



RBPD Specialist Manual



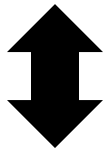
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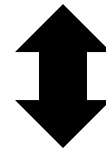
MINNESOTA OVERVIEW



- Provide Funding
- Manage Policies
- Create Curriculum
- Maintain Develop (developtoolmn.org)



- Approve RBPB Specialists and Trainers
- Maintain Accurate Data
- Approve Courses and Renewal
- Verify RBPB Events



Support for RBPB Specialists:

- RBPB Convening
- Annual Trainer & RBPB Summit
- Networking Opportunities
- Technical Assistance
- Recruiting
- Communities of Practice
- Information and Resources
- Training Wheels Newsletter

Support for Trainers:

- Trainer Summit
- Training of Trainers (TOTs)
- Networking Opportunities
- Technical Assistance
- Information and Resources
- Training Wheels Newsletter

STEPS TO BECOMING AN APPROVED RBPD SPECIALIST

STEP 1

Review the RBPD endorsement requirements at: <http://mncpd.org/Members/RBPD.aspx>



STEP 2

Log into Develop to complete online application: <https://www.developoolmn.org>



STEP 3

Email, fax, or mail your documentation to Achieve MNCPD:

Email: support@mncpd.org

Fax: 877-379.2467

Mail: Achieve MN Center for Professional Development
2908 Marketplace Drive
Suite 103
Fitchburg, WI 53719



STEP 4

Watch the RBPD Orientation Module once your application has been accepted as an RBPD Specialist. *COMING SOON*

RBPD SPECIALIST CHECKLIST & TIPS

Coaches are most effective when they maintain a stance of focus, support, and are fully present with their clients. Using soft skills will be key to building a relationship and your success as an RBPD.

Pre-Coaching Checklist

- Confirm time and location
- Arrive on time
- Know your client's program and some background information

What to Bring

- Contact numbers
- Business cards
- Pens
- Paper for taking notes
- Laptop & cords (if needed)

Be authentic.

Follow-through with what you say you will do.

Set the foundation.

- NAEYC Code of Ethical Conduct and Statement of Commitment
- Effectively explain and set parameters and goals of the coaching relationship
- Set mutually defined goals
- Agree upon roles of coach and coachee; expectations for interactions

Co-Create the relationship between coach and coachee.

- Establish trust with coachee
- Coaching presence – recognizes strengths, learning style, goals
- Be on time, organized, and prepared.
- Celebrate successes

Communicate effectively.

- Practice active listening
- Ask powerful questions
- Use direct communication.

Facilitate learning and results.

- Create awareness
- Joint planning and goal setting
- Design actions for implementation
- Manage progress and accountability

Successful assessment of the coaching partnership.

- Assess coach practice
- Assess coachee outcomes

COMMON ACRONYMS

ATL	Anytime Learning
BQ	Building Quality
CCA	Child Care Aware
CDA	Child Development Associate Credential
CDS	Child Development Services
CKCs	Core Knowledge and Competencies
CO	Coordinating Office (at Child Care Aware of Minnesota)
DHS	Department of Human Services
EC	Early Childhood
ECIPs	Early Childhood Indicators of Progress
EHS	Early Head Start
ELGs	Early Learning Guidelines
ELL	English Language Learner
ETL	Eager-to-Learn
HS	Head Start
KCF	Knowledge and Competency Framework
MDE	Minnesota Department of Education
MDH	Minnesota Department of Health
MnAEYC	MN Association for the Education of Young Children
MNCCC	MN Child Care Credential
MNCPD	Achieve Minnesota Center for Professional Development
MnSACA	MN School-Age Care Alliance
MNTRECC	MN Tribal Resources for Early Childhood Care
NAFCC	National Association of Family Child Care (Accreditation)
OEL	Office of Early Learning
PA	Parent Aware
PASR	Parent Aware for School Readiness
PD	Professional Development
PDA	Professional Development Advisor
PDSC	Professional Development Support Coordinator
RBPD	Relationship-Based Professional Development
TOT	Training of Trainers

CONTACT INFORMATION & ADDITIONAL INFORMATION



Website: <http://childcareawaremn.org/rbpd-specialist-support>

Trainer & RBPB Outreach Coordinator:

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651-290-9704 (x111)



RBPB Approval & Renewal: www.mncpd.org

RBPB Introduction & Endorsements:

<http://www.mncpd.org/Members/RBPB.aspx>

Email: support@mncpd.org



Website: www.developtoolmn.org

Individual memberships, trainer and RBPB application hub, learning record, course submission, find Trainings, and more.