

It is now possible for you to grant your licenser direct access to your Develop training transcript. This will allow your licenser to view, save and print your transcript and you will no longer need to print a copy and send it with your annual review documentation.

If you'd like to grant this access, you will need to complete the steps below to add employment to your Develop profile. This will need to be done for each caregiver who would like to grant access to their training record. Your licenser will only be able to view your training transcript. Licensers will not have access to any other information in your Develop profile.

Adding Employment in Develop Profiles

To add employment, please:

- Log in to your individual [Develop](#) profile
- Under '**My Personal Profile**' Click the **Employment** tab
- Click **Edit Employment**
 - Click **Add Position**
 - In the position area select the first area '**Direct Care and Education Programs**'
Click **Search (the best way is to search by the license number)**
Your name should come up (it should be the only one).
 - Click on your **your program name**
 - Review and **Confirm** the program selected is correct.
 - Complete **Position Information**
You only need to enter required information marked by an asterisk (*)
 - Click **Save**

If there are other caregivers who assist in your program, they can follow the same steps to add their employment information.

If you need assistance to complete the above steps let me know and we can work through it over the phone. Once you have granted this access you won't need to print or send me a copy of your Develop transcript or certificates for trainings that are listed on your Develop transcript.