develop
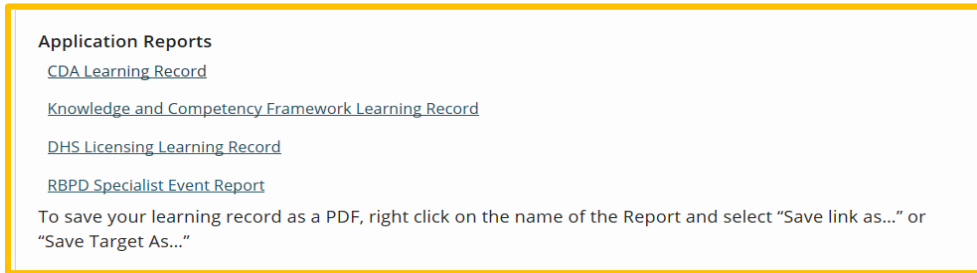## The Minnesota Quality Improvement & Registry Tool
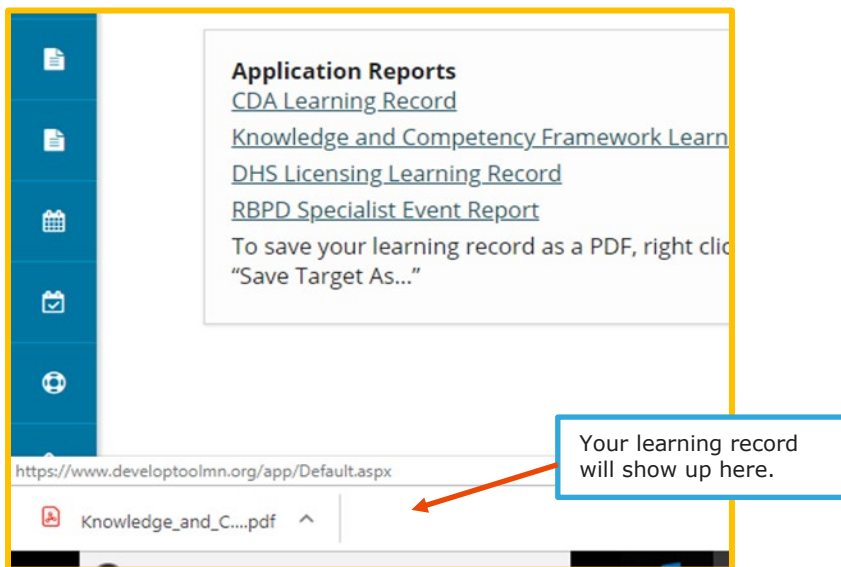
DEVELOP – HOW TO PRINT YOUR LEARNING RECORD

Please make sure you have Adobe Acrobat Reader to view your learning record.

1. Login to your Develop with your email address and password.
2. Scroll down on your Develop Profile page until you see the following box:
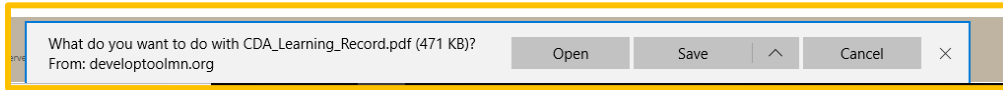

3. There are three different types of **Learning Records**:

    o **Child Development Associate Learning Record -** record of your employment history, credentials, education and training organized by CDA Content Area
    o **Knowledge and Competency Framework Learning Record -** record of your employment history, credentials, education, and training organized by KCF area
    o **DHS Licensing Learning Record - –** record of your employment history, credentials, education and training organized in a way that is helpful for MN DHS Licensing

4. Depending on your browser, the document will either download to the bottom of your page or a message asking if you what you want to do with the document.
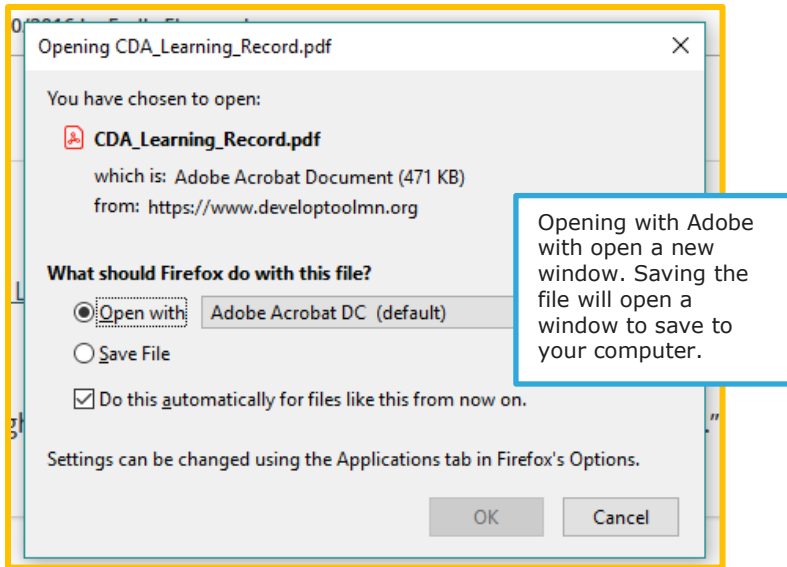
    Chrome:

DEPARTMENT OF HUMAN SERVICES

Develop – How to Print your Learning Record

Microsoft Edge:

Firefox:

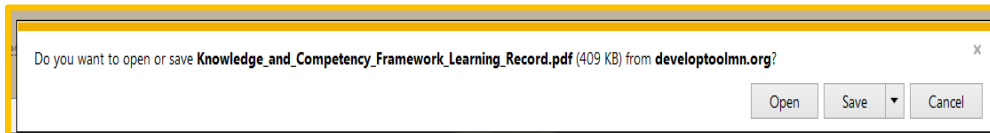Opening with Adobe with open a new window. Saving the file will open a window to save to your computer.

Internet Explorer:

5. If you need to print your Learning Record, click on the File menu in the upper left hand corner of Adobe or your web page.

6. If you have a membership, you can print your learning record from the Reports Tab on under your Develop Profile.