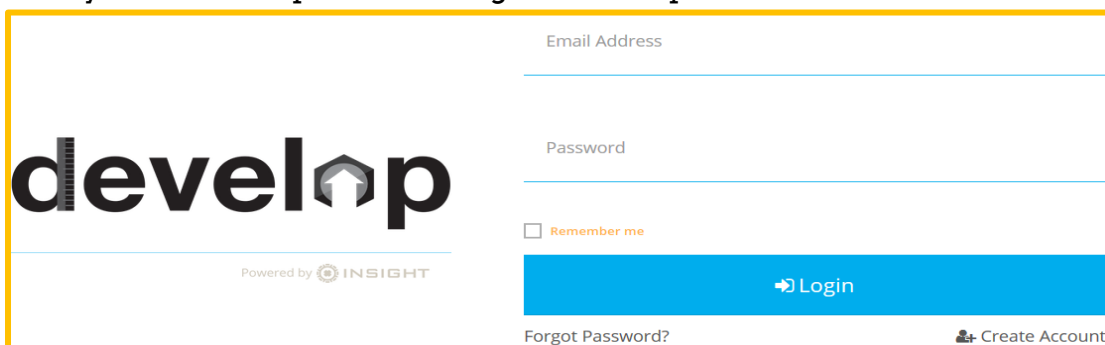


## The Minnesota Quality Improvement & Registry Tool

### 7.0 Reporting Employment for Individuals

These instructions are for individuals who have a Develop membership and need to update their employment information. If you do not have a membership yet, see “[7.0 Instructions for Accounts and Memberships](#)” on the Develop homepage.

1. Enter your email and password to log into Develop.



Email Address

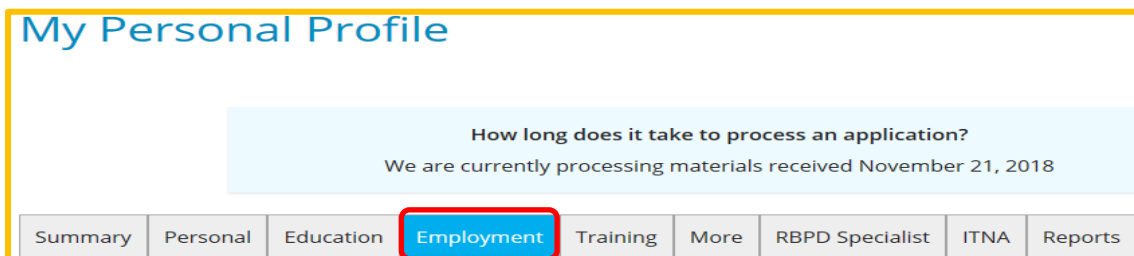
Password

Remember me

Login

Forgot Password? Create Account

2. Click on the **Employment Tab** from My Personal Profile.

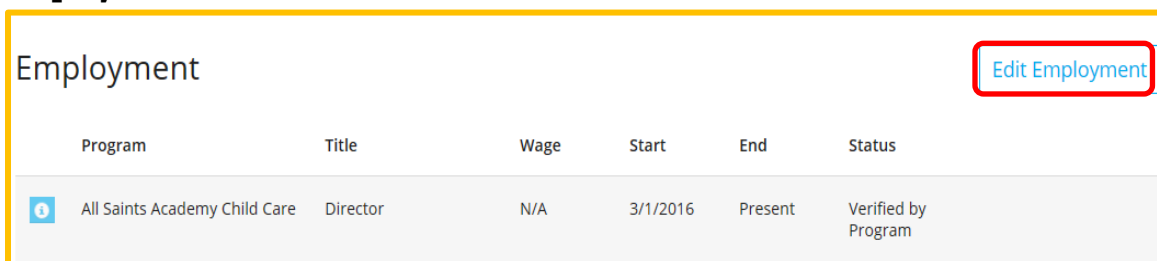


My Personal Profile

How long does it take to process an application?  
We are currently processing materials received November 21, 2018

Summary Personal Education **Employment** Training More RBPD Specialist ITNA Reports

3. Your current employer is listed on your account. To update, click on **Edit Employment**.



Employment

Edit Employment

Program	Title	Wage	Start	End	Status
All Saints Academy Child Care	Director	N/A	3/1/2016	Present	Verified by Program

4. Click on **Add Position**.

# Updating Employer for Individuals

## Employment History

Finished Employment

Please add an employment record for every early learning and school-age care position you hold or have held in the past.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

[Add Position](#)

Program	Title	Wage	Start	End	Status
All Saints Academy Child Care	Director	N/A	3/1/2016	Present	Verified by Program

5. Select the employer type from those listed:

## Select Employer Type

Return to Employment List

If your employer already has an account in Develop, we want to help you connect with their existing organizational account. If you cannot locate your employer, you can create a new employer account. However, we strongly recommend that you try to find an existing record for your employer first.

Direct care and education programs

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- Tribally Licensed Child Care
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education

[Select](#)

Out of state early learning or school age care or employment not related to early learning or school age care

If you have tried the search option above AND the search option below and still cannot find your employer, you can create a new employer record. You should NOT choose this option if your employer is participating in Parent Aware. Instead, contact Achieve for help. You SHOULD choose this option if your employer is any of the following:

- Programs outside the State of Minnesota
- Not related to early learning or school age care
- Not participating in Parent Aware and not found using the search option above or the search option below.

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

[Select](#)

# Updating Employer for Individuals

6. The best way to locate your employer is by the license number. You can look up the number by searching on [Licensing Look Up](#). You can also search by Organization ID.

## Employer Search

Search for: Direct care and education programs

If your employer is a DHS Licensed Child Care Center or Family Child Care provider, using the license number is the fastest way to find your employer. If your employer is not licensed by DHS or you don't know the license number, you can use one or more of the other fields to find your employer.

Organization ID

Employer Name

City

**DHS License**

Tribal License

School District Number

Head Start Number

Click on the Organization ID or Name to add that facility to your employment record.

7. Once you enter an option, click on **Search** to display the organization information.

# Updating Employer for Individuals

Click on the Organization ID or Name to add that facility to your employment record.

Organization ID	Name	Address	License	Effective
<a href="#">132823</a>	<a href="#">Pussycat Day Care</a>	444 lafayette Saint Paul, MN 55144		

Can't find your employer?

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact us](#) if you still cannot locate your employer.

8. Click on **Confirm** to add this employer.

## Position Details

You selected the following program. Confirm the selected program is correct.

### Program Information

Name	<b>Pussycat Day Care</b>
Address	444 lafayette, Saint Paul, MN 55144 Ramsey County United States
Phone	(651) 666-6666
Email	<a href="mailto:katherine.wintertest+tom@gmail.com">katherine.wintertest+tom@gmail.com</a>

9. Enter your position details including title, hours per week, months per year and if this is your primary employer. Also, select the primary age of children you serve and your start date. When finished, click **Save**.

## Position Details

### Program Information

Name	<b>Pussycat Day Care</b>
Address	444 lafayette, Saint Paul, MN 55144 Ramsey County United States
Phone	(651) 666-6666
Email	<a href="mailto:katherine.wintertest+tom@gmail.com">katherine.wintertest+tom@gmail.com</a>

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### Position Information

Title\*

-- Make a selection --

Hours Per Week\*

# Updating Employer for Individuals

Hours Per Week\*

Months per year\*

This is my primary employer

Age of Children

Infants       Middle School

Toddlers       Secondary

Preschoolers       Adults

School Age

Start Date\*      End Date

(mm/dd/yyyy)      (mm/dd/yyyy)

Hourly wage at this position

\$

Date of last wage increase

status Self Reported

Save      Cancel

10. The status of your employment will show as “Self-Reported” until your employer verifies your status in Develop.

## DEVELOP HELP DESK

833-605-6938 or [support@develophelp.zendesk.com](mailto: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.

888-291-9611 or 651-655-0150