

Missouri Professional Development SYSTEM INSTRUCTIONS



MOPD SYSTEM INSTRUCTIONS

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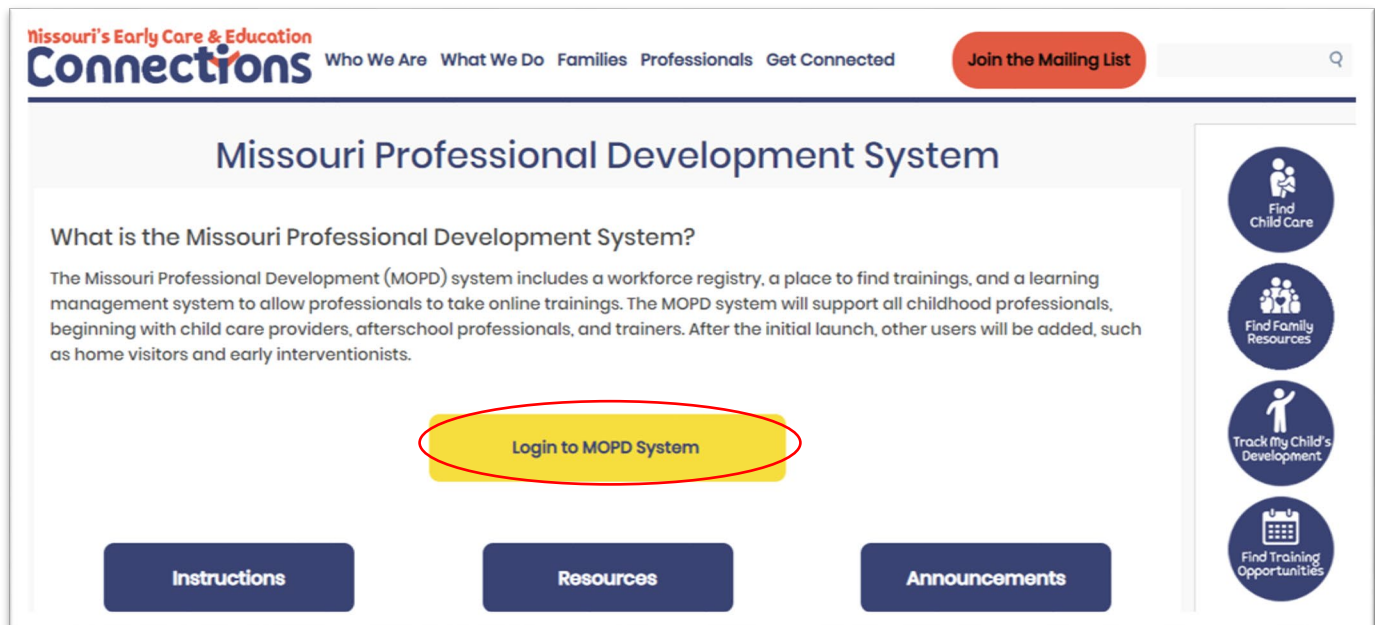
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FOR ALL USERS: CREATE AN ACCOUNT

Before you can use the MOPD System, you must set up an account. The MOPD System requires a unique email to create an account. To complete the registration process, you will need to be able to log in to your email account. It is recommended that you use a personal email instead of a work email to create your account, in case you change employment.

Create an Account:

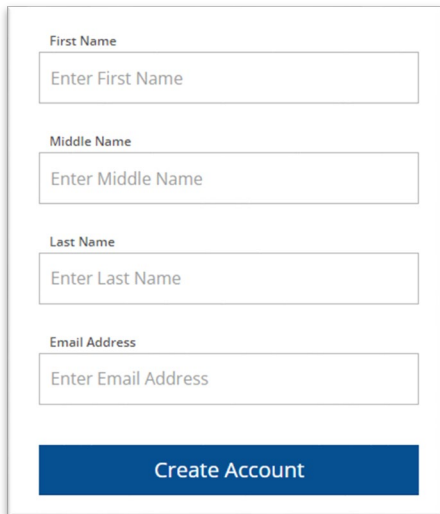
1. Go to <https://earlyconnections.mo.gov/MOPD>
2. Click the Login to MOPD System button.



3. Click the Create Account link.

A screenshot of the Missouri Department of Elementary & Secondary Education login page. The page features the Missouri Department of Elementary & Secondary Education logo on the left, which includes the text "Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION" and "Office of Childhood". Below the logo is the text "Powered by INSIGHT". On the right side, there are input fields for "Email Address" and "Password". Below the password field is a checkbox labeled "Remember me". A large blue button with a right arrow and the text "Login" is positioned below the input fields. At the bottom left, there is a link for "Forgot Password?". At the bottom right, there is a link for "Create Account" which is circled in red.

4. Enter your information in the required fields, then click the Create Account button.

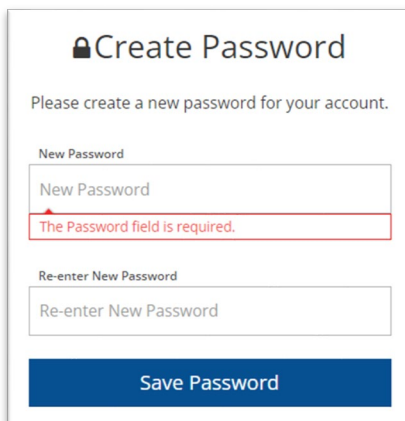
A form for creating an account. It contains four text input fields: 'First Name' with placeholder 'Enter First Name', 'Middle Name' with placeholder 'Enter Middle Name', 'Last Name' with placeholder 'Enter Last Name', and 'Email Address' with placeholder 'Enter Email Address'. Below these fields is a blue button labeled 'Create Account'.

Verify Email:

1. Check your email. A verification email has been sent to the email provided from MOPD@dese.mo.gov and with the subject line "Verify Your Email Address." Check your Spam and Junk folders if you do not see it in your Inbox.
2. Click the Verify Account button in the verification email.

Create Password:

1. After verifying your email, you will be brought to a page to create your account password.

A form titled 'Create Password' with a lock icon. It says 'Please create a new password for your account.' Below this are two text input fields: 'New Password' and 'Re-enter New Password'. The 'New Password' field has a red error message below it: 'The Password field is required.' At the bottom is a blue button labeled 'Save Password'.

2. Create your password. Criteria for password creation is described on the screen.
3. Click the Save Password button.

Log in:

1. After creating a password, you will be directed to the Login screen. Enter your email and password.
2. Click the Login button.

Locate Profile:

After you log in for the first time, the MOPD System will attempt to locate your existing profile. If no existing profiles are found, you will automatically continue to the new profile setup.

1. Enter your information in the required fields, then click the Next button.
 - a. For individuals new to the registry, the system will note that an online application was not found. Enter the required information and click the Next button.
 - b. For individuals with an existing profile in the registry, your information will populate. Verify the information is correct and click the Next button.

Communication Preferences:

We recommend leaving the box checked for email communications – as we only send out important information. Click the Next button.

Communication Preferences

What is This?

The Missouri Professional Development System sends periodic communications (such as new features, system updates, etc.) to users. Please indicate if you would like to receive these emails.

Does not impact communications/emails regarding your account and/or membership.

☒ Yes, I wish to receive informational emails from the Missouri Professional Development System. If you do not select this option, you will still receive emails regarding your account and/or membership.

< Back Next >

Terms of Use:

1. Read through the listed Terms of Use on this page.
2. Check the acknowledgment box.
3. Click the Submit button.

Please click the button below to indicate your full comprehension and agreement to all terms described above.

☒ I agree to the privacy policy

< Back Submit

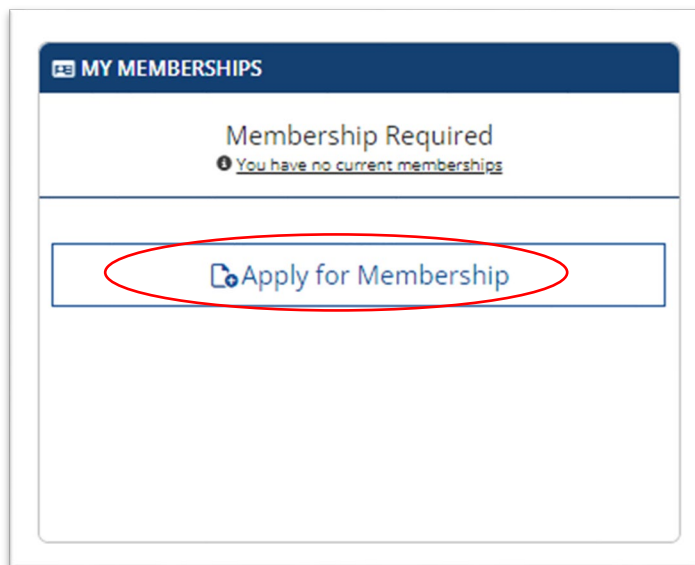
Success! You have created your MOPD System account. You have an MOPD ID number and can register for training. Continue to [apply for registry profile membership](#)

FOR ALL USERS:

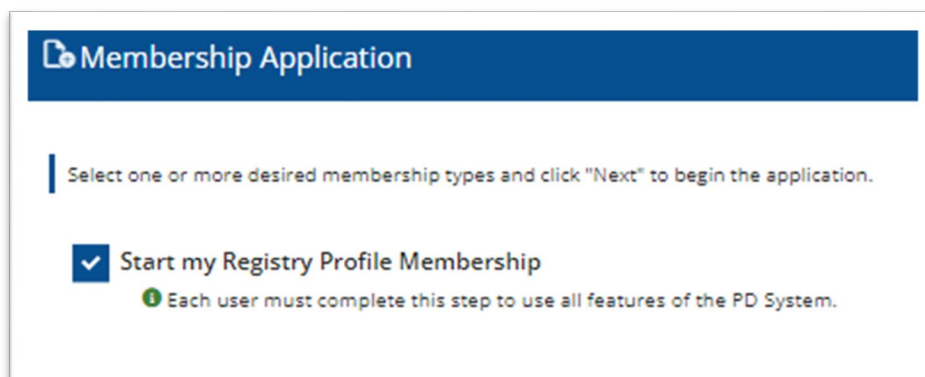
APPLY FOR REGISTRY PROFILE MEMBERSHIP

After you create an account in the MOPD System, continue setting up your Individual Profile by applying for the Registry Profile Membership. This step will allow individuals to connect to their employer in the system, enter their education, and more. Have your current resume with dates of employment and education available to help you complete this step accurately.

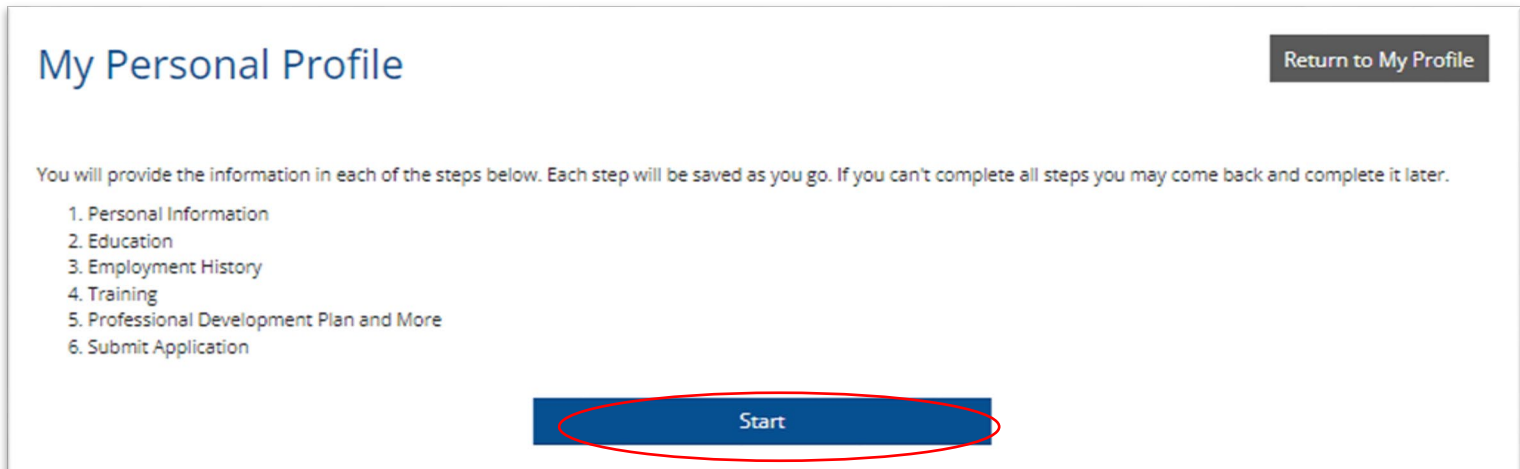
1. Log in to the MOPD System.
2. Click the Apply for Membership button on the My Memberships card.



3. Check the box labeled Start my Registry Profile Membership, then click the Next button located at the bottom right of the screen.



- Click the Start button to begin going through the six steps to setup your Individual Profile.




The screenshot shows the 'My Personal Profile' setup page. At the top left is the title 'My Personal Profile' in blue. At the top right is a button labeled 'Return to My Profile'. Below the title is a paragraph: 'You will provide the information in each of the steps below. Each step will be saved as you go. If you can't complete all steps you may come back and complete it later.' Below this is a numbered list of six steps: 1. Personal Information, 2. Education, 3. Employment History, 4. Training, 5. Professional Development Plan and More, and 6. Submit Application. At the bottom center is a large blue button labeled 'Start', which is circled in red.

Personal Information:

Your Personal Information will populate the information you provided when your account was created. Update any of these fields as needed, then click the Save and Continue button.

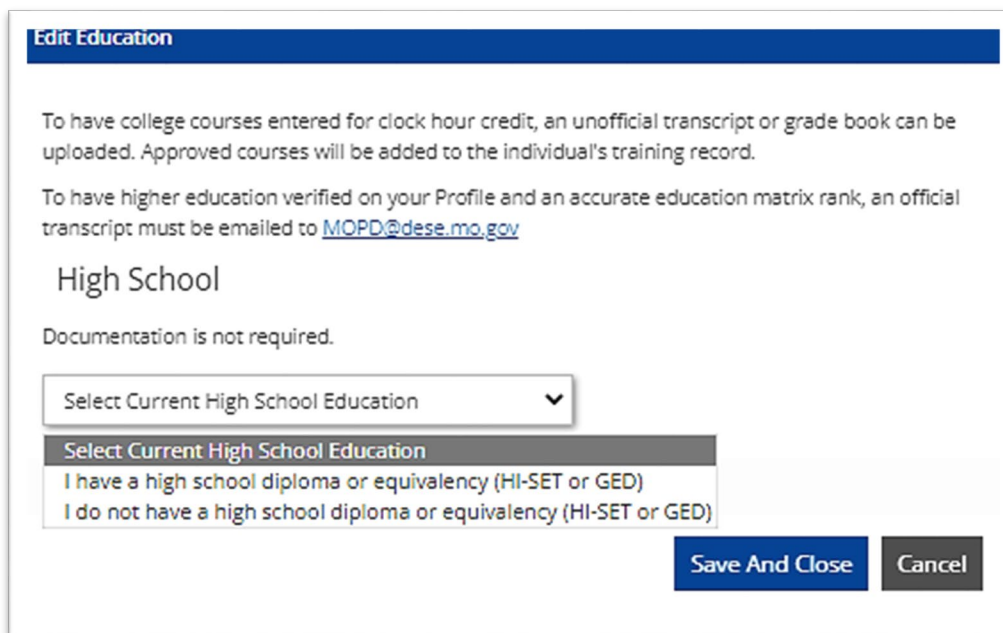
Education:

- From the Education tab, click the Edit button next to High School.



The screenshot shows the 'Education' tab in the profile setup. It contains a single entry labeled 'High School'. To the right of this entry is a small blue button labeled 'Edit', which is circled in red.

- Select the appropriate option from the Current High School Education dropdown list.



The screenshot shows the 'Edit Education' modal window. It has a blue header with the title 'Edit Education'. Below the header is a paragraph: 'To have college courses entered for clock hour credit, an unofficial transcript or grade book can be uploaded. Approved courses will be added to the individual's training record.' Below this is another paragraph: 'To have higher education verified on your Profile and an accurate education matrix rank, an official transcript must be emailed to MOPD@dese.mo.gov'. Below the paragraphs is the text 'High School' and 'Documentation is not required.' Below this is a dropdown menu labeled 'Select Current High School Education' with a downward arrow. The dropdown menu is open, showing two options: 'I have a high school diploma or equivalency (HI-SET or GED)' and 'I do not have a high school diploma or equivalency (HI-SET or GED)'. At the bottom right of the modal are two buttons: 'Save And Close' and 'Cancel'.

- a. If you select “I have a high school diploma or equivalency,” you will enter your graduation year. Uploading a diploma is not required.
- b. If you select “I do not have a high school diploma or equivalency,” you will check the box and enter your expected graduation date.

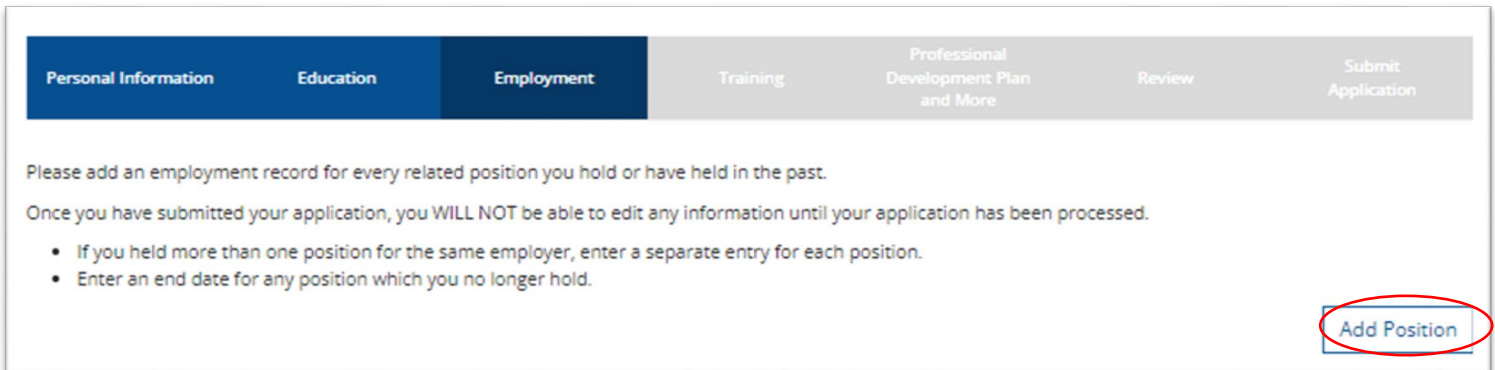
The screenshot shows a web form titled "High School". Below the title, it states "Documentation is not required." There is a dropdown menu with the selected option "I do not have a high school diploma or equivalency". Below this, there are three sections, each starting with an unchecked checkbox:

- ☐ I am currently enrolled in High School
Graduation Date
- ☐ I am currently enrolled in a high school Career Technical Institute program
Graduation Date
- ☐ I am currently enrolled in a GED program.
Graduation Date

3. Click the Save and Close button.
4. To continue adding information on your education page, view the options in each dropdown list and complete the information in pop-up windows.
 - a. To have college courses entered for clock hour credit, an unofficial transcript or grade book can be uploaded. Approved courses will be added to your training record.
 - b. To have higher education verified, an official transcript must be emailed to MOPD@dese.mo.gov.
5. When you are finished adding Education information, click the Save and Continue button.

Employment:

1. From the Employment tab, select the Add Position button.



Personal Information Education **Employment** Training Professional Development Plan and More Review Submit Application

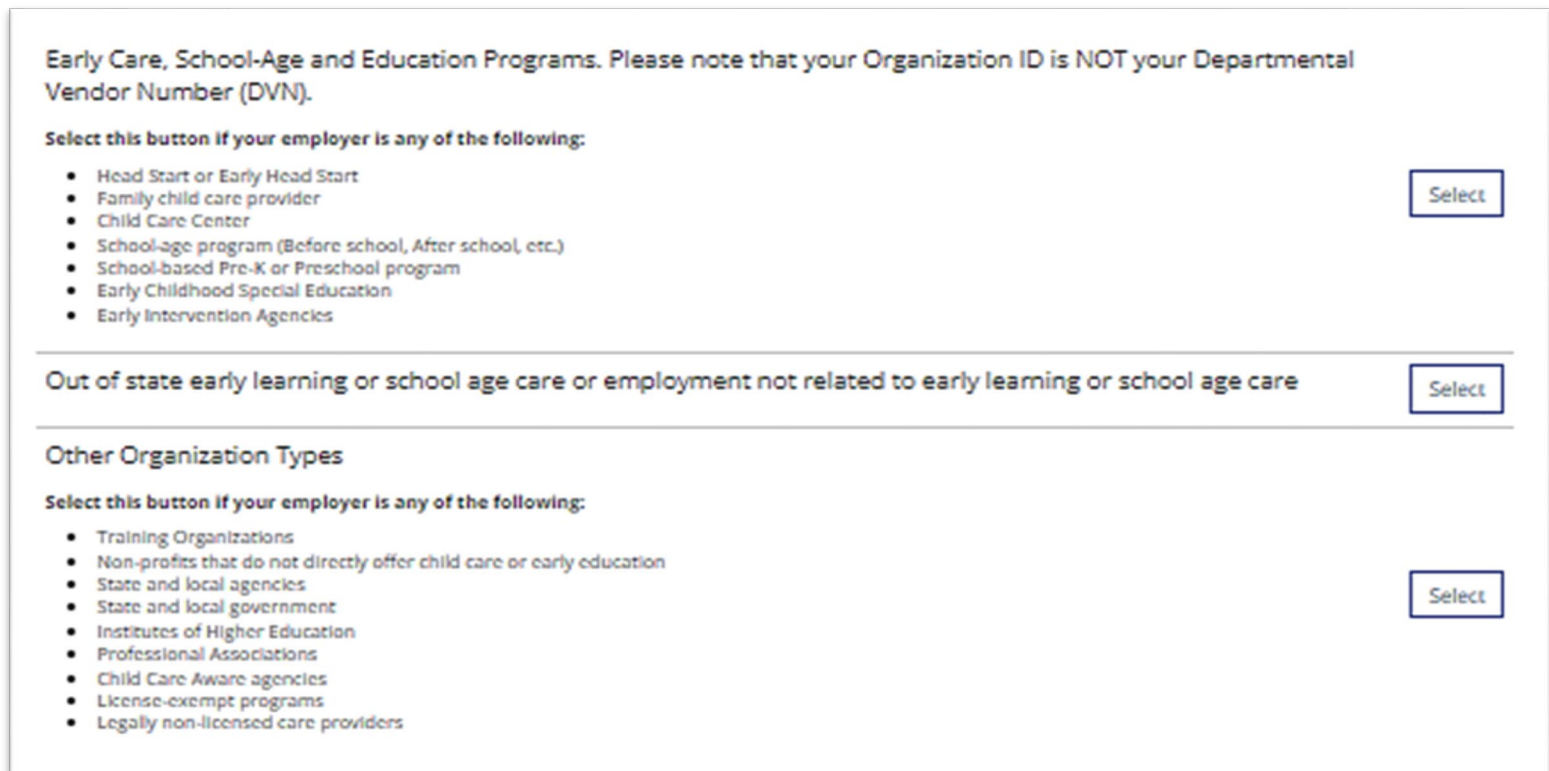
Please add an employment record for every related position you hold or have held in the past.

Once you have submitted your application, you WILL NOT be able to edit any information until your application has been processed.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

2. Search for your organization based on the following Organization categories:
 - a. Direct care organizations such as early care, school-age, and education programs
 - b. Out of state early learning or school age care or employment not related to early learning or school age care
 - c. Other organizations, such as training organizations and institutions of higher education



Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your Departmental Vendor Number (DVN).

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education
- Early Intervention Agencies

Select

Out of state early learning or school age care or employment not related to early learning or school age care

Select

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

Employer Search - Early Care, School-Age, and Education Programs:

1. Click the Select button next to the 'Early Care, School-Age, and Education Programs' option.

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your Departmental Vendor Number (DVN).

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education
- Early Intervention Agencies

Select

2. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click the Search button.

Organization ID

Q

Search

Employer Name

Q

City

Q

Departmental Vendor Number (DVN)

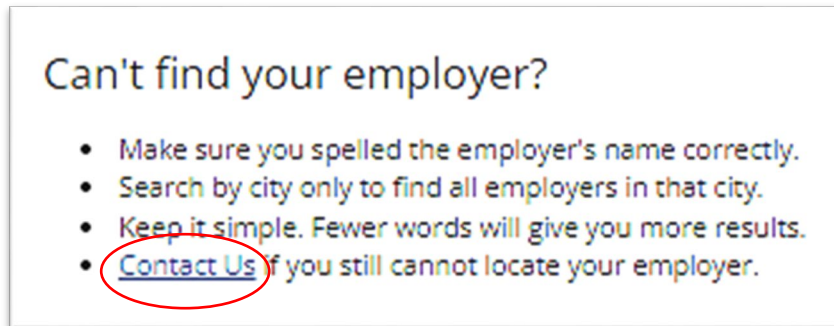
Q

School District Number

Q

Start Over

3. Click on the Organization ID or Name of the employer from the search results list to select that organization. If your organization is not found, you should:
 - a. Make sure you spelled the employer's name correctly.
 - b. Search by city only to find all employers in that city.
 - c. Keep it simple. Fewer words will give you more results.
 - d. Click the Contact Us link at the bottom of the screen if you still cannot locate your employer and enter the requested information.



4. After you select your employer from the list, click the Confirm button if the information listed is correct.

Program Information

Departmental Vendor Number (DVN)

Effective

Name

Address

Phone

[Confirm](#) [Return](#)

5. Enter your position information.

Position Information

Title *

-- Make a selection --

Hours per Week *

Months Per Year *

Primary Employer *

☐ This is my primary employer

☐ Not my primary employer

Age of Children *

<input type="checkbox"/> Prenatal	<input type="checkbox"/> Pre-K
<input type="checkbox"/> Infants (0 to 11 months)	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> Young Toddlers (12 to 23 months)	<input type="checkbox"/> After School
<input type="checkbox"/> Older Toddlers (2 to 3 years)	<input type="checkbox"/> Adult
<input type="checkbox"/> Preschool	

Start Date *	End Date

6. Click the Save button.

Employer Search - Out of state early learning or school-age care or employment not related to early learning or school-age care:

1. Click the Select button next to the 'Out of state early learning or school age care or employment not related to early learning or school-age care' option.

Out of state early learning or school age care or employment not related to early learning or school age care

Select

2. Enter the Employer information in the required fields.

Employer's Name*

Program Type*

-- Make Selection --

Contact First Name

Contact Last Name

Mailing Address

Country*

United States

Address*

Apt/Suite #

Zip*

City*

State*

County*

Enter County

Enter a valid zip code to choose a county.

3. Click the Save and Continue button.

4. Click the Confirm button if the information listed is correct.

Program Information

Name	Test Organization
Address	123 Main St, Jefferson City, MO65101 Cole County US
Phone	(573) 111-2000

Confirm

Return

5. Enter your position information.

Position Information

Title *

-- Make a selection --

Hours per Week *

Months Per Year *

Primary Employer *

☐ This is my primary employer

☐ Not my primary employer

Age of Children *

☐ Prenatal

☐ Pre-K

☐ Infants (0 to 11 months)

☐ Kindergarten

☐ Young Toddlers (12 to 23 months)

☐ After School

☐ Older Toddlers (2 to 3 years)

☐ Adult

☐ Preschool

Start Date *

End Date

6. Click the Save button.

Employer Search – Other Organization Types:

1. Click the Select button next to the 'Other Organization Types' option.

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

2. If you know your Organization ID, you can search by ID. Otherwise, enter any other search criteria and click the Search button.

Organization ID

Search

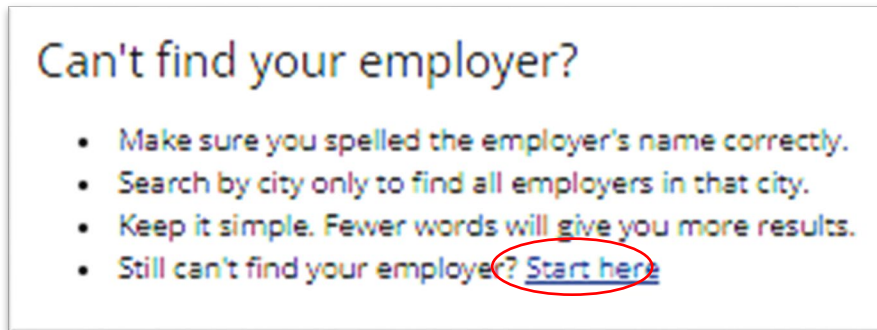
Employer Name

child

City

Start Over

3. Select your organization from the list. If your organization is not found, you should:
 - a. Make sure you spelled the employer's name correctly.
 - b. Search by city only to find all employers in that city.
 - c. Keep it simple. Fewer words will give you more results.
 - d. Click the Start Here link at the bottom of the screen if you still cannot locate your employer.



- i. Enter your employer's information and then click the Save and Continue button.
 - ii. Confirm the information is correct and click the Confirm button.
4. After you select your organization from the list, click the Confirm button if the information listed is correct.

A screenshot of a form titled "Program Information". It displays the following information:

Name	Test Organization
Address	123 Main St, Jefferson City, MO65101 Cole County US
Phone	(573) 111-2000

At the bottom of the form, there are two buttons: "Confirm" (highlighted with a red circle) and "Return".

5. Enter your position information.

Position Information

Title *

-- Make a selection --

Hours per Week *

Months Per Year *

Primary Employer *

☐ This is my primary employer

☐ Not my primary employer

Age of Children *

☐ Prenatal☐ Pre-K

☐ Infants (0 to 11 months)☐ Kindergarten

☐ Young Toddlers (12 to 23 months)☐ After School

☐ Older Toddlers (2 to 3 years)☐ Adult

☐ Preschool

Start Date ***End Date**

6. Click the Save button.

After all related employment experience is entered, click the Save and Continue button from the Employment screen to continue to the next tab.

Test Organization

Staff

Not Provided

1/1/2020

5/1/2023

Self Reported

Return to My Profile

< Previous Step

Save and Continue >

Training:

Your training page will show all of your clock hour training credit.

Please note that any training that was completed and submitted for clock hour training credit before May 12, 2023, will be transferred to this page from the former system.

You may click the Individual Training Request button and enter the required information to request hours to count for clock hour training credit that are not already found in the MOPD System. The training must meet one of the criteria listed on this screen in order to be considered for clock hour training credit.

Professional Development Outside of the PD System

Click the button below to request hours to count for training credit that are not already found in the MOPD System. PD System staff will review the request within 30 calendar days of receipt. The training requests will be evaluated and approved if on the existing approved list or if all requirements are met as a new approval. You must upload and enter course information into the system to verify attendance or consider for approval.

If the training is not on the [pre-approved list](#), trainings are ONLY CONSIDERED if they were attended in-person outside of Missouri. Online conferences/trainings not on the MOPD System will not be considered.

The ONLY Exceptions include:

- Child Development Associate (CDA) certificate is granted 12 clock hours.
- Youth Development Credential (YDC) certificate is granted 12 clock hours.
- Public schools may upload a record of district training for entry.
- College credit may be considered for clock hours by uploading a transcript (unofficial is acceptable) to your Education tab (not this page). [Click here](#) for a list of pre-approved child-related college course samples.

[Individual Request Approval](#)

Click the Save and Continue button to continue to the next tab.

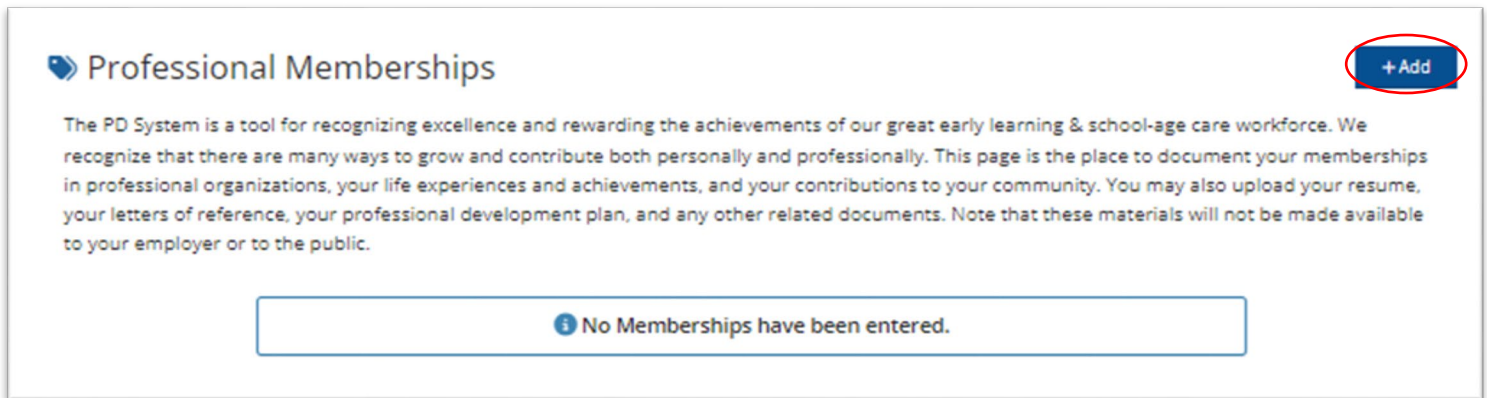
[< Previous Step](#)

[Save and Continue >](#)

Professional Development Plan and More:

To add a Professional Membership to your Individual Profile:

1. Click the + Add button.

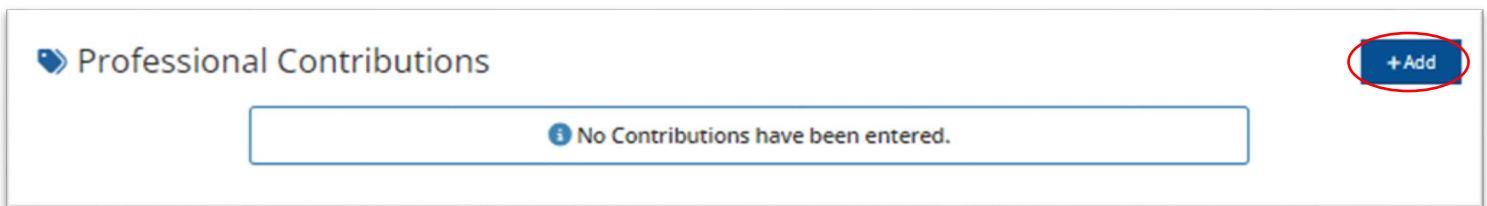


The screenshot shows the 'Professional Memberships' section of the MOPD system. At the top right, there is a blue button with a white plus sign and the text '+ Add', which is circled in red. Below the header, there is a paragraph of text explaining the purpose of the PD System. In the center, there is a light blue box with a blue information icon and the text 'No Memberships have been entered.'

2. Select your Membership Type from the dropdown list.
3. Enter the Expiration Date for your membership.
4. Upload documentation verifying your membership.
5. Click the Save Membership button.

To add a Professional Contribution to your Individual Profile:

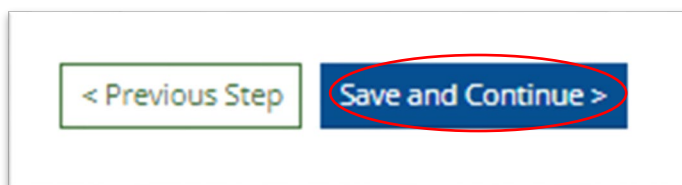
1. Click the + Add button.



The screenshot shows the 'Professional Contributions' section of the MOPD system. At the top right, there is a blue button with a white plus sign and the text '+ Add', which is circled in red. Below the header, there is a light blue box with a blue information icon and the text 'No Contributions have been entered.'

2. Select your Contribution Type from the dropdown list.
3. Enter the Date Earned for your contribution.
4. Enter a description of your contribution.
5. Click the Save Contribution button.

Click the Save and Continue button to continue to the next tab.

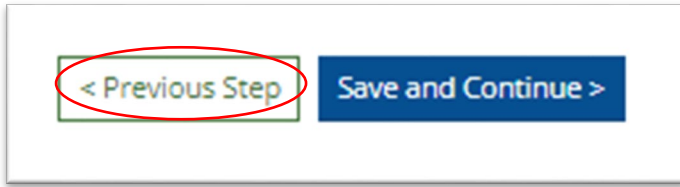


The screenshot shows two buttons at the bottom of the page. On the left is a green button with a white left arrow and the text '< Previous Step'. On the right is a blue button with white text 'Save and Continue >', which is circled in red.

Review:

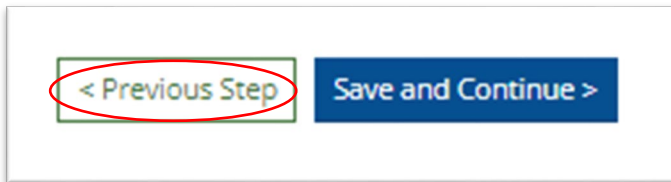
Review the information you have entered and confirm that it is correct.

If you need to revise any of the information you entered, click the Previous Step button to return to the previous tab.



Please note that your account will be locked from editing any information until after it has been approved. You must upload all required documentation before submitting your application. Documentation of training and other items listed on your professional and education pages must be uploaded to be verified.

When you have confirmed that the information you entered is correct and complete, click the Save and Continue button.



Submit Application:

Review the information on the screen and click the Submit Application button.

Instructions:

This is the final step to complete your application(s). Once you press the **Submit** button, you will not be able to edit information until your profile has been verified.

Are you ready?

You are ready to submit your applications if you have completed:

- **Personal Information:** Ensure email and address is up to date.
- **Employment History:** Make sure your current information is accurate.
- **Education:** Please submit all transcripts from the school(s) that contain the name of the institution, the students name, date(s), major obtained, and/or current Credentials, Certificates, Diplomas & Endorsements.

By submitting my application(s), I hereby agree that the information provided is complete, accurate, and up to date.

What is next?

Once you click **Submit**, please allow up to 30 days for your information to be processed. If you have any questions, please email MOPD@dese.mo.gov or use the 'Contact Us' feature found in your left side navigation menu.

Please note:

- Once you submit, you will not be able to edit information until your profile has been verified.

Application Selections

Item	Level	Expires
Registry Profile Membership	None - Initial	N/A

[< Previous Step](#) [Submit Application](#)

Congratulations! You have successfully submitted your Registry Professional Profile application. The next steps are to wait for your application to be approved. An email will be sent if additional documentation is needed or when your application has been processed.

Click Return to My Profile to go back to the home page.

Personal InformationEducationEmploymentTrainingProfessional Development Plan and MoreReviewSubmit Application

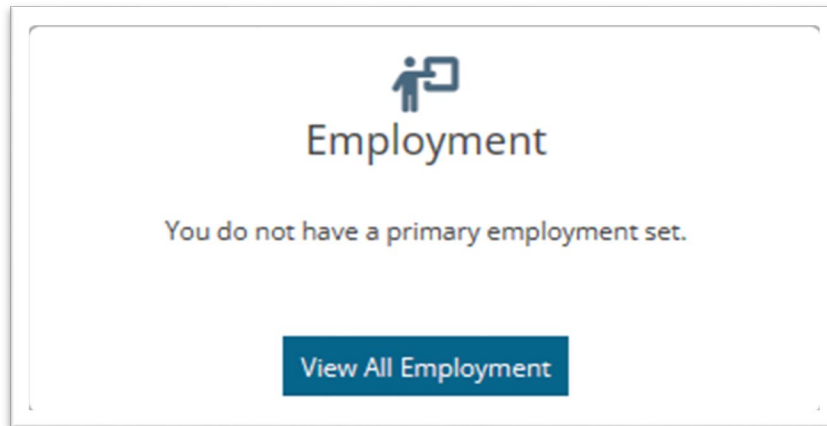
✓ Application Successfully Submitted.
Your application has been successfully submitted on 05/16/2023.

[Return to My Profile](#)

FOR ALL USERS: ADD AND UPDATE EMPLOYMENT TO AN INDIVIDUAL PROFILE

Add Employment:

1. Log in to the MOPD System.
2. Click the View All Employment button on the Employment card.



3. On the Employment screen, click the Edit button.



4. Click the Add Position button.

Please enter and maintain your related employment.

Please add an employment record for every related position you hold or have held in the past.

Once you have submitted your application, you WILL NOT be able to edit any information until your application has been processed.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Add Position

No Employment Entered
No employment has been added to this online application

5. Click the Select button next to the appropriate employment type option.

Early Care, School-Age and Education Programs. Please note that your Organization ID is NOT your Departmental Vendor Number (DVN).

Select this button if your employer is any of the following:

- Head Start or Early Head Start
- Family child care provider
- Child Care Center
- School-age program (Before school, After school, etc.)
- School-based Pre-K or Preschool program
- Early Childhood Special Education
- Early Intervention Agencies

Select

Out of state early learning or school age care or employment not related to early learning or school age care

Select

Other Organization Types

Select this button if your employer is any of the following:

- Training Organizations
- Non-profits that do not directly offer child care or early education
- State and local agencies
- State and local government
- Institutes of Higher Education
- Professional Associations
- Child Care Aware agencies
- License-exempt programs
- Legally non-licensed care providers

Select

6. A new page displays with several search field options. Enter employer information in at least one field. To narrow your search, you may complete more than one field. Then click the Search button.

Organization ID

Search

Employer Name

City

Search

Departmental Vendor Number (DVN)

7. Multiple results will appear at the bottom of the page with the closest match results appearing first. Scroll down and select your organization from the results by clicking on its Name or Organization ID.

Click on the Organization ID or Employer Name to that organization to your employment record.

Organization ID	Name	Address	License	Effective
11718	WEE LITTLE ANGELS	6690 LOW ST BLOOMSBURG, PA 17815		
38630	BLOOMSBURG CHILDRENS CENTER I	215 E 5TH ST BLOOMSBURG, PA 17815		
11194	BUSY LITTLE BEAVERS	23 Wesner Lane DANVILLE, PA 17821		
44188	BLOOMSBURG AREA YMCA DAY CARE CENTER	30 E 7TH ST BLOOMSBURG, PA 17815		
53828	PUZZLERS PRESCHOOL	1109 OLD BERWICK RD BLOOMSBURG, PA 17815		

8. If your employer does not appear, contact your employer for their Organization ID in the MOPD System.
9. Click the Confirm button if the information is correct.

10. Enter your position information.

a. Select position title from the dropdown. Choose that one that closest fits the position you fill.

b. Hours per Week and Months per Year fields must have a number entered.

Position Information

Title *

-- Make a selection --

Hours per Week *

Months Per Year *

c. Select whether this is your Primary Employer or not.

d. Select Age of Children under your supervision. You may select multiple age groups.

e. Enter Start Date and End Date. If you are still employed at this location, leave the End Date field blank.

Primary Employer *

☐ This is my primary employer

☐ Not my primary employer

Age of Children *

<input type="checkbox"/> Prenatal	<input type="checkbox"/> Pre-K
<input type="checkbox"/> Infants (0 to 11 months)	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> Young Toddlers (12 to 23 months)	<input type="checkbox"/> After School
<input type="checkbox"/> Older Toddlers (2 to 3 years)	<input type="checkbox"/> Adult
<input type="checkbox"/> Preschool	

Start Date *	End Date
<div></div>	<div></div>
(mm/dd/yyyy)	(mm/dd/yyyy)

f. Select one of the three Compensation choices. If you choose to share your hourly wage or annual salary, a field will open for you to enter that information. Otherwise, select that you do not wish to provide this information.

Compensation

Missouri PD System recommends entering your wage information. *

☒ I receive an hourly wage

⚠

\$

☐ I receive an annual salary

☐ I do not wish to provide this information

Date of last wage increase

11. Review the information you entered. Then click the Save and Continue button.
12. You will be returned to the Employment screen with the employment record added. If you have additional employment to enter, click the Add Position button and repeat steps 5 through 11.

Please enter and maintain your related employment.

Please add an employment record for every related position you hold or have held in the past.

Once you have submitted your application, you WILL NOT be able to edit any information until your application has been processed.

- If you held more than one position for the same employer, enter a separate entry for each position.
- Enter an end date for any position which you no longer hold.

Finished Employment

Add Position

Program	Title	Compensation	Start	End	Status
<div>ABC 123 CHILD LEARNING CENTER</div> <div>Primary Employer</div>	Classroom or Child Care Aide	Not Provided	5/1/2022	Present	Self Reported

Employment Verification:

Once you have completed the steps above, please let your employer know that you have created a Self-Reported employment record attached to the organization profile that you need them to verify.

For Directors and Program Owners:

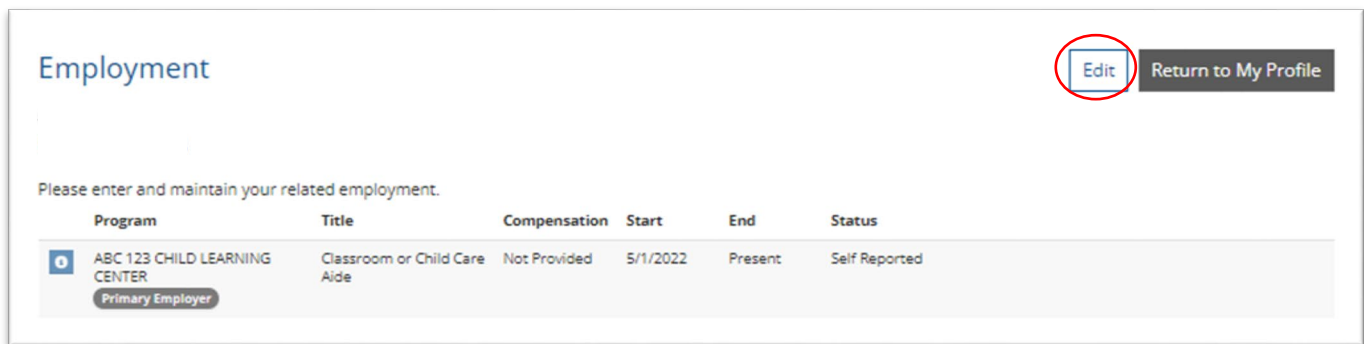
If you are a director or program owner, regularly check your Organization Profile for employees that have created a Self-Reported employment record. You must Verify Employees Self-Reported Records in order for your staff to be added to the Organization Profile.

Update Employment:

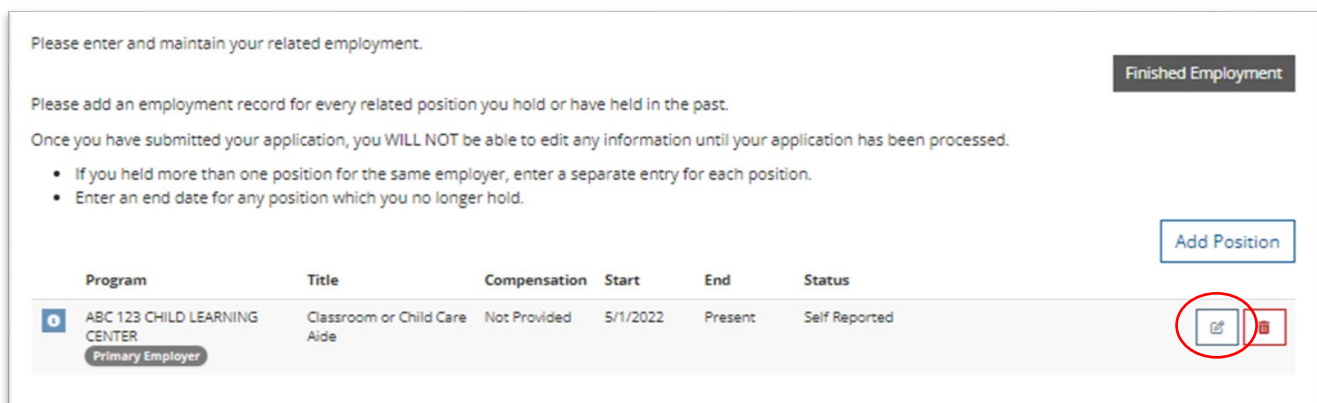
1. Log in to the MOPD System.
2. Click the View All Employment button on the Employment card.



3. On the Employment screen, click the Edit button.



4. Click the Edit button next to any employment record in the list to update the information.



5. Edit information in any of the fields as needed. If you no longer work for the employer, enter the last date you worked in the End Date field.

A screenshot of a web form for the Missouri Professional Development (MOPD) System. The form has two input fields at the top: 'Start Date *' with the value '5/1/2022' and 'End Date' which is empty. Below these fields are the format instructions '(mm/dd/yyyy)'. The 'Compensation' section follows, with a note: 'Missouri PD System recommends entering your wage information. *'. There are three radio button options: 'I receive an hourly wage', 'I receive an annual salary', and 'I do not wish to provide this information' (which is selected). Below the radio buttons is the text 'Status Self Reported'. At the bottom of the form are two buttons: 'Update' (in blue) and 'Cancel' (in grey).

6. Click the Update button to save your changes.
7. Click on the Finished Employment button to return to your Profile page.

A screenshot of the MOPD System's employment record management page. At the top, it says 'Please enter and maintain your related employment.' and 'Please add an employment record for every related position you hold or have held in the past.' Below this is a warning: 'Once you have submitted your application, you WILL NOT be able to edit any information until your application has been processed.' followed by two bullet points: 'If you held more than one position for the same employer, enter a separate entry for each position.' and 'Enter an end date for any position which you no longer hold.' In the top right corner, there is a button labeled 'Finished Employment' which is circled in red. Below the text is an 'Add Position' button. A table displays the current employment record:

Program	Title	Compensation	Start	End	Status
ABC 123 CHILD LEARNING CENTER Primary Employer	Classroom or Child Care Aide	Not Provided	5/1/2022	Present	Self Reported

At the bottom right of the table, there are two icons: a pencil (edit) and a trash can (delete).

Additional instructions for the MOPD System can be found at:
<https://www.earlyconnections.mo.gov/MOPDInstructions>

FOR ALL USERS: OVERVIEW- FEATURES OF THE PROFILE PAGE:

To Summarize- On your Profile Page, you will see your MOPD ID in the upper left along with some basic profile information. If your name, address, email, or phone number need to be changed, you can click on the Edit Profile Information button in the upper right of the screen.

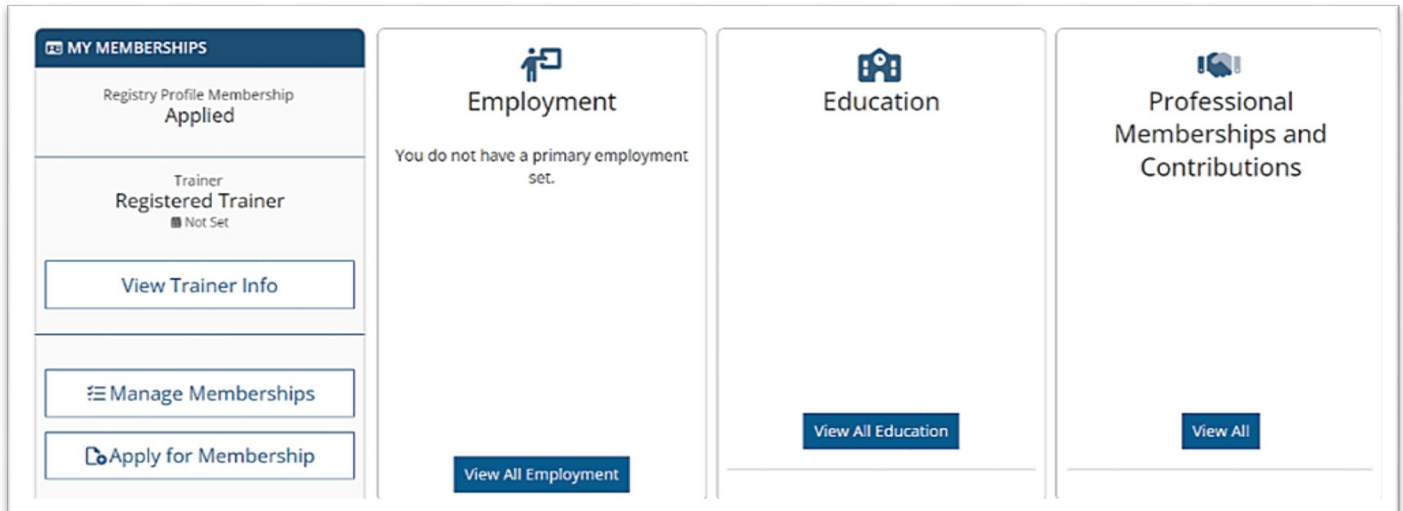


Next you will see your Memberships, Employment, Education, and Professional Memberships and Contribution cards. Each card will display relevant information you've entered. You can click the View All buttons in each section to view additional information. You can also click the Manage Memberships and Apply for Membership buttons to


Create Your Individual Profile

or

Become A Trainer to submit courses.



Further down on the Profile Page, you will find the total number of clock hours you have earned for the current calendar year as well as a list of upcoming training events for which you are registered. By clicking the View All My Training button, you have to ability to view all trainings, past and future, and request clock hour approval.





Training Hours

1.00

Time Frame
Current Calendar Year

Upcoming Training Events

#158182
[Robert's E-Learning Course](#)

 Starts 05/08/2023 /  Ends 05/08/2024 / Hours 3.00

View All My Training

Below the training section, you can click the View Reports button to access Reports. Reports available are based on your Membership Type. You may also see Notes shared with you by the MOPD System staff.

Reporting

See your data in a printable format.

View Reports

Notes

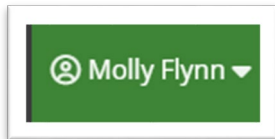
No Notes Available

There are currently no staff notes entered.

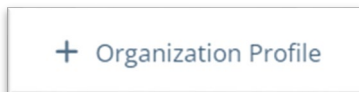
FOR DIRECTORS/OWNERS: CLAIM YOUR ORGANIZATION

As an owner or director of a child care facility, you will need to claim your facility, known as an organization, in the MOPD System. To claim your organization, you must know your DVN.

1. Log in to the MOPD System.
2. From your profile page, click on the context menu in the upper right corner where you see your name.



3. Then select + Organization Profile from the context menu.



4. The Organization Profile Lookup screen appears. Click the Create Profile button in the middle of the screen. You do not need to populate the Organization ID field.

Organization Profile Lookup

If your Organization has already been setup in the MOPD system, ask the director or owner for the Organization Identification. This is not the same as a Department Vendor Number (DVN).

Organization ID

Enter the Organization ID Number

Required

Find Profile

Need to Setup your Organization Profile?

If your organization is not setup in our system, please click "Create Profile" to begin your organization profile setup.

Create Profile

5. You will then progress to the Contact Info page. Verify contact information and enter your phone number if the field is blank.
6. Click “Yes, this organization provides direct care and/or education to children.” If you are the owner of a non-direct care facility, see instructions for how to [Create a Non-Direct Care Organization Profile](#),
7. Click the Next button at the bottom of the page.

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name *

Sally

Last Name *

Smith

Email Address *

MOPDSys+sm+sallysmith@gmail.com

Phone

573

-

822

-

5555

Ext .

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

☒ Yes, this organization provides direct care and/or education to children

☐ No, this organization does not provide direct care and/or education to children

Next >

8. The screen advances to Organization Identification. If your program or business is licensed or otherwise has a DVN, select Yes and enter the DVN.

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Missouri Department of Elementary and Secondary Education (DESE)?

If your program or business is licensed by the Missouri Department of Elementary and Secondary Education (DESE), provide your Departmental Vendor Number (DVN) below.

☒ Yes

Enter your departmental vendor number (DVN) here:
(required)

[Previous](#) [Next](#)

9. Answer the remaining four questions:
- Is this site a Head Start/Early Head Start Administrative Site or Direct Care Site? If yes, you'll enter your Head Start recipient.
 - Are you a child care program in partnership with Head Start? If yes, you'll enter your Head Start grantee.
 - Are you a school district? If yes, you'll select the school district from the dropdown list.
 - Are you a child care program in partnership with a School District? If yes, you'll select the school district from the dropdown list.
10. Once all questions have been answered, click the Next button at the bottom of the screen.
11. Though you clicked on Create Profile in an earlier step, the system has searched the system to see if your organization is already there and should now display a message that a program was found. The message asks you to confirm the program information is correct.
- If the program displayed is your organization, click the Next button.
 - If the program displayed is not your organization, click the Previous button and re-enter your DVN correctly.

We found the following program data using the identification numbers you provided. Confirm the programs found are correct.

Sample Child Care Program
123 Child Care Lane
St. Louis, MO 63101

Departmental Vendor Number (DVN): 123456789

[Previous](#) [Next](#)

If your DVN was entered correctly but the wrong organization is displayed, please contact MOPD System Staff at MOPD@dese.mo.gov.

12. You have now progressed to the Organization Type. It is acceptable to not have changes on this screen, in which case, you can click the Next button.
- The Training Sponsor Organization should only be checked if your organization will be hosting conferences.

- If your program is accredited, select the accreditation from the dropdown list and click the Add button. You may choose all that apply.

Organization Type

☐ Training Sponsor Organization

By checking this box, you are requesting to become an approved Training Organization. You are required to complete and submit an Organizational Application.

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --

Add

- If you select an accreditation, fields will open for you to enter an ID number, Effective Date and Expiration Date. If you do not know this information, you can click Next and update later.

Missouri Accreditation (MOa)

ID Number

Effective Date

Expiration Date

Next

13. You have now progressed to the Program Capacity & Enrollment page.

- Enter the number of classrooms or groups and total number of children enrolled in your program. This information is helpful for reporting purposes but is not required currently.

Program Capacity & Enrollment

Enter the number of children by age group for which you provide care.

Number of Classrooms / Groups

Total Number of Children Enrolled

0

- You can also enter the number of children enrolled for each of the age groups listed.

Infants (0 to 11 months)	<input type="text" value="0"/>
Young Toddlers (12 to 23 months)	<input type="text" value="0"/>
Older Toddlers (2 to 3 years)	<input type="text" value="0"/>
Preschool	<input type="text" value="0"/>
Pre-K	<input type="text" value="0"/>
Kindergarten	<input type="text" value="0"/>
After School	<input type="text" value="0"/>

- Select the Timeframe when your organization is open and serving children. You should enter a comment if your organization is closed for more than two consecutive weeks at any time during the year.
- Click the Next button to continue.

When is your program open and serving children? (Please choose the one answer that best fits.)

-- Select Timeframe --

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Next

14. From the Organization Address page, verify the Organization Name, physical and mailing addresses, and phone number displayed are correct. You may enter any missing information such as fax number, website or enter any other additional information.

Organization Address

Organization Name *

EARLY LEARNERS ACADEMY LLC

Physical Address

Country *

United States

Address *

518 JOHNSON ST

Apt/Suite #

Zip *

65270

City *

MOBERLY

State *

MO

County *

Randolph

Enter a valid zip code to choose a county.

Mailing Address

☒ Same as physical address

Country *

United States

Address *

518 JOHNSON ST

Apt/Suite #

Zip *

65270

City *

MOBERLY

State *

MO

County *

Randolph

Enter a valid zip code to choose a county.

Phone*

660

-

833

-

4972

Fax

-

-

Primary Website

Organization's primary website

15. Communication Preferences will default to Subscribe to receive informational emails from MOPD. Click the Submit button.

The MOPD sends periodic communications.

☐ Unsubscribe

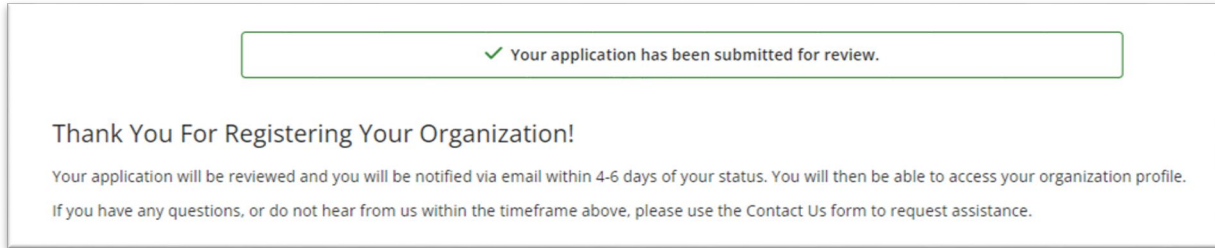
You will not receive informational emails from MOPD, but you will continue to receive emails regarding your account.

☒ Subscribe

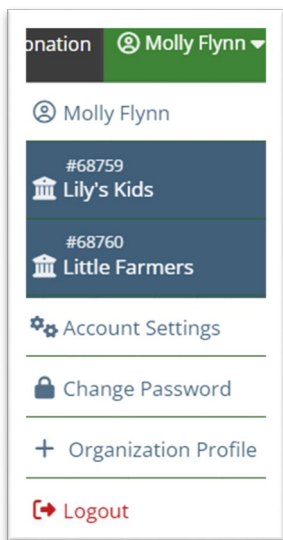
You will receive informational emails from MOPD in addition to emails regarding your account.

Submit

You will receive a message that states, “Thank You For Registering Your Organization!” Your Organization Profile application will go into a queue for the MOPD System Staff to review and approve. This is to verify that the person attempting to claim the organization is a person who should have access to the program’s information.



Once approved, you will see your organization listed in your context menu. This allows you to view employee training records and run a Staff Report. You can have more than one organization associated.



Also, once approved, you will be able to invite your employees to associate with your organization and approve them as employees.

FOR DIRECTORS/OWNERS:

ACCESS ORGANIZATION PROFILE & ADD STAFF

After your Organization Profile is claimed, you can continue to any of these sections below:

Access Organization Profile After Approval

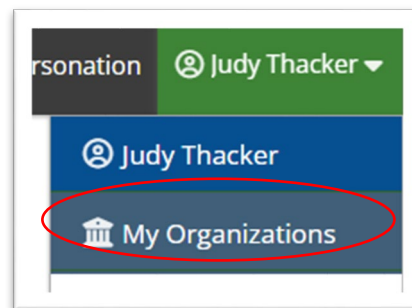
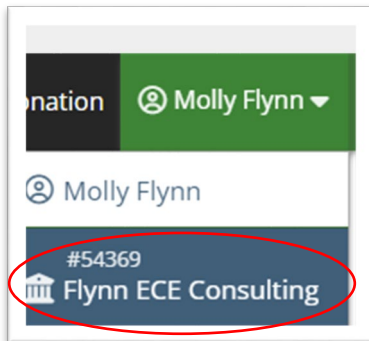
Invite Employees to Connect to the Organization Profile

Verify Employees Self-Reported Records

Add Staff to Help Manage Organization Profile

Access Organization Profile After Approval:

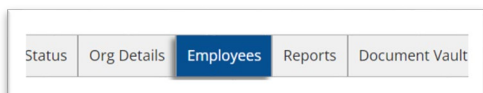
1. After your Organization Profile has been approved, log in to the MOPD System.
2. Click your name in the top right corner to access the context menu. Select your Organization Profile.
 - a. If you only have one organization listed, its name will appear on the menu.
 - b. If you have multiple organizations, you may need to select My Organizations and a list of your organizations will appear. Select one from the list.



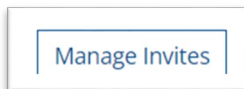
- c. The first time you access your Organization Profile, you will need to agree to the terms of agreement and click Submit.

Invite Employees to Connect to the Organization Profile:

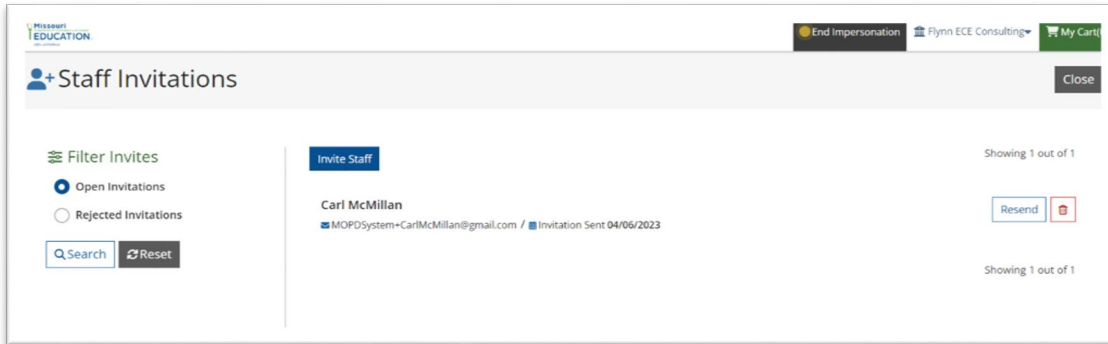
1. From your Organization Profile, click on the Employees tab.



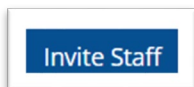
2. Click the Manage Invites button on the right.



- a. The Staff Invitations screen appears. On the left, you can filter invites. It defaults to Open Invitations, but you can select Rejected Invitations.
- b. In the center, you will find a list of open invites showing the name, email address, and date the invitation was sent.
- c. To the right, you will find a Resend button to resend the invite and a delete button represented by the trash icon.



3. Click the Invite Staff button.



4. The Invite Staff window opens.

- a. Enter the staff information in the required fields. *Please make sure to enter the email your staff member will use to log into the registry.*

- b. Select all ages of children the staff member oversees or has knowledge of:

Age of Children Required

- ☐ Prenatal
- ☐ Infants (0 to 11 months)
- ☐ Young Toddlers (12 to 23 months)
- ☐ Older Toddlers (2 to 3 years)
- ☐ Preschool
- ☐ Pre-K
- ☐ Kindergarten
- ☐ After School
- ☐ Adult

Compensation

It is recommended that you enter your wage information.

☒ I receive an hourly wage
☐ I receive an annual salary
☐ I do not wish to provide this information

Hourly Wage


\$ Enter Hourly Wage

- c. Choose the appropriate compensation radio dial.
 - i. If you choose hourly, an hourly wage field appears (as shown in the screenshot above).
 - ii. If you choose annual salary, a salary field appears.
 - iii. If you choose not to provide, no addition field will populate.
- d. Once all required fields have been entered, the Send Invite button becomes enabled.

Send Invite

Close

5. Click the Send Invite button. An Invitation Sent pop-up window appears.



Invitation Sent

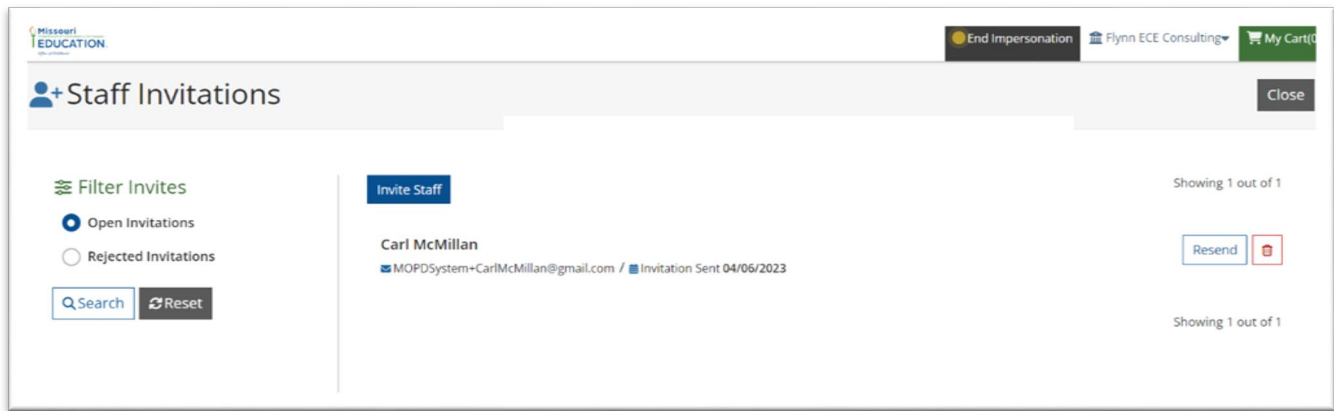
Would you like to invite additional staff?

Click **Yes** to invite additional staff.

No

Yes

- a. If you choose Yes, another Invite Staff window appears and you will repeat steps 4 and 5.
- b. If you choose No, the pop-up window closes and you are back to the Staff Invitations page. You will see the list of invites you just sent.



7. When all staff have been invited, click the Close button in the upper right.

****Directors- please remember to include yourself in these efforts to add staff records to the organization profile. You can send yourself an invitation to create an employment record using the steps above or add an employment record on the Employment tab of your individual profile. ****

8. Employees will populate on the Employees tab of your Organization Profile after they have accepted the invite.

Verify Employees Self-Reported Records:

On the Employees tab of the Organization Profile, you will see a list of staff records transferred from OPEN Initiative and anyone who has created an employment record for your program. This record is listed as Self-Reported until it is updated to Verified by Program.

1. To verify an employee, click on the three dots next to their record and select Update.

29951
A BRIGHT DAY EARLY LEARNING CENTER

Status Org Details Program Info Classrooms **Employees** Reports Document Vault

Registered Employees Manage Invites

The following list of employees has been gathered by the PD System through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees

ID	Name	Title	Date	Education Matrix Level	Current Status	Status
6804341	Camerieritest, Julie	Assistant Director	9/18/2017 - Present		- Expires 2/28/2023	Verified by Program ...
6850140	Cartertest, Marian	Classroom or Child Care Aide	10/18/2021 - Present		- Expires 1/31/2023	Verified by Program Update
6804311	Cochranetest, Emily	Assistant Director	11/13/2017 - Present		- Expires 12/31/2022	Verified by Program ...

2. An Update Employment Record window will appear. Confirm the employee's start date is correct. If the employee no longer works for your program, you can select that option and enter an end date.

The screenshot shows a window titled "Update Employment Record" for "Thacker, Judy". It includes a "Supervisor/Manager" field, two radio buttons for employment status (the first is selected), a "Start Date" field with "2/2/2023", an "End Date" field, a "Status" dropdown menu currently showing "Verified by Program", and a "Save Changes" button at the bottom.

3. Select the Status from dropdown list.

The screenshot shows the "Status" dropdown menu with the following options: "-- Make a selection --", "-- Make a selection --" (highlighted), "Verified by Program", "Reviewed/Not Verified", and "Denied".

- a. 'Verified by Program' means you can confirm the person works there or the past employment record is true.
 - b. 'Reviewed/not verified' means you cannot confirm or deny the person worked there in the past.
 - c. 'Denied' means you know for certain the record is false.
4. Click the Save Changes button.

Add Staff to Help Manage Organization Profile:

Staff added to help manage organization profile users can submit training courses for approval and schedule events. They can also invite, verify, and remove employees from the Organization Profile. A staff person must be entered on the Employees tab to be given access to the Organization Profile in the steps below.


1. Click the Org Details tab.

The screenshot shows a row of five tabs: "Status", "Org Details" (highlighted in blue), "Employees", "Reports", and "Document Vault".

2. Click the Manage organization profile users button located beneath the Contact Information.


The screenshot shows a button labeled "Manage organization profile users".

3. Select the staff you want to add from the list on the screen by clicking the + button.

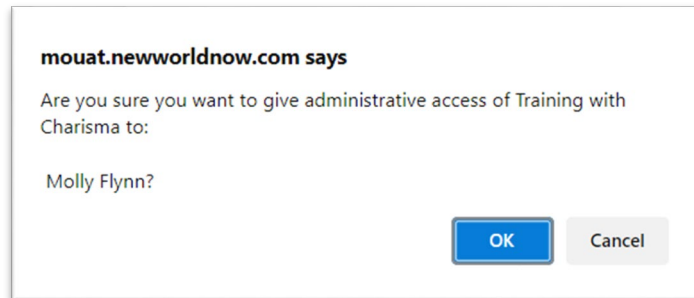


Add User

Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

 Molly Flynn Trainer

4. A pop-up window will appear asking if you are sure you want to give that person access. Click the OK button to confirm.



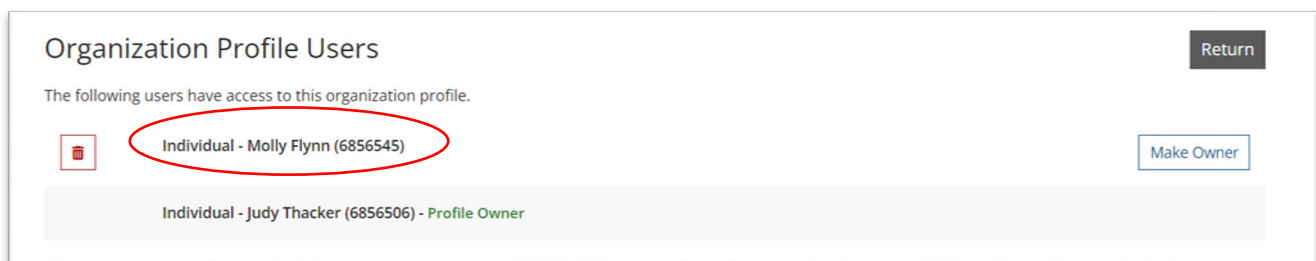
mouat.newworldnow.com says

Are you sure you want to give administrative access of Training with Charisma to:

Molly Flynn?


OK Cancel

5. After you click OK, the screen will refresh, and you will now see that employee listed under the Organization Profile Users.



Organization Profile Users Return

The following users have access to this organization profile.

	Individual - Molly Flynn (6856545)	Make Owner
	Individual - Judy Thacker (6856506) - Profile Owner	

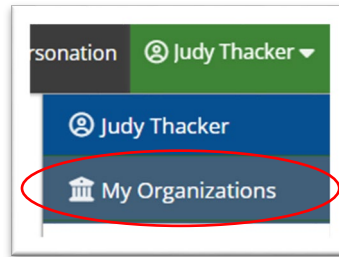
6. Click the Return button to return to the Org Details tab.

FOR DIRECTORS/OWNERS: TRANSFER OWNERSHIP OF AN ORGANIZATION PROFILE

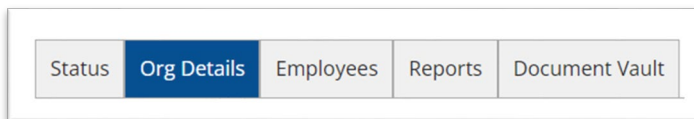
If you are listed as the owner of an Organization Profile in the MOPD System, and you need to transfer ownership of the organization, follow the steps below. Please note that an Organization Profile must first be approved before ownership can be transferred.

Access Organization Profile:

1. Log in to the MOPD System.
2. Click your name in the top right corner to access the context menu. Select your Organization Profile.
 - d. If you only have one organization listed, its name will appear on the menu.
 - e. If you have multiple organizations, you may need to select My Organizations and a list of your organizations will appear. Select one from the list.



3. Click the Org Details tab.

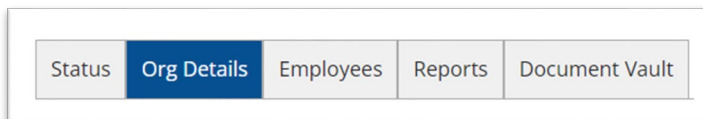


4. Click the Manage organization profile users button located beneath Contact Information.
 - a. If you are the only individual listed, proceed to [Add Staff to Help Manage Organization Profile](#).
 - b. If you have other individuals listed, proceed to [Transfer Ownership of Organization](#).

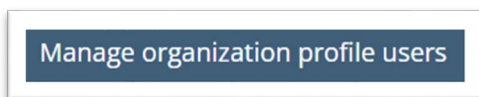
Add Staff to Help Manage Organization Profile:

Staff added to help manage organization profile users can submit training courses for approval and schedule events. They can also invite, verify, and remove employees from the Organization Profile. A staff person must be entered on the Employees tab to be given access to the Organization Profile in the steps below.

1. Click the Org Details tab.



2. Click the Manage organization profile users button located beneath the Contact Information.



3. Select the staff you want to add from the list on the screen by clicking the + button.

Add User

Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

+

Molly Flynn

Trainer

4. A pop-up window will appear asking if you are sure you want to give that person access. Click the OK button to confirm.

Are you sure you want to give administrative access of Training with Charisma to:

Molly Flynn?

OK

Cancel

After you click OK, the screen will refresh, and you will now see that employee listed under the Organization Profile Users.

Organization Profile Users

The following users have access to this organization profile.

Individual - Molly Flynn (6856545)

Make Owner

Individual - Judy Thacker (6856506) - Profile Owner

Transfer Ownership of Organization

2. Click the Org Details tab.

Status

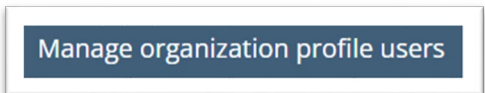
Org Details

Employees

Reports

Document Vault

3. Click the Manage organization profile users button located beneath the Contact Information.



4. To the right of each Organization Profile User is a Make Owner button. Click the Make Owner button beside the person you wish to transfer Organization Profile ownership.

A screenshot of the "Organization Profile Users" interface. At the top right is a "Return" button. Below the title, it says "The following users have access to this organization profile." There is a list of users. The first user is "Individual - Molly Flynn (6856545)" with a red trash icon to the left. To the right of this user is a "Make Owner" button, which is circled in red. The second user is "Individual - Judy Thacker (6856506) - Profile Owner".

5. A pop-up window will appear to confirm this person should be given ownership. If correct, click OK.

A pop-up window with the text "Are you sure you want to give ownership of Training with Charisma to:" followed by "Individual - Molly Flynn?". At the bottom are two buttons: "OK" and "Cancel".

6. From the Org Details tab, you will no longer see the Manage organization profile users button located beneath the Contact Information. You will still be listed as an organization profile user and have the ability to add, remove, and verify employees.

A screenshot of the "Org Details" tab in a system. The top navigation bar includes "Status", "Org Details" (which is highlighted), "Employees", "Reports", and "Document Vault". Below this is the "Contact Information" section, which contains fields for "Email Address*", "First Name*", "Last Name*", "Title", and "Phone" (with a separate "Ext." field). There is a "Send Message" button next to the email field. Below the contact information is a section for "Communication Preferences".

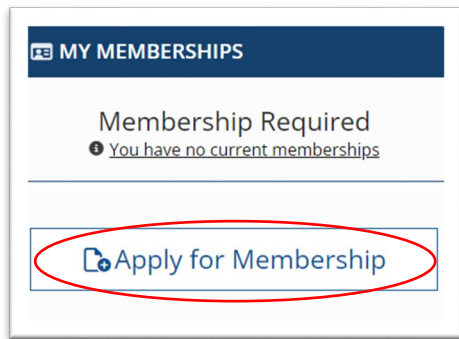
FOR TRAINERS: BECOME A REGISTERED TRAINER

The State of Missouri does not have specific criteria to approve trainers with the exceptions of First Aid and CPR or any asynchronous course topics. Most requests to be a trainer will be automatically approved. With a trainer designation, you can submit courses for approval. After courses are approved, trainers will be able to schedule events for approved courses. Events are automatically approved. Trainers requesting to teach CPR and First Aid or any asynchronous course topics will have to submit additional documentation before they can teach those course topics.

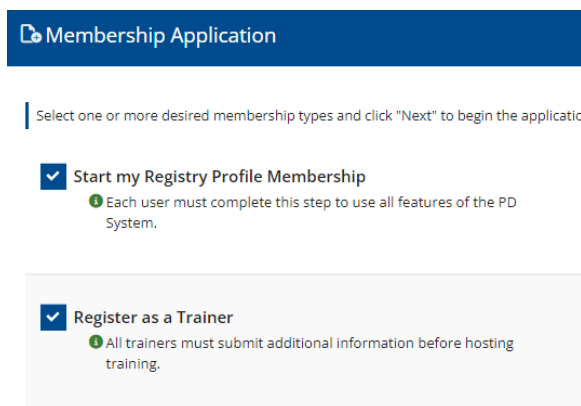
Once you have created an account and completed or claimed your MOPD ID, you now land on your Profile page when you log in.

Apply for Membership(s):

1. Log in to the MOPD System.
2. From the Profile page, click the Apply for Membership button.



3. In the Membership Application window, check the following boxes:
 - a. **Start My Registry Profile Membership** is the membership type all persons in the early childhood profession should select.
 - b. **Register as a Trainer** will allow you to submit training courses for approval.



Follow instructions for [applying for membership](#) but read notes below before adding employment, reviewing and submitting Profile application.

****Please note, see “[Create a non-direct care organization](#)” instructions when choosing an employer. In your organization setup, trainers may not be true employees of a training organization but will need to add the training organization as their employer in the MOPD system to share training courses with other trainers from that organization.**

****Before you get to the Review and Submit pages of the Profile Application, you will progress to the Trainer Information tab.**

Trainer Information:

The only required field on this tab is the Age Group Expertise selection. The other information can help trainees find and select trainers based on what characteristics they are looking for in trainings.

Schedule Availability: -- Select One --

Time of Day: -- Select One --

Miles Willing to Travel: [Text Input]

Training Counties: [Dropdown]

Training Languages: [Dropdown]

- You can select your Schedule Availability and preferred Time of Day from the dropdown lists.
- You should enter the number of miles you are willing to travel. This must be a number.
- You can select which counties you are willing to travel to deliver training. You can also check the top box of “Check All that Apply,” and it will select all counties.

Training Counties

All items checked

☒ Check All that Apply

- Select language(s) used in your training.
- If you want to be included in the public trainer directory, check the box and populate the Trainer Profile field and list a few keywords that will help others find your profile.
 - When entering keywords, pressing the space bar will end your current word. In the example below, Sign Language had to be entered as one word because a space after “sign” would have started a new keyword entry.

☒ Include my profile in public Trainer search results

Trainer Profile

Trainer Profile can provide background, training style, and any other information the trainer wants known.

Your profile appears when people search for you in the Trainer directory

Trainer directory keywords

ASL x SignLanguage x Enter Keywords...

Enter any keywords that may help locate your profile in the directory.

- Select your Age Group Expertise. More than one selection can be made.

▲ Age Group Expertise*

<input type="checkbox"/>	Prenatal
<input checked="" type="checkbox"/>	Infants (0 to 11 months)
<input checked="" type="checkbox"/>	Young Toddlers (12 to 23 months)
<input checked="" type="checkbox"/>	Older Toddlers (2 to 3 years)
<input type="checkbox"/>	Preschool
<input type="checkbox"/>	Pre-K
<input type="checkbox"/>	Kindergarten
<input type="checkbox"/>	After School
<input type="checkbox"/>	Adult

Click the Save and Continue button.

Trainer Requirements:

1. On the Trainer Requirements tab, select Registered Trainer from the Type field drop down.

Type

Select Trainer Type

Select Trainer Type

Registered Trainer

2. If you **are not** certified to train CPR or First Aid, click the Save and Continue button to progress to the Review tab.
3. If you **are certified** to train CPR or First Aid, click the +File button. This will open a window for you to select a document to upload. **You are required to upload your certification if you want to train CPR or First Aid.**
4. Once the document is uploaded, a File Type field appears. Select the certifying organization from the dropdown list.
5. You may also enter a description of the document in the File Description field.
6. Click Save and Continue.

Review:

The Review tab will list each tab of the application and show a summary for that tab. You should review and if changes are needed, you can use the <Previous Step button at the bottom of the screen to go back to previous screens and make corrections.

Once all items on the page have been reviewed, click the Save and Continue button.

Submit Application:

On the Submit Application tab, you will see your user agreement. Since you applied to be a trainer, you will receive the trainer agreement.

Missouri Professional Development System Agreement for Trainers

I understand that as a registered trainer with the Missouri Professional Development (MOPD) System, I have certain professional responsibilities and ethical obligations to uphold. All trainers shall register in the MOPD System to: seek training approval, schedule training events, and manage attendance and credit for training participants.

Professional Responsibilities include, but are not limited to:

You should review and acknowledge you have reviewed by checking the box at the bottom of the screen and then click Save and Continue.

☐ I acknowledge that I have reviewed the Trainer agreement.

If you forget to check the box, a pop up will appear and you will not be able to progress to the end.

mouat.newworldnow.com says

The application submission process cannot continue if you do not acknowledge you have reviewed and accepted the agreement.

OK

Instructions then appear on the Submit Application tab. You should read carefully so you know the process and how to follow up if you have questions.

It is important to note that upon submission, your account cannot be edited until your information has been verified. You may still register and attend training sessions during this period.

If no changes need to be made, you can now submit by clicking the Submit Application button.

Submit Application

Thank you for registering as a trainer! You will receive an email once your Registered Trainer and Profile membership have been reviewed. You can start creating courses (except for CPR, First Aid or asynchronous) and scheduling events immediately. Trainers who wish to teach asynchronous courses should contact MOPD@dese.mo.gov to discuss that approval process.

FOR TRAINERS: CREATE AN NON DIRECT CARE ORGANIZATION PROFILE AND ADD STAFF

This guide is only for organizations that DO NOT provide direct care to children.

(Organizations that provide **direct care** to children are automatically in the system upon issuance of a DVN. If you are an owner or director of a new or pending direct care organization, follow the steps [to claim your organization.](#))

After your Organization Profile is claimed, you can continue to any of these sections below:

[Access Organization Profile After Approval](#)

[Invite Employees to Connect to the Organization Profile](#)

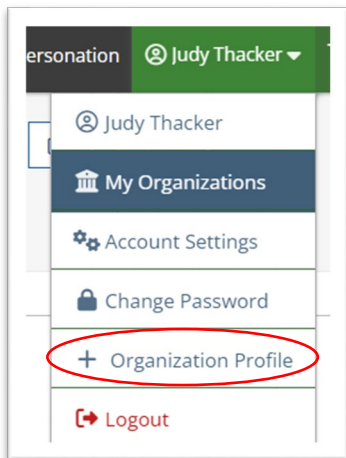
[Verify Employees Self-Reported Records](#)

[Add Staff to Help Manage Organization Profile](#)

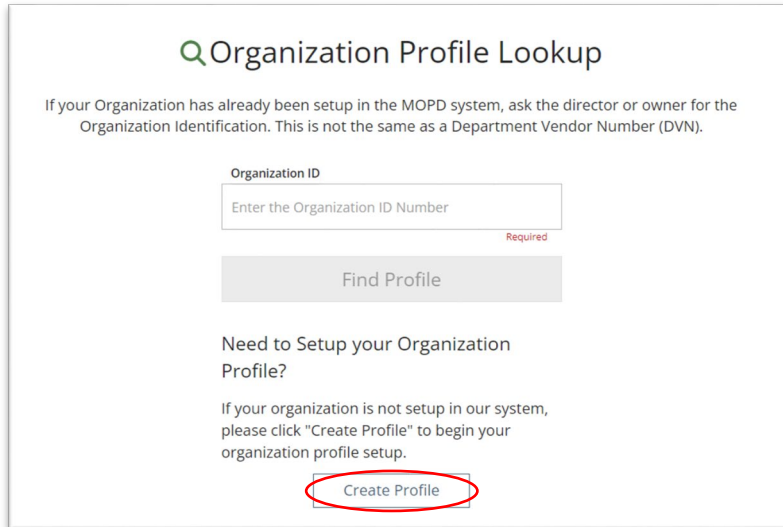
An Organization Profile can only have one owner. For the purposes of the MOPD system, the owner should be the individual who will own the work that needs to be conducted in this system. The organization should designate one person to create the Organization Profile. After the Organization Profile is approved, the profile owner can then add employees or trainers to the Organization Profile.

Create a Non-Direct Care Organization Profile:

7. [Log in to the MOPD System](#)
8. Click your name in the top right corner to access the context menu. Select + Organization Profile.



9. Click the Create Profile button.



Organization Profile Lookup

If your Organization has already been setup in the MOPD system, ask the director or owner for the Organization Identification. This is not the same as a Department Vendor Number (DVN).

Organization ID

Enter the Organization ID Number

Required

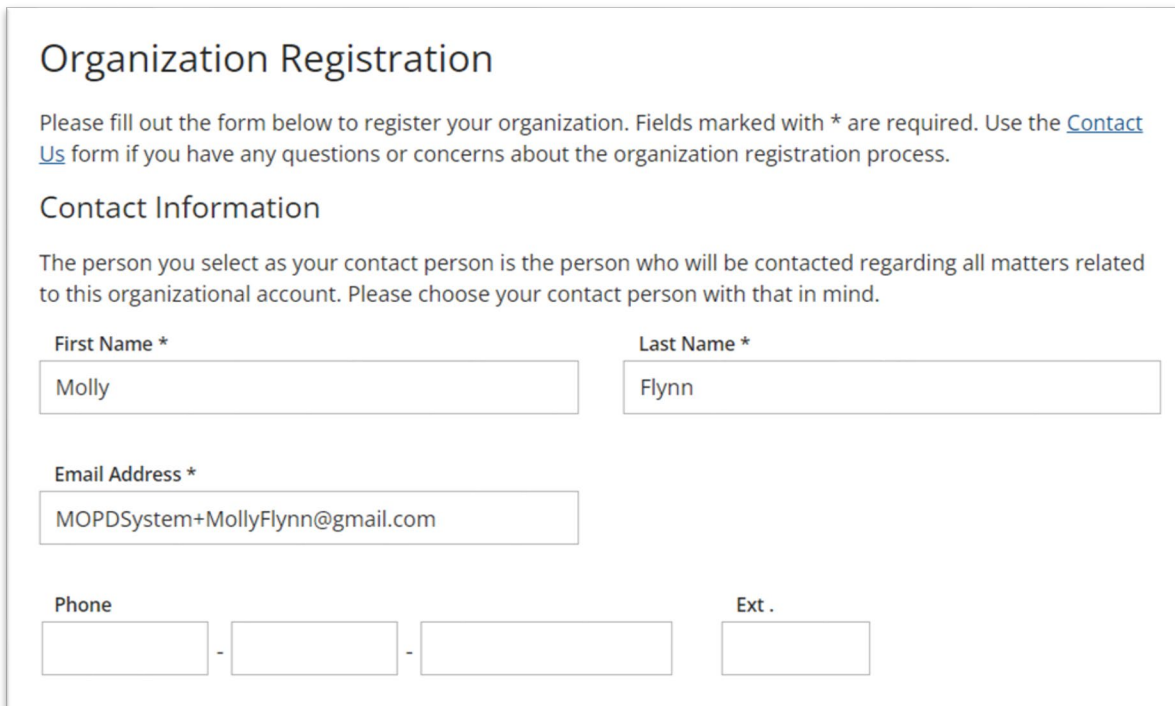
Find Profile

Need to Setup your Organization Profile?

If your organization is not setup in our system, please click "Create Profile" to begin your organization profile setup.

Create Profile

10. Your name and email will populate in the Contact Information. Update Contact Information if needed. You can also add a phone number.



Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name *

Molly

Last Name *

Flynn

Email Address *

MOPDSystem+MollyFlynn@gmail.com

Phone

Ext .

11. Select that your organization does not provide direct care to children, and click the Next button.

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

☐ Yes, this organization provides direct care and/or education to children

☒ No, this organization does not provide direct care and/or education to children

Next >

12. Select the organization type from the dropdown list provided.

Organization Type

Please indicate your organization's primary

-- Select Type From List --

-- Select Type From List --

DESE Contractor

Government Agency

Higher Education

Local Public Health Agency

Professional Association

Trainer/Training Organization

13. Check the box for Training Sponsor Organization if your organization provides training. Then click the Next button.

☒ Training Sponsor Organization

By checking this box, you are requesting to become an approved Training Organization. You are required to complete and submit an Organizational Application.

14. Enter the organization name, address, and other required information.
15. Select subscribe or unsubscribe for Communication Preferences from MOPD System. Then click the Submit button.

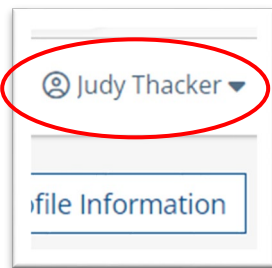
Thank you for registering your organization. Your application has been submitted for review. You will be notified via email when it is approved. You will then be able to sign in, access the organization maintenance features, and begin entering training courses and events as a Training Sponsor Organization. This includes access that allows entry of conferences and conference sessions.

FOR TRAINERS: HOW TO SUBMIT A TRAINING COURSE FOR APPROVAL

Follow the steps below to submit a training course for approval in the MOPD System.

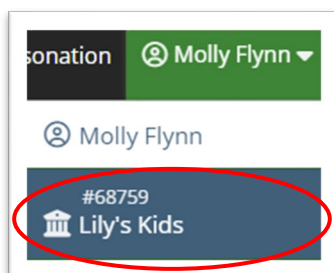
Training Entry:

If you are an **individual trainer** entering a course, make sure your name appears in the top right context menu.

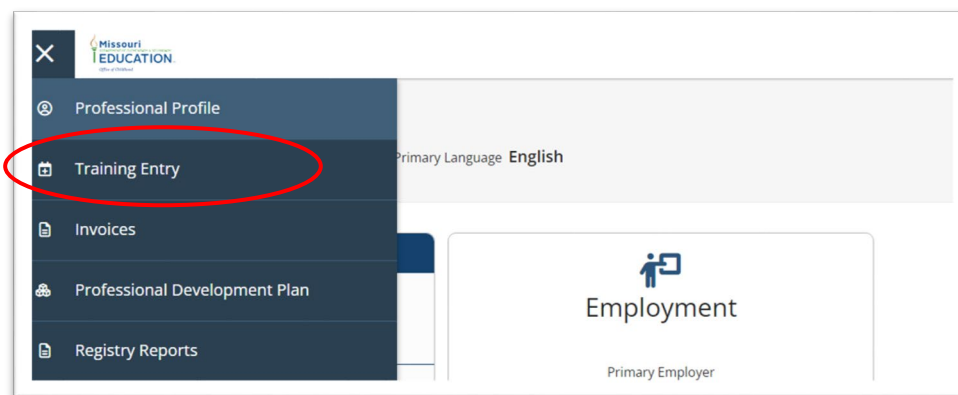


If you are a **training organization** entering a course, make sure you have clicked on your training organization in the top right context menu.

If you are associated with several organizations, there will be multiple listed or you will see My Organizations in the context menu. Select My Organizations and then select the correct organization from the list displayed.



1. Use the left navigation menu to select Training Entry.



2. From the Training Entry screen, click the Courses tab.

The screenshot shows the 'Training Entry' page. At the top, there are two tabs: 'Events' and 'Courses'. The 'Courses' tab is selected and highlighted with a red circle. Below the tabs is a 'Filter Courses' section with three dropdown menus: 'Course Status' (labeled 'Filter by Status'), 'Course Type' (labeled 'Filter by Type'), and 'Core Competency' (labeled 'Filter by'). To the right of these filters is a blue button labeled 'New Course'.

3. Click the New Course button.

This screenshot is similar to the previous one, showing the 'Training Entry' page with the 'Courses' tab selected. The 'New Course' button is highlighted with a red circle. The filter section and other elements are the same as in the previous screenshot.

You will now be taken through the six tabs of course details.

Course Information:

1. Enter the Course Title.
2. Course Type and Course Level default to Clock Hour Course and Clock Hour, respectively. These are the only values in those fields.
3. In the Description text box, enter a description of the course. This description will be displayed for all users of the MOPD System to view.

The screenshot shows the 'Course Information' tab selected in a multi-tabbed form. The tabs are: 'Course Information', 'Course Content', 'Instructional Plan', 'Additional Details', 'Authorized Trainers', and 'Submit for Approval'. The 'Course Information' tab is active and contains the following fields:

- Title***: A text input field.
- Course Type***: A dropdown menu with 'Clock Hour Course' selected.
- Course Level***: A dropdown menu with 'Clock Hour' selected.
- Description***: A large text area for the course description.

 At the bottom of the description field, there is a small note: 'Please provide a course description. (This description will be made public)'.

If your course is for Safe Sleep, select Licensing in the Filter By Type dropdown list and check the box for Safe Sleep.
If your course is NOT for Safe Sleep, leave these fields blank.

Applies Toward

Filter By Type
Licensing

Name	Type
<input checked="" type="checkbox"/> Safe Sleep	Licensing

Save And Continue

- Click the Save and Continue button.

Course Content:

Progressing to the Course Content tab, your course has now been assigned a Course ID number.

Course Information	Course Content	Instructional Plan	Additional Details	Authorized Trainers	Submit for Approval
<p>Course ID 37807</p> <p>Sleep Like a Baby</p> <p>Entered By 5/12/2023 10:59 AM Molly Flynn</p> <p>200 JEFFERSON ST STE 101 JEFFERSON CTY, MO 65101-2902</p>					

- For course category, select the general category addressed.
- Enter the total number of clock hours participants will receive upon completion of your course. A course must be at least 1 hour.

Course Category* Choose the primary course category.

-- Make Selection --

Clock Hours*

1. Enter the number of hours learners will spend on each core competency in the course. Leave the field blank if that core competency is not addressed in the course.
Each competency must be addressed for at least 30 minutes with the course training objective and no more than two competencies per hour of the course.

/c: Establish and maintain an environment that promotes physical health ⓘ	Hours 1
7d: Establish and maintain an environment that promotes mental health ⓘ	Hours 1
7e: Establish and maintain an environment that promotes healthy eating ⓘ	Hours
8a: Demonstrate a high level of ethical conduct by displaying professionalism in practice ⓘ	Hours
8b: Demonstrate a high level of ethical conduct by developing as a professional ⓘ	Hours
8c: Demonstrate a high level of ethical conduct by displaying leadership and promoting advocacy ⓘ	Hours
8d: Demonstrate a high level of ethical conduct by displaying cultural awareness and respect ⓘ	Hours
8e: Actively participate in Program Planning and Development ⓘ	Hours
Total: 2.00	
Remaining: 0.00	



The number of hours you have entered on the core competencies will be totaled at the bottom. If the total does not match the Remaining field will reflect the difference.

In the examples below, the total clock hours for the course is 2 hours and each scenario shows how many core competency hours were entered.

Total: 2.00
Remaining: 0.00

Correct amount entered

Total: 1.00
Remaining: 1.00

Still need to enter 1 hour

Total: 3.00
Remaining: -1.00

1 hour too many entered

The core competencies selected will automatically be cross-walked to the CDA Content Areas.

CDA Content Areas*

Hours by CDA Content Areas are required and must add up to the total hours for this session if they are not automatically calculated by Core Competencies.

Safe, Healthy Learning Environment ⓘ	Hours
Physical and Intellectual Competence ⓘ	Hours
Social and Emotional Development ⓘ	✓ Hours 1.00
Relationships with Families ⓘ	Hours
Program Management ⓘ	Hours
Professionalism ⓘ	Hours
Observing and Recording Behavior (CDA) and Supporting the Development of Values, Social Competence, and Positive Identity through Observations (YDC) ⓘ	Hours
Growth and Development ⓘ	Hours
Total: 1.00	

2. Click the Save and Continue button.

Instructional Plan:

The Instructional Plan tab is a space for you to provide details about the course. The more information you provide, the more likely your course will be approved without requiring revisions.

Each section provides a text box and an option to upload documents and files. If you place your cursor over the bottom right corner of the text box, it will turn to a double arrow and let you click and drag the box to enlarge it.

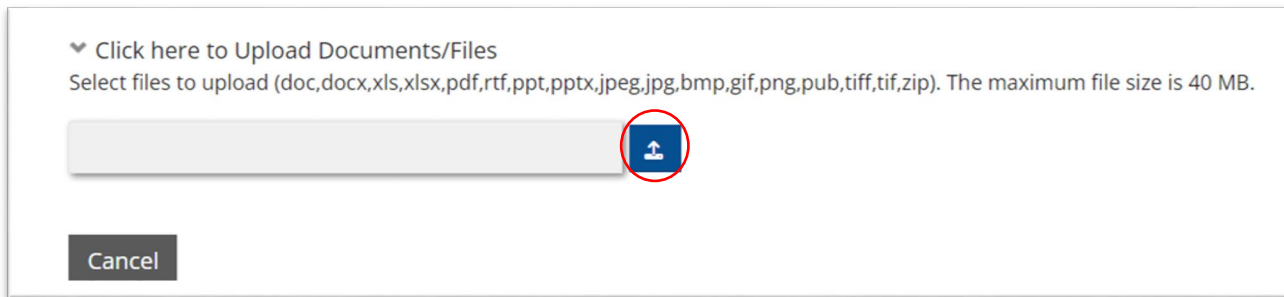
Prerequisites ⓘ

➤ Click here to Upload Documents/Files

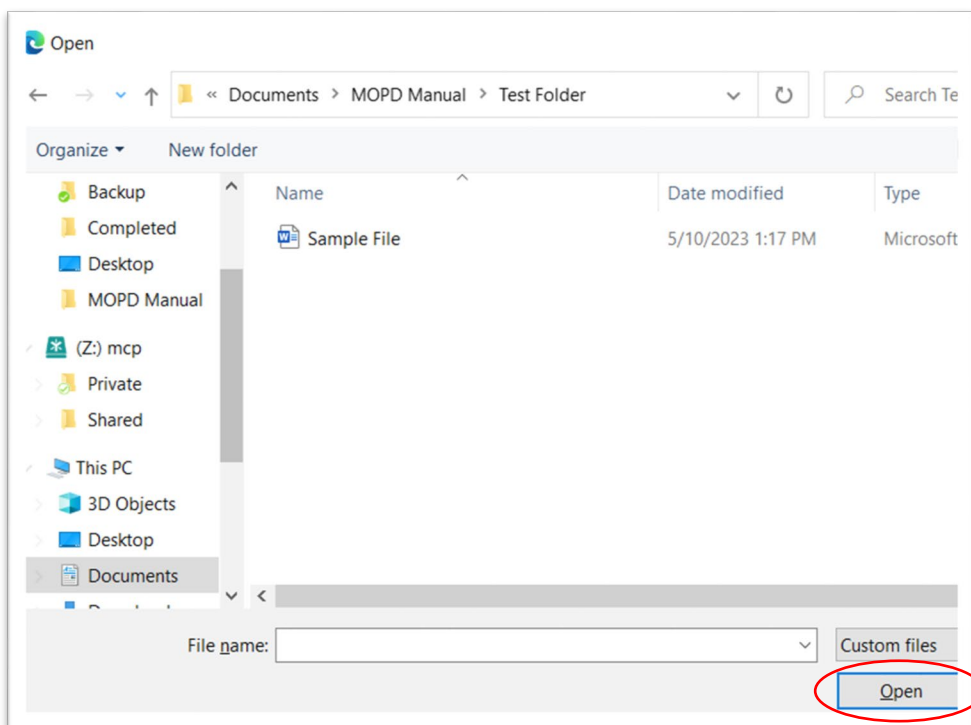
Diversity/Inclusion ⓘ

➤ Click here to Upload Documents/Files

When you click to upload documents and files, the upload button and field appear. Click the upload button to open a standard Open File window.



Browse for and select the document to upload, then click the Open button.



The document is now listed and a Show to Public box is displayed. Check this box if you want the document shared. Otherwise, leave it blank. You can continue to upload additional documents to each section as needed.



Sections on the Instructional Plan tab are:

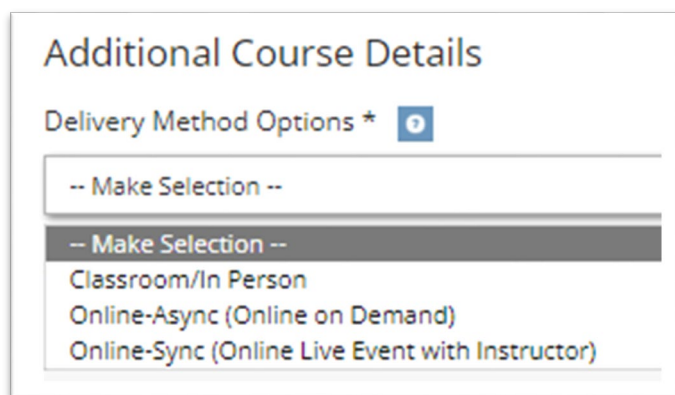
- Prerequisites
- Diversity/Inclusion
- Outline of Training Content, Training Methods and Training Timeline (required)
- Training Activity
- Assessment of Learning Objectives (required)
- Course Approval Rubric
- Major Resources Used to Develop The Training
- Upload Participant Handouts

Once you have completed all applicable fields, click the Save and Continue button.

Additional Details:

The Additional Details tab is a space for you to provide course delivery method, your target audience for training, and the ages addressed in your training.

1. Select one delivery method from the dropdown. If you want the option to train the course using a different method, you will need to submit a separate request.



2. Select all target audiences that apply.

Target Audience

<input type="checkbox"/>	Administrators
<input type="checkbox"/>	After School Staff
<input checked="" type="checkbox"/>	Child Care Center Staff
<input type="checkbox"/>	Coaches
<input checked="" type="checkbox"/>	Directors
<input type="checkbox"/>	Early Childhood Mental Health Staff
<input type="checkbox"/>	Early Childhood Special Education Staff
<input type="checkbox"/>	Early Interventionists
<input checked="" type="checkbox"/>	Family Home Staff
<input checked="" type="checkbox"/>	Group Home Staff
<input type="checkbox"/>	Head Start/Early Head Start Staff

3. Select age groups that will be addressed during the training.

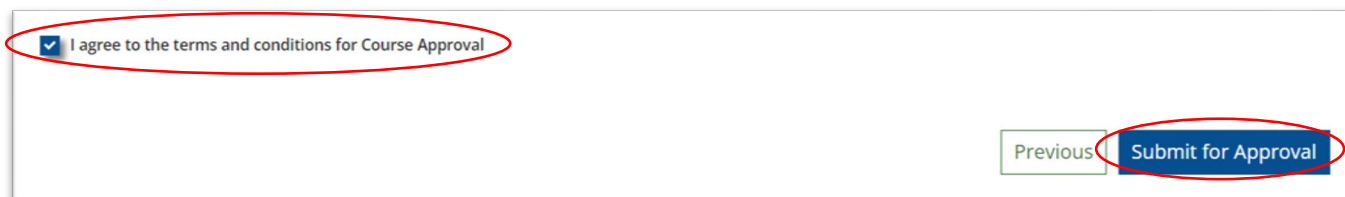
Ages Addressed

<input type="checkbox"/>	Prenatal
<input checked="" type="checkbox"/>	Infants (0 to 11 months)
<input type="checkbox"/>	Young Toddlers (12 to 23 months)
<input type="checkbox"/>	Older Toddlers (2 to 3 years)

4. Click the Save and Continue button.

Submit for Approval:

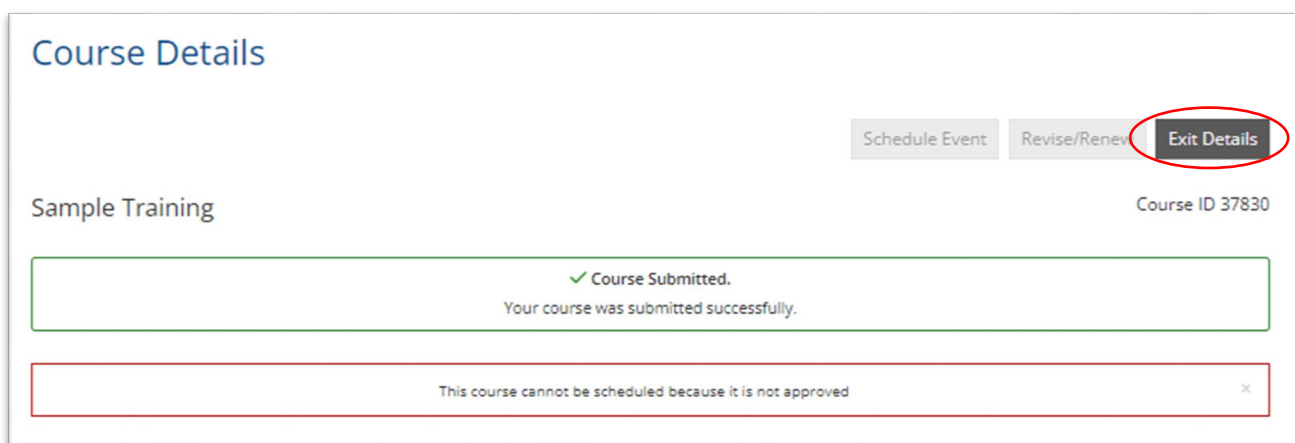
1. Review the information you entered, attached documents, and Terms and Conditions.
2. Check the box to agree to the Terms and Conditions, and click the Submit for Approval button.



☒ I agree to the terms and conditions for Course Approval

Previous Submit for Approval

3. The screen refreshes to show a Course Submitted message and that you cannot schedule events because the course is not approved. Click the Exit Details button.



Course Details

Schedule Event Revise/Renew Exit Details

Sample Training Course ID 37830

✓ Course Submitted.
Your course was submitted successfully.

This course cannot be scheduled because it is not approved

You will receive an email when the course is approved or if additional steps are required.

You can view the status of all your courses by Training Entry on left menu.

Click the Courses tab and scroll to bottom to see a list of courses you own. Notice that each listing provides the status, date of the current status, expiration date, number of other trainers authorized (for training organizations only), and the number of events scheduled.

Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
37807	Sleep Like a Baby	Molly Flynn	Submitted	5/13/2023		1	0
37718	The Magic of Music	Molly Flynn	In Process	5/9/2023			0

If your list of courses is long, you can filter courses using the fields at the top of the page.

The screenshot displays a 'Filter Courses' interface. At the top right is a blue button labeled 'New Course'. Below this, there are five dropdown menus arranged in two rows: 'Course Status' (labeled 'Filter by Status'), 'Course Type' (labeled 'Filter by Type'), 'Core Competency' (labeled 'Filter by'), 'Qualification' (labeled 'Filter by Qualification'), and 'Pending Trainers' (labeled 'Filter by Pending Trainer Status'). Below these dropdowns is a checkbox labeled 'Include All Expired Courses' with a blue information icon to its right. To the right of the checkbox is a blue button labeled 'Filter Courses'. Below the filter section is a search section titled 'Search Courses' with a magnifying glass icon. It includes a text input field with the placeholder text 'Search all courses by Course ID, course title, or sponsor organization name.' and two buttons: 'Search' and 'Reset'.

Once your course is approved, you can begin scheduling events.