1. Sign up for Develop Individual Account.
   - Go to www.developtoolmn.org
   - Click on Register in the upper right corner.

2. Click on Create Account.

3. Enter the requested information and click on Create Account.
Accounts and Membership

4. Develop will send you an email for verification. Check your email and click **OK**.

![Email Verification Sent]

5. Click on **Verify Account**.

![Insight Account Verification]

6. After verifying your account, you are required to update your password. Click on **Save Password** when finished.

![Create Password]
Accounts and Membership

7. Log in to Develop with your email address and password.
8. Complete the information to locate your existing Individual Account.

If you previously had an Individual Account, it will be located with the last 5 (five) digits of your Social Security number and birthdate. For new Individual Accounts, if you do not want to enter the last 5 (five) digits of your Social Security number, you can enter 5 (five) random numbers. For security, Develop staff cannot view or edit the 5 (five) numbers that you select.

9. If no profile is found, you will be directed to complete the application process for your Individual Account.

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

10. For your Individual Account you will need:
    - A mailing address
    - A home address
    - A primary and secondary phone number
    - Your previous or maiden name, if applicable
    - Your enrollment status in a federally recognized tribe, or an indication that you are a first or second generation descendant of an enrolled tribal member, if applicable
    - An indication of which age group is your primary focus
Accounts and Membership

11. Enter your Communication Preferences and click on **Next**.

![Communication Preferences](image)

12. After you review and accept the Privacy Policy, click on **Submit**.

![Privacy Policy](image)
Apply for Membership

1. Log in to Develop with your email address and password.
2. Check the box **Become a Member**, then click on **Apply/Renew** to start your application.
3. For the Membership Application, provide the following:
   - Personal Information
   - Education
   - Employment history
   - Training
   - Other information
4. Click on **Start Application**

You can view the specific requirements [here](#).

5. Complete as much as you can (you can always pick up where you left off). Click **Submit Application** when finished.
6. Send in documentation, if required.
Accounts and Membership

7. Develop will send an email message listing what you need to send to Achieve – The MN Center for Professional Development to finish your application.

8. Any transcripts, training certificates or any proof of membership in professional organizations need to be sent directly to:
   Achieve – The MN Center for Professional Development
   2908 Marketplace Drive, Suite 103
   Fitchburg, WI 53719
   support@mncpd.org or by fax 877-379-2467

What is next?
Once you press Submit Application below, the following will occur:

• Your account will be "locked" which means you can view but not edit your professional record.
• A confirmation email will be sent to you with the instructions for the next step.
• You will need to send in all required documentation outlined in the confirmation email.
• Registry staff will review your documents and process your application.
• Registry staff will mail your Career Lattice Level Certificate and unlock your account.
• This application counts as your official application. You do not need to submit a paper application.

DEVELOP HELP DESK

833-605-6938 § support@develophelp.zendesk.com
Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

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

   • 888-291-9811
   • 651-655-0150