- Make a professional development plan.
- Search for training opportunities in your area.
- Track and verify your employment, education and training history.
- Track your completion of licensing training requirements and your staff qualification level.
- Earn a Career Lattice Step.

QUALITY IMPROVEMENT

- Manage your staff's professional development.
- Use environment self-assessment tools to identify opportunities for quality improvement.
- Track program achievements such as accreditation and Parent Aware Star Ratings.
- Apply for Parent Aware using convenient online forms.
- Submit documentation of your program's quality.
- Design a Quality Improvement plan.
- Discover Relationship-Based Professional Development (RBPD) resources, such as coaching, consulting and mentoring.

CONTACT US

Contacting Minnesota Center for Professional Development (MNCPD)

If you have questions about Develop's professional development features or about your individual membership in Develop, contact the Minnesota Center for Professional Development.

Toll free phone: 855-378-3131

Or email at: support@mncpd.org

Or mail to: 5900 Monona Drive Suite #200
Madison, WI 53716

Contacting Parent Aware

If you have questions about using the Parent Aware features in Develop, send an email to support@parentaware.zendesk.com. You'll get a response within 72 hours.

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General Questions

If you're not sure who is best suited to answer your question, click on the Contact Us button to send an email. We'll find the right person and get back to you within 72 hours.

FREQUENTLY ASKED QUESTIONS

Who should use Develop?

If you are an individual who works directly with children or whose work supports the early learning and school-age care community, you should consider an **individual membership** in Develop. You can plan and track your professional development, become an approved trainer or RBPD Specialist, and/or submit courses and events for approval. In other words, individual membership is for:

- Caregivers and Family child care providers
- Teachers, assistants, and aides
- Program Directors, Coordinators, and other administrators
- Specialists
- Trainers
- RBPD Specialists (Coaches, Mentors, and Consultants)

If your organization provides direct care and education to children or provides supports to the early learning and school-age care community, you should consider an **organization membership** in Develop. You can track the professional development of your staff, become an approved training organization, and/or submit courses and events for approval. In other words, organization membership is for:

- School-based Pre-K programs
- Early Childhood Special Education programs
- Early Childhood Family Education programs
- School-age care & education programs
- Afterschool programs
- Center-based Child Care programs
- Family Child Care programs
- Summer programs
- Head Start grantees and sites
- Child Care Aware agencies
- Institutes of Higher Education
- Training Sponsors of all kinds

Do I have to join Develop?

Develop is a toolbox. We hope you will find useful tools here, but your participation is voluntary. Please note, however, that some programs (like child care programs participating in Parent Aware) and some employers do require some level of participation.

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Are Head Starts and school districts required to use Develop?

No. However, Head Starts and school districts will be encouraged to use Develop for these purposes:

- Create local level trainings to community partners outside of the Head Start or school district program, by becoming a training sponsor.*
- Find training opportunities. Note: If Head Start or school district individuals would like to attend training on Develop, they do NOT need to join to attend the training.
- If a program does not have a database within their Head Start or school district to track teacher or paraprofessional trainings, this system can be used for that purpose.
- Voluntarily apply for Parent Aware online. A paper copy is also available at http://www.parentawareratings.org and programs can send materials to MN Department of Education.

Head Starts and school districts can become a training sponsor through an accelerated process. Please contact Jessica Mattson, Jessica.mattson@state.mn.us for more information.

How do I log in to Develop (if you had previously used the Registry)?

In the top right corner of the screen, you'll see a **Login** icon that looks like a house with a keyhole. Click on that icon to go to the Login page.

How do I join Develop (if you've never used it or the Registry before)?

- In the top right corner of the screen, you'll see a **Register** icon that looks like a pencil.
- Click on that icon to go to the Sign In page.
- Under the words, **Register as a...**, click on the words **Register as an Individual**.
- You will then be asked to enter your name, email address, birth date, and the last five digits of your social security number. Then click **Continue**.
- You will then enter additional information to get your account set up.
- After reviewing and signing the Notice of Privacy Practices, your password and Individual Develop ID Number will be emailed to you at the email address you provided.
- Look for that email with your Individual Develop ID Number and password and then use your Individual Develop ID Number and password to log in to the system.

Please note, signing up does not mean you have completed the process for becoming a member of the Registry. For more information on Registry membership please see below.

What should I do if I forgot my password?

In the top right corner of the screen, you'll see a **Login** icon that looks like a house with a keyhole. Click on that icon to go to the Login page. Under the Password box, you will see the words **Forgot User ID or Password?** Click on these words and then enter your email address. Your password will be sent to that email address.

What does it mean to become a member of Develop?

All professionals working in the field of early education and/or child care are encouraged to become individual members of Develop. This includes individuals providing direct care or education to children and also individuals who support the care and education of children by administering programs, supporting those who work directly with children, and working to build the quality of the field as a whole. Becoming an individual member of Develop means that you will document your

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professional achievements in Develop and track your progress on the Career Lattice. **Until you have submitted an application for membership, sent in the required documents, and received your Career Lattice Step, you are not yet a member of Develop.** Membership is free.

How do I become an individual member of Develop?

- To become an individual member of Develop, login to Develop as an individual.
- On your Account Summary page, click the box next to **Become a Member**, then click on the **Apply** button.
- You will then be asked to create your professional profile by entering information about your education, your employment history, the trainings you have attended, and other ways in which you contribute to the profession.
- When you have entered all relevant information, be sure to click **Submit Application** on the last page of the application.
- You will then need to send in documentation of your professional achievements so that they can be verified.
- When all materials are received and verified, you will be issued a Certificate congratulating you for your Career Lattice Step.

How do I create an Organization Account?

1. On the left hand side of the page you will see – **Don't have an account?**
2. Under that header, click on **Register as an Organization**.
3. Fill out the information on all the pages. (Items marked with an asterisk are required.)
4. On the last page of the Registration form, click on **Submit**.
5. Once you have completed the Organization Registration process, you'll wait for a phone call and/or email to confirm that you created the account (this protects you from someone fraudulently claiming your account).
6. Once you confirm the account, you will be sent an email with your organization ID and password.
7. Now you can login! Be sure to select **Organization** as your user type.

What is the difference between events (training) and courses (formerly called TARFs)?

Courses are defined as a set of content (theory, knowledge, and/or skills) delivered at a certain level of depth (which determines the number of hours). Events are instances of a course – delivered by a particular trainer, on a particular day, in a particular location, in a particular format (classroom or online), and in a particular language. Two events for the same course may differ in many ways from one another, but the title of the course, the description of the course, the number of clock hours, and the content covered (including Core Competency) will always be the same, regardless of the event.

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Parent Aware In Develop

Are programs participating in Parent Aware required to use Develop?

For child care programs that are in Parent Aware,
- All directors, education coordinators, and lead providers/lead teachers must have an **individual membership** in Develop.
- Starting July 1, all providers/lead teachers must have a current membership AND must have an accurate employment record. This requires that the individual document their current position and identify their current employer by license number or by Organization ID.
- Programs have the OPTION to register their organization online, apply online, and submit documentation online, but this is totally voluntary. Paper applications and documentation will still be accepted.
- Programs that choose to register their organization will be able to get reports on all their staff members and track their progress online, even if they choose to mail in their paperwork rather than completing it online.

For Head Start grantees & their sites and School District & their sites,
- No individual memberships are required.
- Grantees and Districts are encouraged to register their organizations and apply online, but they are not required to do so. A paper application is available online at parentawareratings.org. and can be submitted to the MN Department of Education.
- Grantees and districts will be able to apply for Parent Aware on behalf of their sites without registering their sites.
- If a program has a question, direct them to:
    - Jessica Mattson, Parent Aware Coordinator for MDE
    Minnesota Department of Education
    (651) 582-8744
    jessica.mattson@state.mn.us

How do I apply for Parent Aware in Develop?

1. If you already have an Organization account, just login to your account and click on **Organization Profile** on the left side of the screen.
2. Then click on the **Parent Aware** tab.
3. Then Click on the **Apply for Parent Aware** button.
4. Follow the instructions on the screen to complete your application. The Participation Agreement is on the last page of the application process. You cannot complete your application online without signing a Participation Agreement.

If I'm already rated by Parent Aware, do I need to do anything more?

No. If you're already in Parent Aware, your rating will display in Develop. If you already have an Organization Account, you can login and go to the **Parent Aware** tab to see your current rating. If you do not yet have an Organization account, you are invited to create an Organization account. When it is time to be re-rated, you can apply for your new rating online.

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