

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 Learning Record
 - Knowledge and Competency Framework Learning Record

My Individual Profile

Summary Personal Education Employment Training More RBPB Specialist ITNA Reports

Individual Professional Profile

 <p><u>DHS Licensing Learning Record</u> A record of your employment history, credentials, education and training organized in a way that is helpful for MN DHS licensing staff</p>	 <p><u>CDA Learning Record UAT</u> A record of your employment history, credentials, education and training, organized by Child Development Associate (CDA) Content Area. Use this to apply for your CDA with the Council fo... More</p>
 <p><u>Knowledge and Competency Framework Learning Record</u> A record of your employment history, credentials, education and training, organized by Knowledge & Competency Framework (KCF) Area</p>	

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.