



Family Child Care Licensor access to Develop

Develop allows individuals to report where they work in their Individual Profile.

Family Child Care Licensors are manually assigned a user-role in Develop to see the Learning Records of individuals who have reported that they work at licensed family childcare programs.

Your account is linked to your work email and serves as the login. If you change your work email, your login will also change. Having a user-role is assigned is different than having an account.

Develop is a State-owned system. To receive and maintain access you will need to complete the items below.

You are required to:

1. Use work email only.
2. Create a Develop account with the work email. Follow instructions on page 2.
3. Set up your Individual Profile, which will assign you a Develop ID number
 - a. To set up Individual profile follow the instructions on page 5.
 - b. If you have a Develop Individual Profile set up with your work email, your Family Child Care Licensor access will need to be assigned.

NOTE: Provide the Develop ID number to the Office of Inspector General (OIG) Family Child Care (FCC) Licensing Outreach Coordinator to get your user-role.

4. Sign into the system at least every 30 days to maintain their user-role access. Accounts that have not been logged into for 60 days are considered inactive and the user-role will be disabled immediately.

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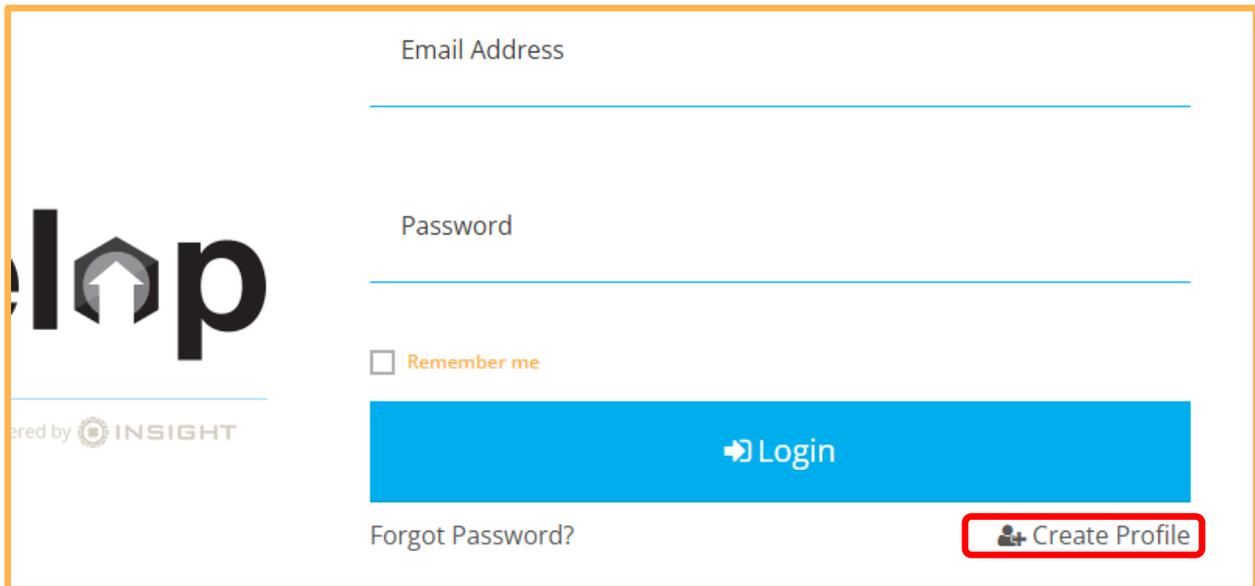
Develop help desk..... 14

HOW TO CREATE A NEW DEVELOP ACCOUNT AND INDIVIDUAL PROFILE

The directions below are for new users who do **not** have a Develop account.

If you have a Develop account, but have not yet set up your **Individual Profile** set up, go to the section [How to set up an Individual Profile for an existing Develop account](#).

1. Go to [Develop](#).
2. Click on the **Create Profile** icon.



The screenshot shows the Develop login interface. On the left is the Develop logo, which includes a stylized house icon and the text 'Develop'. Below the logo, it says 'Powered by INSIGHT'. The main form area contains an 'Email Address' input field, a 'Password' input field, and a 'Remember me' checkbox. A large blue button with a right-pointing arrow and the text 'Login' is positioned below the password field. At the bottom left of the form is a link for 'Forgot Password?'. At the bottom right, there is a button with a person icon and the text 'Create Profile', which is highlighted with a red rectangular box.

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3. Enter your first and last name, and your **work email** address. Click **Create Profile**.

Create Your Insight Profile for Develop

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to begin creating your secure Insight profile.

First Name

Middle Name

Last Name

Email Address

4. A confirmation message will display that an email has been sent to the email address provided. Click **OK**.



Email Verification Sent

Look for a verification email sent to the email address you provided.

Please follow the instructions within the email to verify the email address.

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5. When the email is received, click the **Verify Profile** button. A new browser tab will open.

Insight Profile Verification

A new Insight Secure Identity Profile has been requested for the following user.

ABC 123 developtoolmnuat+abc@gmail.com

Please click the "Verify Profile" button below to verify your Insight Secure Identity Profile setup.

Verify Profile

6. Select a password that meets the requirements (see below) and enter it twice. Click **Save Password**.

Valid passwords must consist of the following:

- Minimum of 8 characters
- At least three of the following: uppercase letter, lowercase letter, number, or symbol
- Passwords cannot contain your first name, middle name, last name, or email address.
- Passwords cannot contain more than three (3) repeat or sequential letters or numbers.
- Special characters such as '&' or '!' are encouraged but not required.

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Create Password

Please create a new password for your profile.

New Password

●●●●●●●●●●

Re-enter New Password

●●●●●●●●●●

Save Password

7. Log back into Develop using your email address and password.
8. A Develop profile will need to be set up so that a Develop ID can be assigned. Enter the requested information to create an Individual Profile or locate an existing profile and click on **Next**.

NOTE: Please remember and write down the five digit PIN as will be associated with your Develop account.

Family Child Care Licensor access to Develop

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Fill out this form so we can search for a matching profile in the system. We used to ask for the last five digits of your SSN when creating a profile, so if you are trying to find a profile you previously created, try entering those digits or contact support@develophelp.zendesk.com.

● If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Last Name

Email Address

Date of Birth

Five (5) digit PIN

9. If you do **not** have a profile, you can continue with the application. The page will display the **Individual Profile Setup**. A message will display that an online application was not found using the information provided and you can continue the process.

If the system finds an existing profile, you will need to contact the Develop Help Desk at support@develophelp.zendesk.com for help.

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Individual Profile Setup

Profile Information

An online application was not found using the information you provided. Please enter the following to begin the Develop online application process.

First Name	Middle Name
Barb	
Last Name	Email Address
Bee	nwntestmk+barb@gmail.com
Date of Birth	Five (5) digit PIN
December 1 1980	45879

Why can't I change my information?
Your name and email address are used to identify your Identity account. You can change your name and email address after completing profile setup.

Please enter any prior last names used on employment or education records that may be added to your profile.

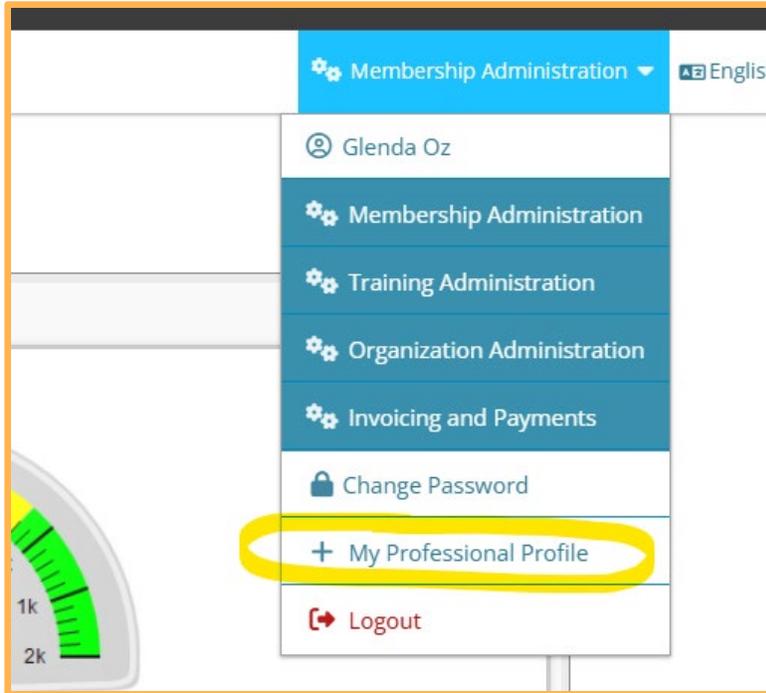
10. When complete, notify the Office of Inspector General (OIG) Family Child Care (FCC) Licensing Outreach Coordinator. Give them your name and Develop ID. The FCC licensing Coordinator will reach out to the Develop help desk to request this access on your behalf.

HOW TO SET UP AN INDIVIDUAL PROFILE FOR AN EXISTING DEVELOP ACCOUNT

The directions in this section are for users who already have a Develop account, but have not yet created an **Individual Profile** to receive a Develop ID.

1. Log into [Develop](#).
2. Go to the context menu and select the **+My Professional Profile**

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3. Follow the steps on the page and fill out the necessary information to complete your Individual Profile.

Locate Online Application

Why Do I Need to Enter This First?

You may have a profile in the system. Fill out this form so we can search for a matching profile in the system. We used to ask for the last five digits of your SSN when creating a profile, so if you are trying to find a profile you previously created, try entering those digits or contact support@develophelp.zendesk.com.

If no existing profiles are found, you will automatically continue onto new profile setup.

First Name

Last Name

Email Address

Date of Birth

Month: Day: Year: Required

Five (5) digit PIN
 Required

4. Once completed, the **My Personal Profile** page will display.

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My Personal Profile

Each Develop Membership application is processed in the order they are received by our partners at Achieve. You can track the application processing date by visiting their website at www.mncpd.org.

Click a Membership Companion Guide below to learn more:

- [Individual Membership Companion Guide \(PDF\)](#)
- [Trainer Membership Companion Guide \(PDF\)](#)
- [Course Writer Membership Companion Guide \(PDF\)](#)

Summary Personal Education Employment Training More ITNA Reports

Welcome, Glenda Oz

Use [Develop's Search for Training Calendar](#) to locate and register for Develop Approved Training Events. See Develop's guide: [Develop Training Participants - Searching for Training \(PDF\)](#) for help using the calendar.

Training Events are verified by the training provider within a few days of completion. You can view your verified attendance on the Training Tab of your profile as well as your Develop Learning Record. Please contact the training provider using the **Contact Information** listed in the event details with any questions.

Individual ID 174892

[Agreement History](#)

Glenda Oz
8000 Yellow Brick Road
Saint Paul, MN 55122
(651) 431-2000
nwntestmk+glenda@gmail.com

Apply for Individual Membership

5. When complete, notify the Office of Inspector General (OIG) Family Child Care (FCC) Licensing Outreach Coordinator. Give them your name and Develop ID. The FCC licensing Coordinator will reach out to the Develop help desk to request this access on your behalf.

Individual ID 174892

[Agreement History](#)

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8000 Yellow Brick Road
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HOW TO VIEW THE LEARNING RECORD

The DCYF Licensing Learning Record will show:

- Achieve MNCPD approved training Events that the person has completed and their attendance has been verified, and
- Higher Ed coursework, if the person has applied for Individual Membership and sent official transcripts to Achieve MNCPD, and
- Most Relationship-Based Professional Development (RBPD) Events that the person has completed and their attendance has been verified.

It will not show:

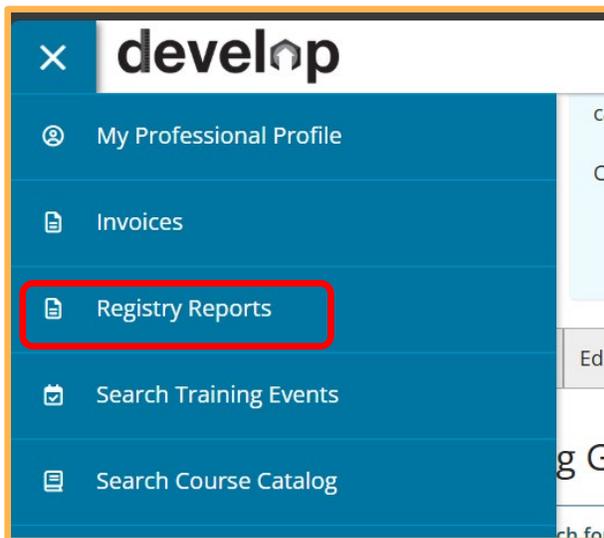
- Future training Events, or
- RBPD Events that do not count towards the Career Lattice (Technical Assistance-Not for Career Lattice, Parent Aware, Quality Improvement and Professional Development Advisor).

Anyone with a Develop Individual Profile can report their employment by logging in, navigating to the Employment tab, and editing their employment history. However, a person must have accurately reported where they work for a family child care licensor to see the person in the facility report and view their Learning Record.

For questions, please email support@develophelp.zendesk.com and copy DCYF.FCCLicensing@state.mn.us.

INSTRUCTIONS

1. Log into [Develop](#) to access your Individual Profile.
2. Once logged in, navigate to left side of the screen. A navigation menu will pop out. Select **Registry Reports** from the menu.



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3. The data terms of agreement will display. Read the terms and click **Agree** at the bottom of the page.

Your Responsibility to Protect Data Privacy

Develop
Minnesota's Quality Improvement and Registry Tool
Access to Private and/or Sensitive Data
Terms of Agreement
Last Revised: August 15th, 2025

Caution! You are about to access private and/or sensitive data!

Staff members of the Minnesota Department of Education; Minnesota Department of Children, Youth and Families; licensors with delegated authority; and state grantees & contractors (including Child Care Aware agencies of Minnesota): By continuing to use this system, you are representing yourself as an authorized user and agree that your access will be limited to the minimum extent required to perform your job duties. Inappropriate access, disclosure, or other use of Develop data may result in disciplinary action including dismissal and/or criminal charges where warranted.

To be an authorized user, you must complete Data Privacy and Security training annually, and state grantees and contractors must have a signed User Agreement on file with their employer.

Training Organizations, Trainers, RBPD Specialists, and Course Writers: Because of your role in Develop, you have access to private and/or sensitive data about Individuals and/or Organizations. By accepting this role, you agree that you are responsible for:

- Using private and/or sensitive data only for the purpose of completing the tasks assigned to you.
- Looking at only the minimum amount of data necessary to complete your task.
- Adhering to the Minnesota Government Data Practices Act and all other relevant laws and statutes.

Please note that you are not permitted to share your login credentials with anyone else nor are you permitted to use anyone else's login credentials. In addition, you are not permitted to share or discuss this information with others, unless doing so is necessary to complete the task assigned to you AND the other person (with whom you are discussing) also has independent access to this data.

Inappropriate access, disclosure, or other use of Develop data may result in revocation of approval as a Trainer, RBPD Specialist, Training Organization, or Course Writer.

Attention: If you want free help translating this information call the number below:
(651) 999-5835

In order to proceed to the next page, you must indicate that you understand and agree to these terms and conditions.

Agree

4. Click the link **Child Care Facility Staff Report**. A new browser tab will open.

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Registry Reports

DHS Reports



[Family Child Care Facility Staff Report](#)

DHS Facility staff and DHS Licensing Learning records. License number required.

5. Enter the license number of the program into the search field. Press enter or click **View Report**.

License Number

[View Report](#)

6. A list of people who have reported employment at the Organization will appear. Click on a name (appear as a link) to view the individual's Learning Record.

develop

The Minnesota Quality Improvement & Registry Tool

Family Child Care Staff Report

Program Type	DHS License	County	Organization ID
Licensed Family Child Care	1060305 (Active)	Morrison	143525
Organization: Boyd Teresa C			
13841 Galaxy Rd Royalton MN 56373		(320) 492-3687	
	License Start: 5/1/2023	Expires: 12/31/2025	Facility Open

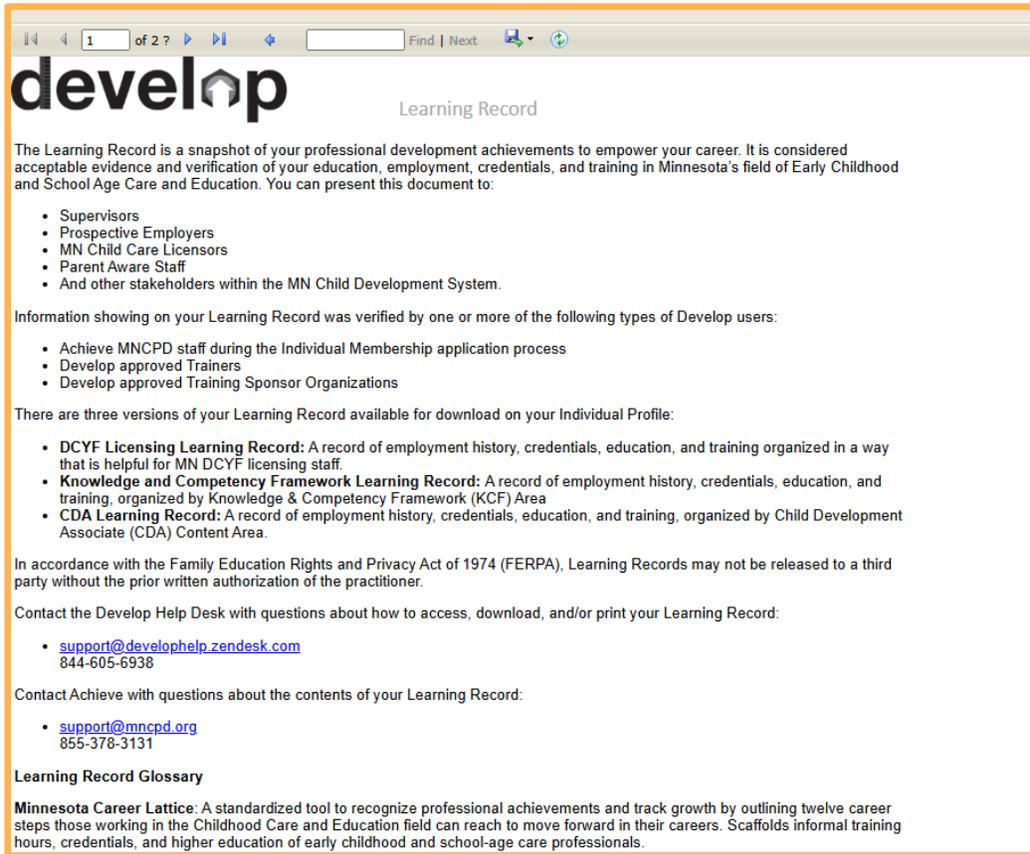
Current Staff

Individual ID	Name	Position	Start Date	End Date	Verification Status	Career Lattice Step	Membership Status	Expiration Date	Last Submit
76008	Cameron test_Steve	Primary Care Provider	5/11/2011		Self Reported				

Current Staff Count: 1

7. The individual's DCYF Licensing Learning Record will open. Use it to view training history for the past two years.
 - a. The first page displayed is information about the Learning Record, contact information for help and glossary of terms.

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The screenshot shows a web browser window displaying the 'develop' logo and 'Learning Record' page. The page content includes:

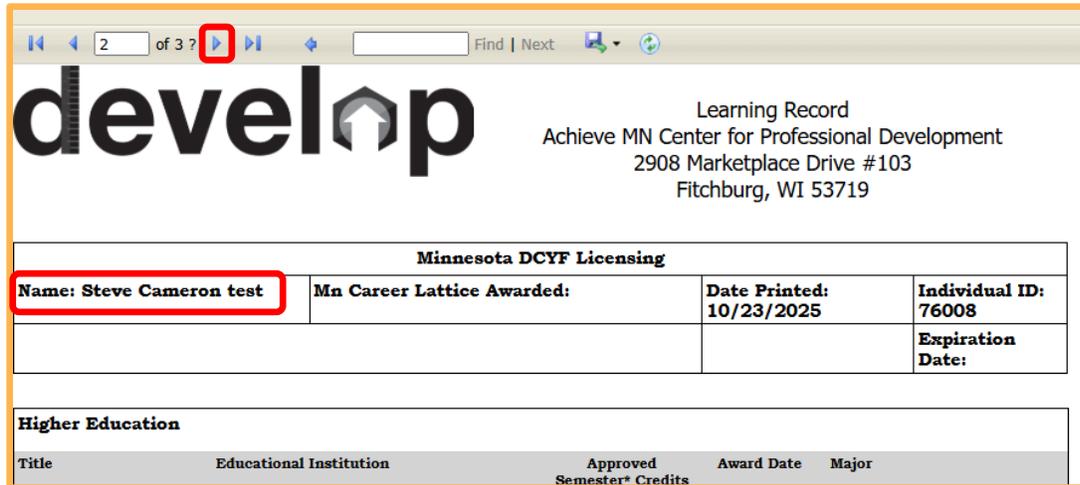
- The Learning Record is a snapshot of your professional development achievements to empower your career. It is considered acceptable evidence and verification of your education, employment, credentials, and training in Minnesota's field of Early Childhood and School Age Care and Education. You can present this document to:**
 - Supervisors
 - Prospective Employers
 - MN Child Care Licensors
 - Parent Aware Staff
 - And other stakeholders within the MN Child Development System.
- Information showing on your Learning Record was verified by one or more of the following types of Develop users:**
 - Achieve MNCPD staff during the Individual Membership application process
 - Develop approved Trainers
 - Develop approved Training Sponsor Organizations
- There are three versions of your Learning Record available for download on your Individual Profile:**
 - DCYF Licensing Learning Record:** A record of employment history, credentials, education, and training organized in a way that is helpful for MN DCYF licensing staff.
 - Knowledge and Competency Framework Learning Record:** A record of employment history, credentials, education, and training, organized by Knowledge & Competency Framework (KCF) Area
 - CDA Learning Record:** A record of employment history, credentials, education, and training, organized by Child Development Associate (CDA) Content Area.
- In accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), Learning Records may not be released to a third party without the prior written authorization of the practitioner.**
- Contact the Develop Help Desk with questions about how to access, download, and/or print your Learning Record:**
 - support@develophelp.zendesk.com
844-605-6938
- Contact Achieve with questions about the contents of your Learning Record:**
 - support@mncpd.org
855-378-3131
- Learning Record Glossary**
- Minnesota Career Lattice:** A standardized tool to recognize professional achievements and track growth by outlining twelve career steps those working in the Childhood Care and Education field can reach to move forward in their careers. Scaffolds informal training hours, credentials, and higher education of early childhood and school-age care professionals.

b. Click on the arrow to navigate to the next page.



c. Displayed is the individual's Learning Record. To view more pages continue to click on the arrow to navigate through the record.

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The screenshot shows the Develop Learning Record interface. At the top left is the 'develop' logo. To the right, it says 'Learning Record' and 'Achieve MN Center for Professional Development, 2908 Marketplace Drive #103, Fitchburg, WI 53719'. Below this is a table titled 'Minnesota DCYF Licensing'. The first row contains: 'Name: Steve Cameron test', 'Mn Career Lattice Awarded:', 'Date Printed: 10/23/2025', and 'Individual ID: 76008'. The second row contains 'Expiration Date:'. Below the table is a section titled 'Higher Education' with a table header: 'Title', 'Educational Institution', 'Approved Semester* Credits', 'Award Date', and 'Major'. A navigation bar at the top shows '2 of 3 ?' with a red box around the right arrow.

8. When done viewing the individual's Learning Record, click the blue back button. This will go back to the Staff Report and another individual can be selected to be viewed.



The screenshot shows the navigation bar from the previous screenshot. It includes a search field with '2 of 3 ?' and a red box around the blue back arrow button. Other icons for home, refresh, and print are also visible.

9. Continue steps 5-7 until all Learning Records are viewed for the program.
10. To look up a different license number, enter the number into the search field. Press enter or click View Report.

DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150