

## The Minnesota Quality Improvement & Registry Tool

### HOW TO DOWNLOAD & PRINT YOUR LEARNING RECORD

1. Login to your Develop individual profile at [www.developtoolmn.org](http://www.developtoolmn.org).
2. Click on *Knowledge and Competency Framework Learning Record* on the right hand side of the page:

#### My Individual Profile

**Summary** | Personal | Education | Employment | Training | More | RBPB Specialist | ITNA

Welcome, Madison Webertest

Your individual application is currently open for editing. If you would like a new Certificate with your updated Career Lattice Step, please renew your membership.

Individual ID: 76919

RBPB Specialist: RBPB Specialist  
Expires: 10/31/2017

<input type="checkbox"/> Become a member	
<input type="checkbox"/> Become a trainer	
<input type="checkbox"/> Renew your RBPB Specialist membership	
<b>Apply/Renew</b>	

Madison Webertest

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[Madison.Webertest@email.com](mailto:Madison.Webertest@email.com)  
[Change Email](#) [Change Password](#)

Membership Card

[Learn more about Membership Cards.](#)

#### Notes From Staff (0)

No Notes Exist

Application Reports:

[CDA Learning Record](#)

[Knowledge and Competency Framework Learning Record](#)

[DHS Licensing Learning Record](#)

3. You may see this notice at the bottom of your screen.

Do you want to open or save Knowledge\_and\_Competency\_Framework\_Learning\_Record.pdf (496 KB) from developtoolmn.org?

Open

Save

Cancel

If you are using a public computer: Click on **OPEN**, then print your Learning Record.  
If you are using a private computer: Click on **SAVE**, then print your Learning Record.

If you have questions or need help, contact Develop at 651-431-4794 or [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com).