The Minnesota Quality Improvement & Registry Tool

Steps for Registering a Child Care Organization

There are two ways to register an organization.

A) You can login to your individual account and then add an organizational profile. (pp 1 – 11)
B) You can register the organization FIRST (separate from an individual account). (pp 12 – 14)

OPTION A: ADDING AN ORGANIZATIONAL PROFILE TO YOUR INDIVIDUAL ACCOUNT

1. Go to www.developtoolmn.org
2. Click on Login.
3. Sign in to your individual account as you usually would by entering your Individual ID and your password, then clicking on Sign In.
Organization Registration

4. Click on “Add Organization Profile.”
5. Click on “Create a new program profile.”
Organization Registration

6. Confirm your Contact Information.
7. Click the button next to “Yes, this organization provides direct care and/or education to children.”
Organization Registration

8. On the Organization Identification page, provide a Yes or No answer to each question. If you say yes, you’ll be asked to provide additional information.

9. Click Yes under “Are you licensed by the Minnesota Department of Human Services?” and then enter your DHS license #.
10. If your program accepts CCAP, click Yes under “Is your program registered with the Minnesota Child Care Assistance Program?” and provide your MEC² ID number (which can be found on your CCAP paperwork).
11. Click Next.
12. If you plan to sponsor MNCPD-approved training events, please check the box next to **Training Sponsor Organization**. MNCPD will have to approve your request.

13. If your program is not accredited and not participating in AFP, you should skip these questions.

14. Click on **Next**.
15. Enter the number of classrooms or groups in your program.
16. Enter the number of children (by age group) for which you provide care. Age groups are defined by DHS Licensing. If the number is zero, enter the number zero (0).
17. Enter the number of children (by age group) for which your provide care that are High Needs (high needs is defined as meeting any of the criteria named on this page).
18. Click on Next.
19. Your organization name will default to the name on your DHS license. **If you prefer to be known by a different name in Develop, please enter it now. Your Parent Aware rating will be issued to your legal name, as found on your DHS license.**

20. Your address will also default to the address on your DHS license. You may change it here, but please contact licensing if it is incorrect.

21. Enter a phone number for your program.

22. Provide a web site address if you have one.

23. Click on **Submit**.
Organization Registration

24. You will now see a screen letting you know that you have completed your organization registration.

25. To protect the integrity of your organization’s account, DHS will follow up to ensure that your organization account was not claimed fraudulently. Expect a phone call in the next 1 to 3 business day to the phone number on your DHS license, confirming that you are aware that you (or your staff member) created this account. Once your account is confirmed, you’ll get an email with your Organization ID and password.

Wait for a phone call!
Organization Registration

**Option B: Registering an organization independent from an Individual Account**

1. Go to [www.developtoolmn.org](http://www.developtoolmn.org)
2. Click on Register.
Organization Registration

3. Click on **Register as an Organization.**
Organization Registration

1. Enter Your Contact Information (This will be the person who will get emails from Develop. If you’d like more than one person to have the ability to manage your account, that is possible, but you’ll probably need some help. Contact support@parentaware.zendesk.com.)

2. Select Yes to indicate your organization provides direct care and/or education to children.

From here, the instructions are the same as for Option A. Start at Page 5 to see the rest of the process.