

Guidelines for RBPD Specialists

--7-2021

Relationship-Based Professional Development (RBPD) support focuses on learning through one-on-one interactions between individual practitioners and a subject matter specialist. The goal of this type of individualized support is to increase practitioners' knowledge, skills, and abilities to improve developmental and learning outcomes for children. RBPD Specialists provide expert guidance and customized support designed to promote high-quality care and teaching practices based on research-based best approaches and strategies in the field.

RBPD Specialists

RBPD Specialist possess in-depth knowledge specific to the successful operation of a child care and Early Childhood programming that supports children's healthy development and learning, family engagement, and quality standards.

Individuals may request endorsement as an RBPD Specialist when applying for a new or renewing membership with the Growing Futures Registry if the following conditions are met:

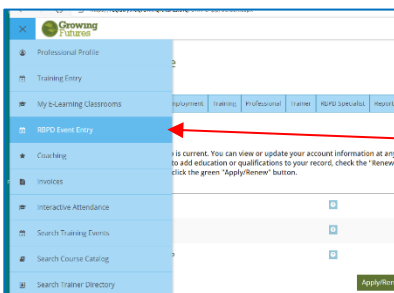
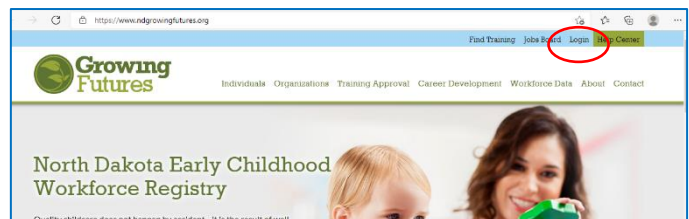
- Current Career Pathways placement of Category H or higher, or verified documentation on file with the Registry of the education/qualifications as required for the position
 - New applicants for Growing Futures membership must submit all required documentation of education and other professional qualifications as part of the membership application
- Current employment with a designated contractor
- Employment and experience history to meet RBPD requirements, verified with the Registry
- Completion of required job-specific training, verified with the Registry

Review the requirements for RBPD endorsements at [RBPD Specialists | ND Growing Futures](#)

Create New RBPD Events

NOTE: Only currently endorsed RBPD Specialists have access to enter or be assigned to RBPD cases in the Growing Futures Registry system. Growing Futures membership and RBPD endorsements must be renewed every twelve (12) months.

1. Log in to the Growing Futures Registry at www.ndgrowingfutures.org

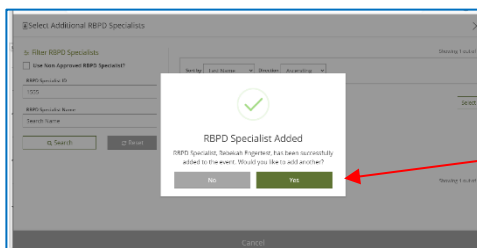
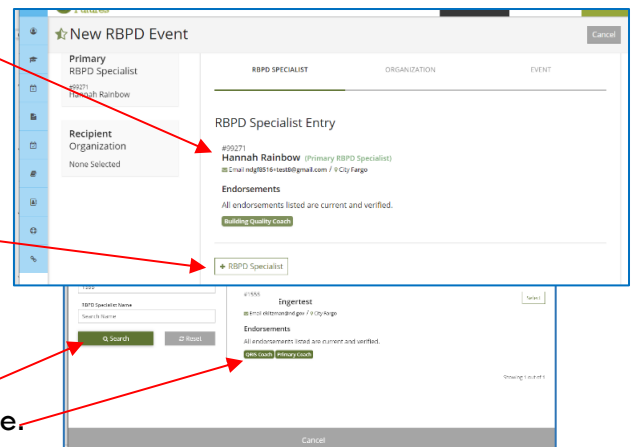


2. On the left navigation bar, select "RBPD Event Entry."

- A new RBPB Event box will open. Double check your information. If you are the only RBPB Specialist involved with the Event, click "Continue" on the lower right screen.

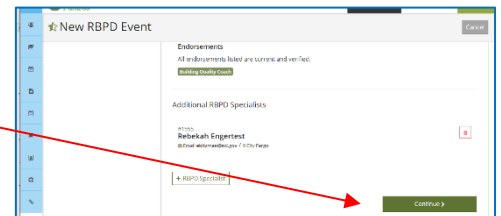
If another RBPB Specialist is involved with the Event, click "+RBPB Specialist" to search for another RBPB Specialist by Name or Registry ID number.

Once you have added the information, click **Search**. Your results will display on the right side. Click **Select** to add the person as an RBPB Specialist for the Event.



A notice will pop up to let you know the RBPB Specialist was added to the Event successfully. If you want to add another Specialist, click "Yes." Otherwise, click "No."

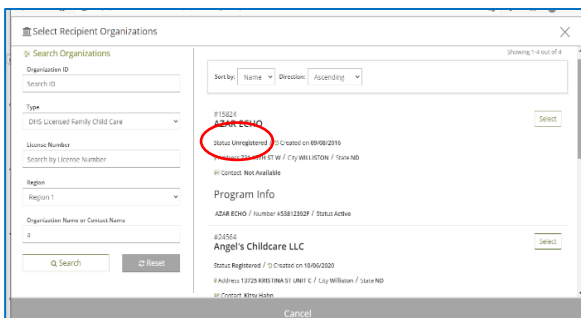
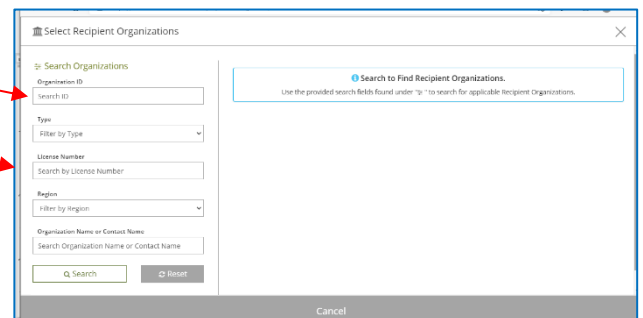
You will return to the New RBPB Event screen. Click "Continue" in the lower right screen.



TIP: If you want to remove an RBPB Specialist from an Event, click on the trash can icon to the right of their name.

- Select the organization where the Event took place. Enter the organization ID# to connect the Event to the program.

If you do not know the organization ID#, you can search for the program by license number, region, or program name.

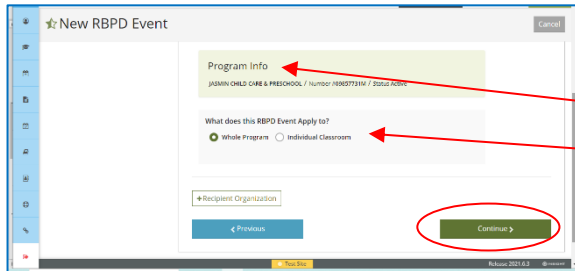
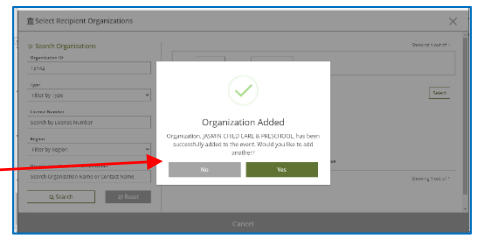


NOTE: Unless you have entered a specific Organization ID#, a list of programs will appear. The list will include ALL programs that are in the Registry system. Double check the program status, indicated here in red circles. **RBPB Events should only be created for organizations that have "Registered" status.** Registered status means that the organization has an established account with the Registry and the DHS license number is attached.

DO NOT create RBPB Events if the organization status is shown as Unregistered, Inactive, System, Locked, or Pending. If you think the status is in error, please ask the organization to contact the Registry to update their account.

If you are working with an unlicensed program, use the Organization ID# to make sure you are connecting the Event to the right program.

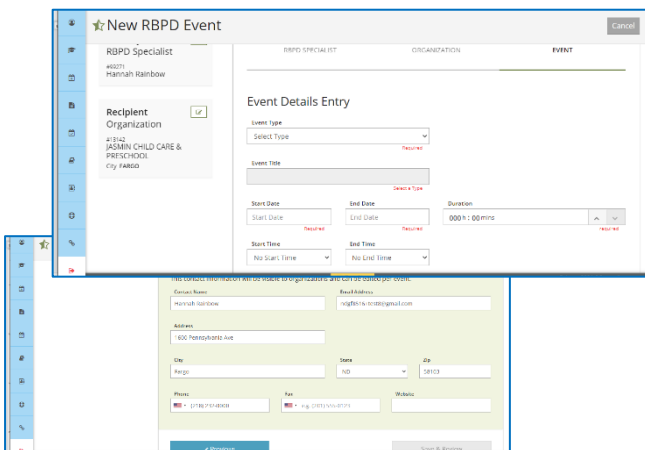
Double check that you have the correct program and then click “Select.” You will see confirmation that the organization is now connected to the RBPB Event.



5. Return to the RBPB Event page to enter details about the Event. Scroll down to the “Program Info” section and select if the RBPB Event will apply to the **Whole Program** or **Individual Classroom**.

NOTE: If this option is not available, this is because the program has not yet created classrooms in its Organization Profile.

- Select **Entire Program** if you are working with a Family Child Care Provider
- Select **Entire Program** if you are working with a director and the entire childcare center
- Select **Entire Program** if you are working with staff from multiple classrooms
- Select **Classroom** if you are working with one particular classroom



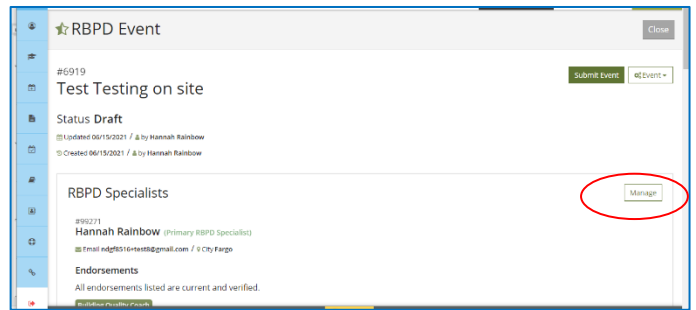
6. On the next page, continue to enter the RBPB Events details as follows. These are required fields.

- **Event Type:** Select the option that best describes the focus/intent of the interaction:
 - **Coaching** = Supporting the development of specific skills and practices; focused on a performance-based outcome(s); part of a broader professional development plan or goal
 - **Consultation** = Addressing or resolving a specific concern or set of concerns; capacity building; “how-to” assistance.
 - **Observation** = Conducting observation using a tool such as ERS.

- **Event Title:** Select a title that best describes the Event.
 - **Start / End Date**
 - **Start / End Time:** Enter the duration of the Event in hours. Round to the nearest quarter of an hour. All Events must be at least .25 hours (at least 15-minutes in length). The Event duration must match the total number of hours entered in the Core Competency Areas
 - **Service Delivery:** Phone, video, email, or on-site
 - **Services:** for coaching event only
 - **Coaching Tools Utilized:** for coaching event only
 - **Federal Reporting on Topics:** for coaching event only
 - **Contact Information:** Make sure your contact information is accurate because this will appear to the organization.
 - **Core Competency Area:** (for coaching event only) The total amount of time assigned to Core Competency Areas must match the Event duration as entered in the Start / End Time fields.
- Once everything is entered correctly, click “Save and Continue” at the bottom of the page.

7. On the final page, you'll be able to review and edit all the information you've entered for the Event.

To make any changes, click "Manage" in the right of each section.



Remember, what you enter will be visible to the organization and to the RBPB Administrator.