develop

The Minnesota Quality Improvement & Registry Tool

HOW TO PRINT AN INDIVIDUAL TRAINING RECORD

1. Login to your account at Develop at www.developtoolmn.org.
2. Click on the Reports tab:

OR it can look like this:

3. You will be able to view any of the three reports:
   DHS Learning Record
   CDA Learing Record
   Knowledge and Compentency Framework Learning Record

4. When you click on any of the reports, a new window will open up and display the report. You will have the option to print or save the report.

If you have any questions, please contact the Develop Help Desk at 833-605-6938 or via email at support@develophelp.zendesk.com.