

# Missouri Professional Development SYSTEM INSTRUCTIONS



# MOPD SYSTEM INSTRUCTIONS

## TABLE OF CONTENTS

Note: click a title below and you will be taken directly to that section. Also, underlined text indicates a link to another section.

<b>FOR ALL USERS</b>	5
CREATE AN ACCOUNT	6
Verify Email	7
Create Password	7
Log in	7
Locate Profile	8
Communication Preferences	8
Terms of Use	8
APPLY FOR REGISTRY PROFILE MEMBERSHIP	8
Personal Information	10
Education	10
Employment	14
Employer Search - Early Care, School-Age, and Education Programs	15
Employer Search - Out Of State Early Learning Or School-Age Care Or Employment Not Related To Early Learning Or School-Age Care	18
Employer Search – Other Organization Types	20
Training	23
Professional Development Plan and More	24
Review	25
Submit Application	26
ADD AND UPDATE EMPLOYMENT TO AN INDIVIDUAL PROFILE	27
Add Employment	27
Employment Verification	31
For Directors and Program Owners	31
Update Employment	32
OVERVIEW- FEATURES OF THE PROFILE PAGE	34
INDIVIDUAL REPORTS	36
Clock Hour Background Information	38
HOW TO SEARCH FOR TRAINING AND REGISTER	40

Taking an E-Learning Course .....	43
Complete an E-Learning Course from within MOPD system .....	46
DOWNLOAD THE MOPD APP.....	49
SUBMIT CLOCK HOUR APPROVAL REQUEST FOR TRAINING TAKEN OUTSIDE PD SYSTEM.....	50

## FOR DIRECTORS & OWNERS..... 56

CLAIM YOUR ORGANIZATION.....	57
ACCESS ORGANIZATION PROFILE & ADD STAFF.....	64
Access Organization Profile After Approval .....	64
Invite Employees to Connect to the Organization Profile.....	64
Verify Employees Self-Reported Records.....	67
Add Staff to Help Manage Organization Profile .....	68
View Staff Learning Records.....	69
To Access Staff Report.....	69
Register Staff for Training.....	71
Remove Administrative Access .....	74
TRANSFER OWNERSHIP OF AN ORGANIZATION PROFILE .....	74
Access Organization Profile .....	74
Add Staff to Help Manage Organization Profile .....	75
Remove Administrative Access .....	76
Transfer Ownership of Organization .....	76
HOW TO RUN REPORTS – FOR DIRECTORS, OWNERS, AND OTHERS WITH ORGANIZATION ADMINISTRATIVE ACCESS .....	78

## FOR TRAINERS..... 82

BECOME A REGISTERED TRAINER.....	83
Apply for Membership(s).....	83
Trainer Information .....	84
Trainer Requirements.....	85
Review .....	85
Submit Application .....	85
CPR and First Aid Courses (CPR and First Aid Certified Trainers Only).....	86
CREATE A NON DIRECT CARE ORGANIZATION PROFILE AND ADD STAFF .....	90
Create a Non-Direct Care Organization Profile .....	90
Training Organization Type .....	93
Add Employees/Training Contractors .....	96

How to Enter a Conference .....	96
Editing or Canceling Sessions for Revisions Required .....	103
HOW TO SUBMIT A TRAINING COURSE FOR APPROVAL.....	104
Training Entry .....	104
Course Information .....	105
Course Content.....	106
Instructional Plan.....	108
Additional Details .....	110
AUTHORIZED TRAINERS.....	112
Submit for Approval .....	113
CREATE AN EVENT FOR AN APPROVED COURSE.....	115
Individual or Organization .....	115
Training Entry .....	115
Select a Course .....	116
Trainer & Sponsor.....	117
Assessments & Delivery .....	120
Duplicate an Event.....	125
FINISHING AN EVENT SAVED AS A DRAFT .....	127
Locate Your Event.....	127
MANAGING AN EVENT AND ENTERING ATTENDANCE .....	128
Manage Roster .....	128
Import Attendees .....	129
Roster .....	132
Complete the Event.....	134
USING THE MOPD APP TO SCAN ATTENDANCE FOR TRAINING.....	135
STRIPE ACCOUNT SET UP FOR ONLINE REGISTRATION.....	136
HOW TO TURN ON ONLINE REGISTRATION FOR EVENTS .....	138
Activate ‘Online Registration’ For Your Event .....	138
Change Course Owner.....	141



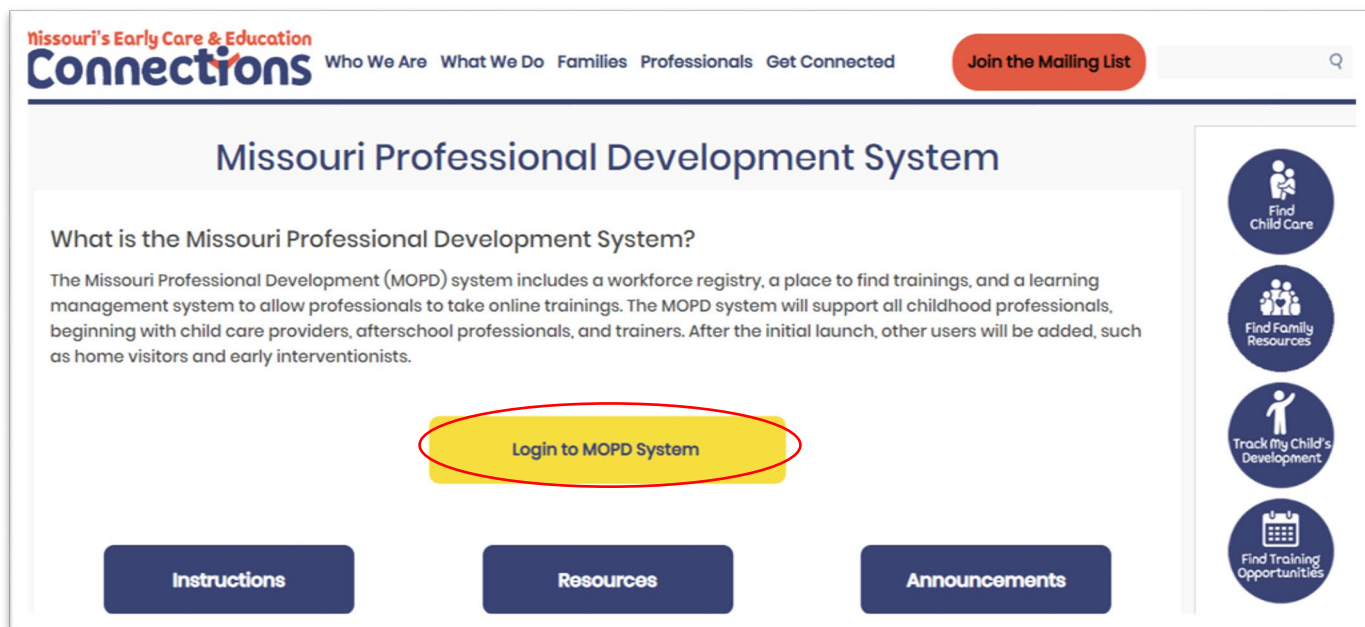
# Missouri Professional Development **SYSTEM INSTRUCTIONS** **FOR ALL USERS**



## 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.

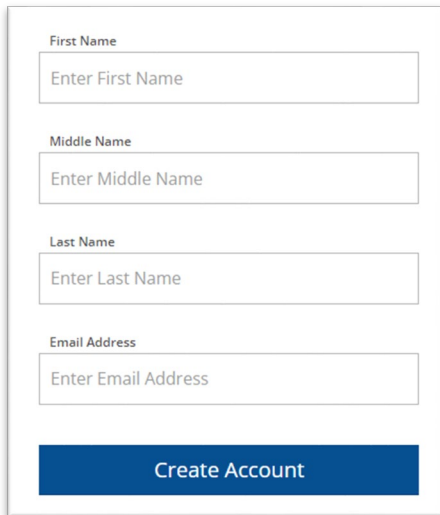
1. Go to <https://earlyconnections.mo.gov/MOPD>.
2. Click the Login to MOPD System button.



3. Click the Create Account link.

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

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

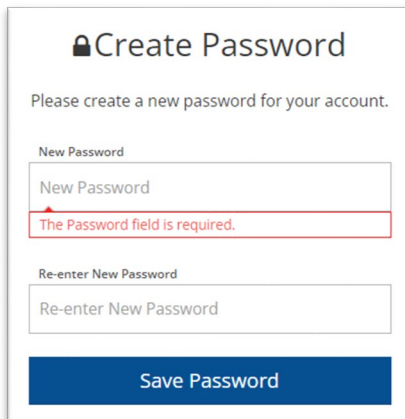
A form for creating an account. It contains four text input fields: 'First Name' with placeholder 'Enter First Name', 'Middle Name' with placeholder 'Enter Middle Name', 'Last Name' with placeholder 'Enter Last Name', and 'Email Address' with placeholder 'Enter Email Address'. Below these fields is a 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](mailto: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, and 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 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](#)

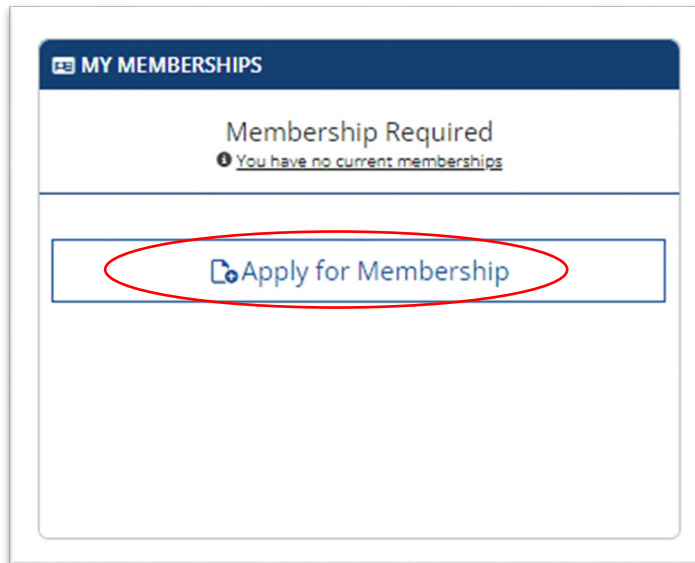
Success! You have created your MOPD System account. You have an MOPD ID number and can register for training. Continue to [Apply For Registry Profile Membership](#)

## APPLY FOR REGISTRY PROFILE MEMBERSHIP

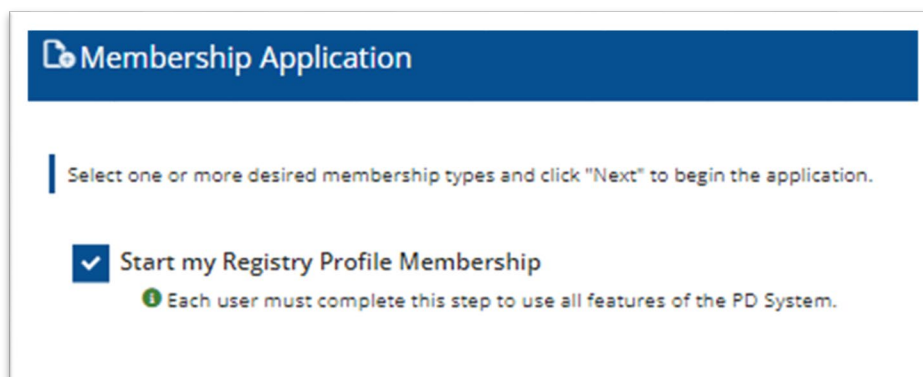
After you create an account in the MOPD System, continue setting up your Individual Profile by applying for the Registry Profile Membership. This step will allow individuals to connect to their employer in the system, enter their

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.

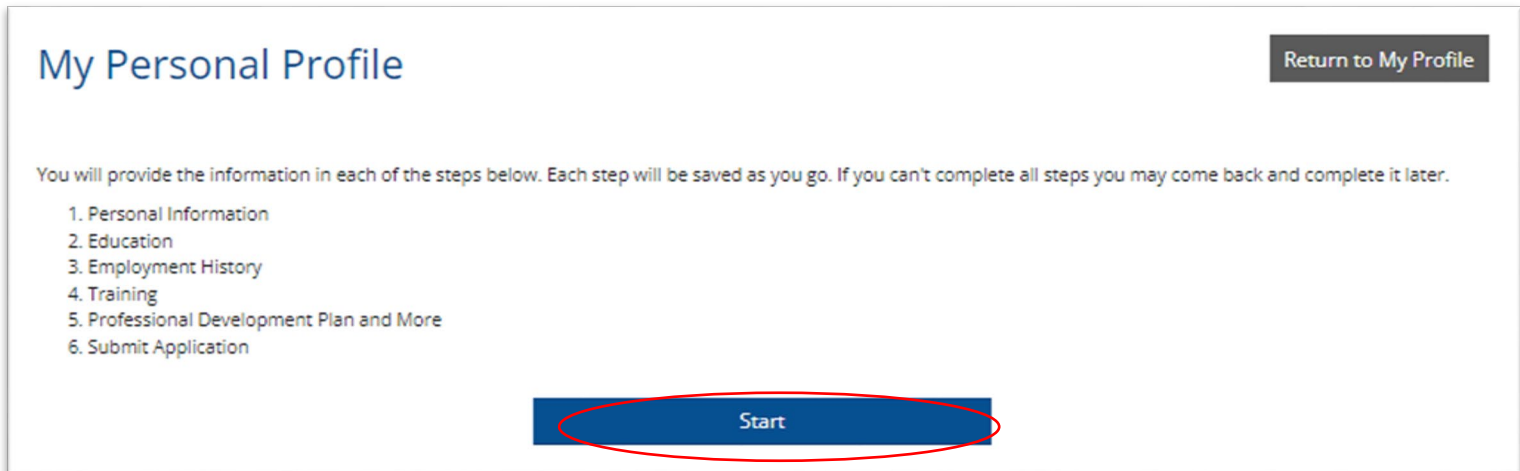


3. Check the box labeled Start my Registry Profile Membership, and then click the Next button located at the bottom right of the screen.





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



The screenshot shows a web interface titled "My Personal Profile". In the top right corner, there is a button labeled "Return to My Profile". Below the title, a paragraph states: "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." A numbered list follows: 1. Personal Information, 2. Education, 3. Employment History, 4. Training, 5. Professional Development Plan and More, 6. Submit Application. At the bottom center, there 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, and then click the Save and Continue button.

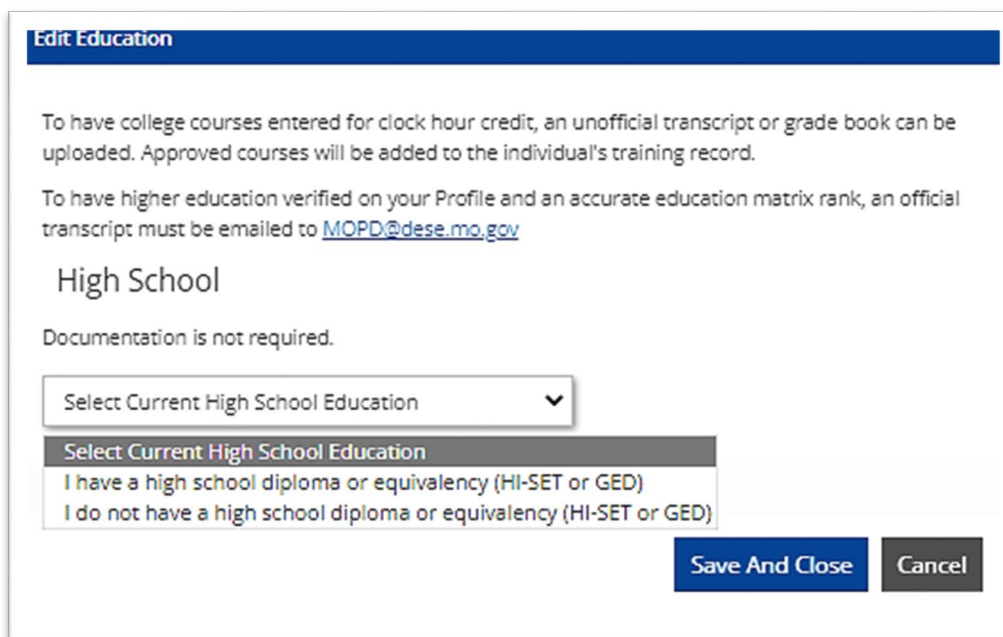
## Education

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



The screenshot shows a section of the profile with the heading "High School". To the right of this heading is a small button labeled "Edit", which is circled in red.

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



The screenshot shows a modal window titled "Edit Education". It contains the following text: "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." and "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](mailto:MOPD@dese.mo.gov)". Below this is the heading "High School" and the text "Documentation is not required." There is a dropdown menu labeled "Select Current High School Education" with a downward arrow. The dropdown 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".

- 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.

High School

Documentation is not required.

I do not have a high school diploma or equivalency ▼

☐ 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](mailto:MOPD@dese.mo.gov).
5. CPR/ First Aid certification cards must be uploaded to the individual's Education page in MOPD to reflect proof of certification on MOPD reports. MOPD staff will verify valid certification cards. The CPR/First Aid course must be from one of the DESE approved national models found at <https://dese.mo.gov/childhood/prof-dev>.

*(To have First Aid/CPR counted for clock hours, the course needs to be found on the MOPD system and the trainer has to complete attendance by entering the roster into MOPD. The certification card **will still** need uploaded.)*

**CPR / First Aid**

CPR/First Aid:

To be approved for CPR/First Aid, you must hold a certification by at least one of the CPR/First Aid providers.

- American Academy of Pediatrics PedFACTS
- American Red Cross
- American Heart Association
- American Safety and Health Institute
- American Trauma Event Management (ATEM)
- Emergency Care and Safety Institute
- EMS Safety
- National Safety Council
- ProTrainings
- Health and Safety Institute (HSI)
- Professional Medical Credential

Add

-- Select One --

Save And Close Cancel

Choose the national model and age group that your CPR/First Aid card shows.

**CPR / First Aid**

CPR/First Aid:

-- Select One --

American Academy of Pediatrics PedFACTS - FA/CPR Adult/Pediatric

American Red Cross - FA/CPR Adult

**American Red Cross - FA/CPR Adult/Pediatric**

American Heart Association - FA/CPR Adult

American Heart Association - FA/CPR Adult/Child

American Heart Association - FA/CPR Adult/Child/Infant

American Safety and Health Institute - FA/CPR Adult/Pediatric

American Trauma Event Management (ATEM) - FA/CPR Adult

American Trauma Event Management (ATEM) - FA/CPR Adult/Child

American Trauma Event Management (ATEM) - FA/CPR Adult/Child/Infant

Emergency Care and Safety Institute - FA/CPR Adolescence

Emergency Care and Safety Institute - FA/CPR Adolescence/Child

Emergency Care and Safety Institute - FA/CPR Adolescence/Child/Infant

EMS Safety - FA/CPR Adult

EMS Safety - FA/CPR Adult/Child

EMS Safety - FA/CPR Adult/Child/Infant

National Safety Council - FA/CPR Adult

National Safety Council - FA/CPR Adult/Pediatric

ProTrainings - FA/CPR Adult

-- Select One --

Enter the Certification Date and Expiration Date found on the CPR/First Aid certification card.

American Red Cross - FA/CPR Adult/Pediatric

Certification Date\*

08/01/2023

Expires\*

08/01/2025

Institution


American Red Cross

American Red Cross - FA/CPR Adult/Pediatric Documentation



Upload

Then upload a copy of your CPR/First Aid certification card.

After saving, you will see there is a Self-reported record. This means it is pending review before it will show as CPR/First Aid certification on your training report.

 CPR / First Aid

-- Add New --

 American Red Cross - FA/CPR Adult/Pediatric American Red Cross	Aug 2023 Expires: Aug 2025	SELF REPORTED	 
---	-------------------------------	---------------	---

Once reviewed and verified, the education record will say Verified.

<div><div> CPR / First Aid</div></div>		
 First Aid Pediatric	Jun 2022 Expires: Jun 2024	VERIFIED
 First Aid Infant	Jun 2022 Expires: Jun 2024	VERIFIED
 CPR Pediatric	Jun 2022 Expires: Jun 2024	VERIFIED
 CPR Infant	Jun 2022 Expires: Jun 2024	VERIFIED

- 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)

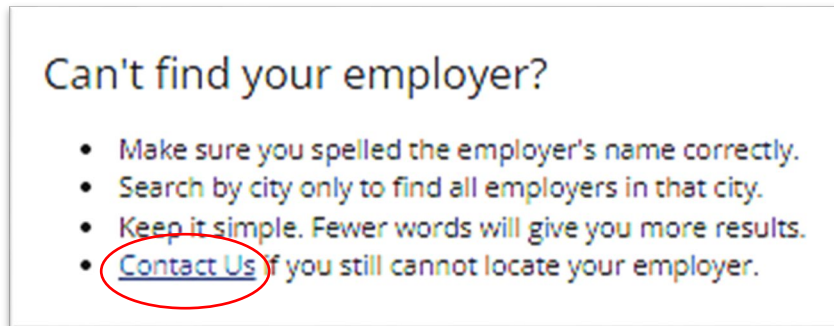
Q

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	<b>Test Organization</b>
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

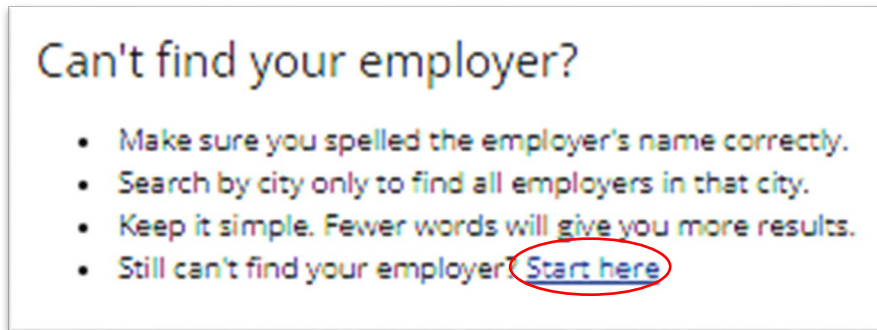
Employer Name

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.

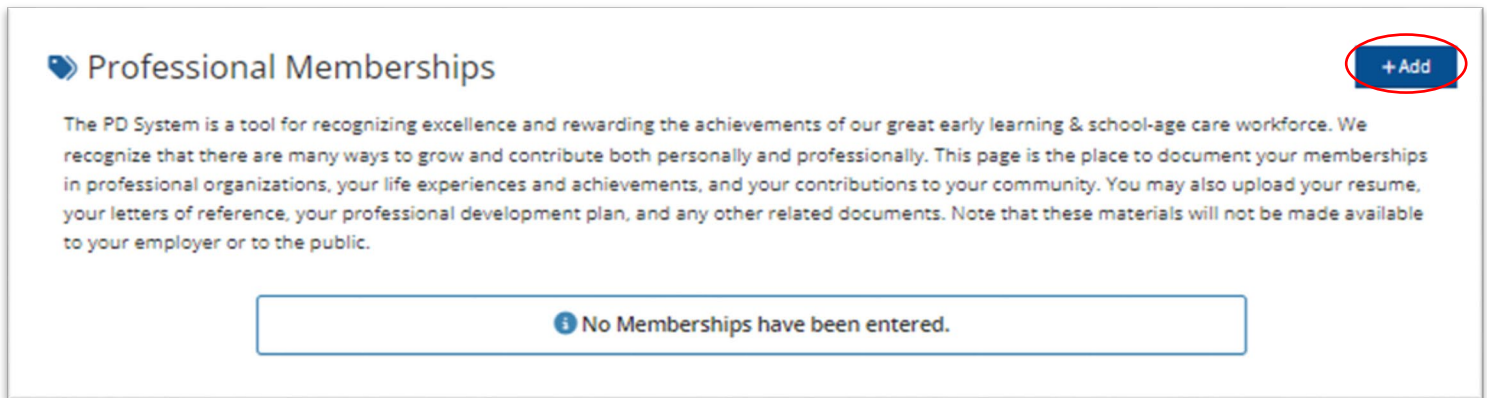
< Previous Step

Save and Continue >

## Professional Development Plan and More

To add a Professional Membership to your Individual Profile:

1. Click the + Add button.

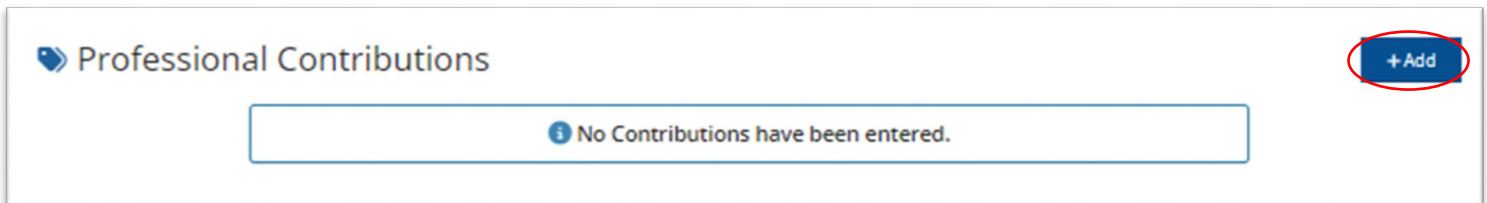


The screenshot shows the 'Professional Memberships' section of the MOPD system. At the top right, there is a blue button with a white plus sign and the text '+ Add', which is circled in red. Below the header, there is a paragraph of text explaining the purpose of the PD System. In the center, there is a white box with a blue border containing an 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:

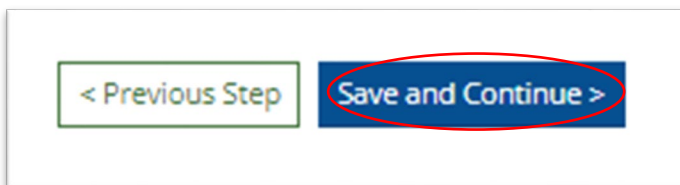
1. Click the + Add button.



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 white box with a blue border containing an 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.



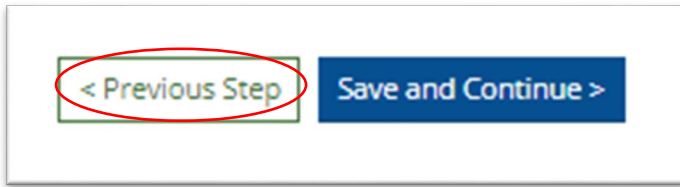
The screenshot shows two buttons at the bottom of the page. On the left is a green button with a white left arrow and the text '< Previous Step'. On the right is a blue button with white text 'Save and Continue >', which is circled in red.



## Review

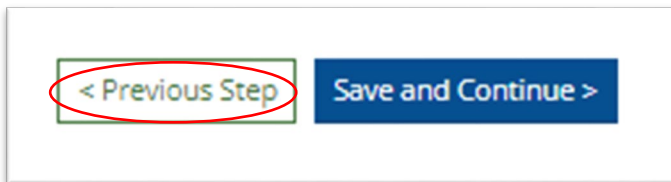
Review the information you have entered and confirm that it is correct.

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](mailto: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

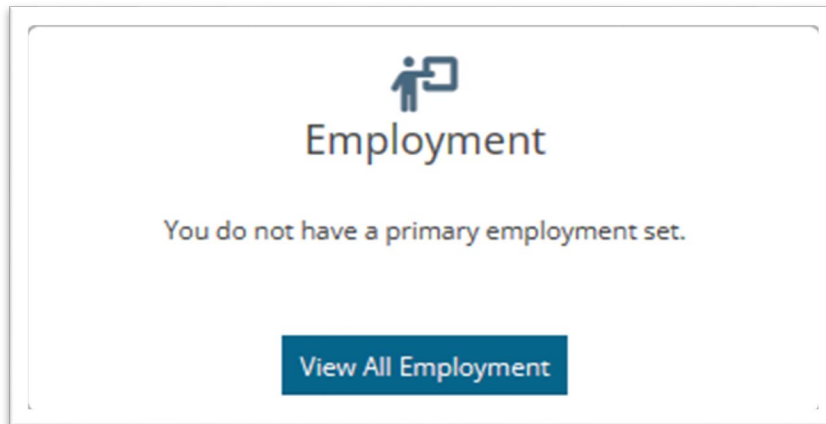
✓ Application Successfully Submitted.  
Your application has been successfully submitted on 05/16/2023.

[Return to My Profile](#)

## 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
<a href="#">11718</a>	<a href="#">WEE LITTLE ANGELS</a>	6690 LOW ST BLOOMSBURG, PA 17815		
<a href="#">38630</a>	<a href="#">BLOOMSBURG CHILDRENS CENTER I</a>	215 E 5TH ST BLOOMSBURG, PA 17815		
<a href="#">11194</a>	<a href="#">BUSY LITTLE BEAVERS</a>	23 Wesner Lane DANVILLE, PA 17821		
<a href="#">44188</a>	<a href="#">BLOOMSBURG AREA YMCA DAY CARE CENTER</a>	30 E 7TH ST BLOOMSBURG, PA 17815		
<a href="#">53828</a>	<a href="#">PUZZLERS PRESCHOOL</a>	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 and 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.

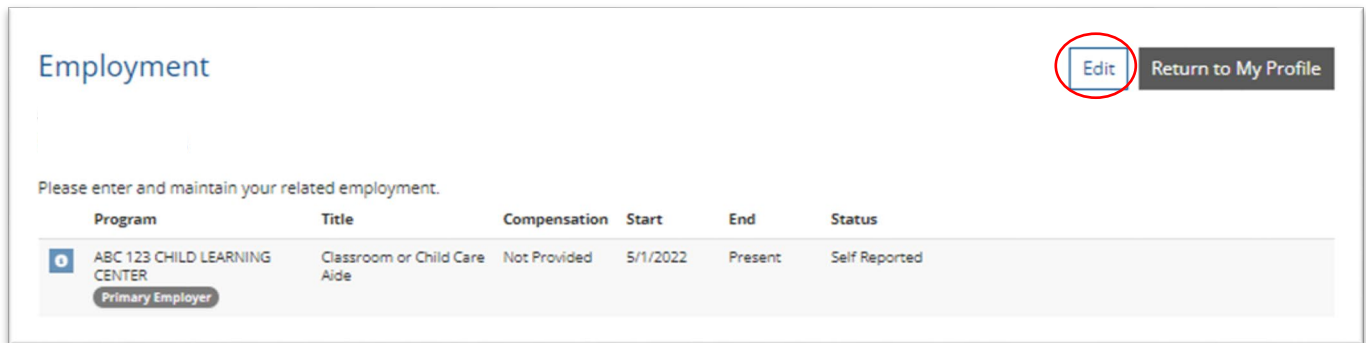


## Update Employment

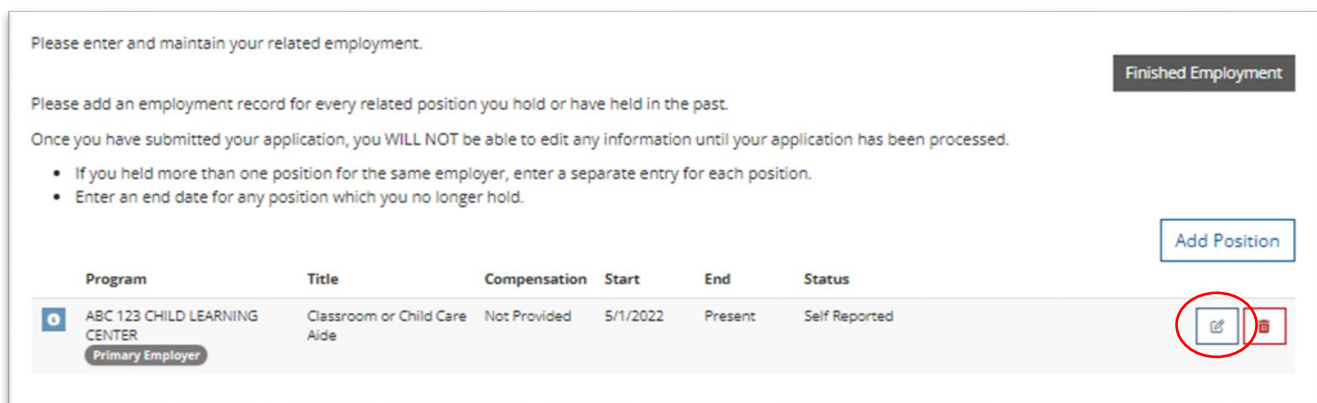
1. Log in to the MOPD System.
2. Click the View All Employment button on the Employment card.



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 PD System. At the top, there are two date fields: 'Start Date \*' with the value '5/1/2022' and 'End Date' which is empty. Below these are labels '(mm/dd/yyyy)'. The section is titled 'Compensation' and includes 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 this is a 'Status Self Reported' label. At the bottom are two buttons: 'Update' (blue) and 'Cancel' (grey).

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

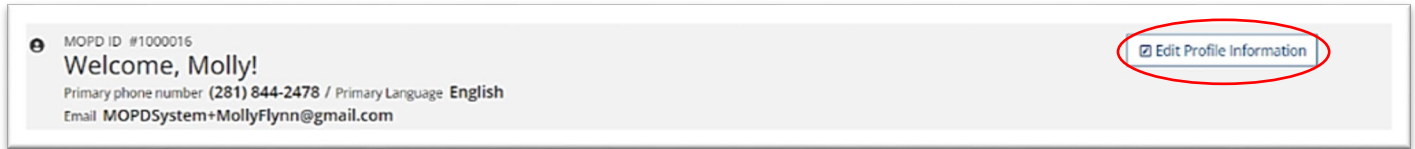
A screenshot of a web page for managing employment records. At the top, it says 'Please enter and maintain your related employment.' and 'Please add an employment record for every related position you hold or have held in the past.' Below this is a warning: 'Once you have submitted your application, you WILL NOT be able to edit any information until your application has been processed.' There are 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, a 'Finished Employment' button is circled in red. Below the text is an 'Add Position' button. At the bottom is a table with columns: Program, Title, Compensation, Start, End, and Status. The table contains one row for 'ABC 123 CHILD LEARNING CENTER' with title 'Classroom or Child Care Aide', compensation 'Not Provided', start date '5/1/2022', end date 'Present', and status 'Self Reported'. Below the table is a 'Primary Employer' label and two icons (edit and delete).

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

Additional instructions for the MOPD System can be found at: [MOPD Instructions](#) | [Early Connections](#)

## 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.

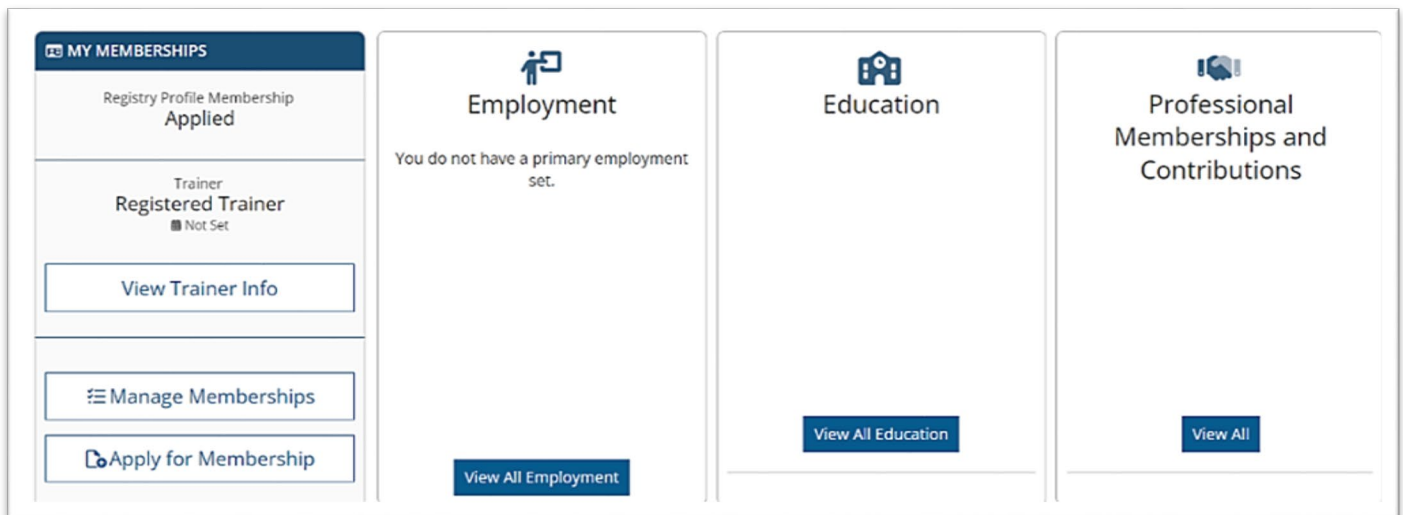


Next you will see your Memberships, Employment, Education, and Professional Memberships and Contribution cards. Each card will display relevant information you've entered. You can click the View All buttons in each section to view additional information. You can also click the Manage Memberships and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

## INDIVIDUAL REPORTS

### Running Reports

1. Log in to the MOPD System.
2. Scroll down to the bottom of your Profile page.
3. Click the View Reports button.

The screenshot shows the MOPD System profile page for a user named Daisy. The page includes sections for My Memberships (Registered Trainer), Employment (Disney's Training Land, Supervisor/Manager), Education, Training Hours (42.00), and Upcoming Training Events. A red box highlights the 'Reporting' section at the bottom left, which contains a 'View Reports' button. The 'Notes' section on the right indicates 'No Notes Available'.

4. You will see multiple report options:
  - *My Professional Development Learning Record*- displays all information including your employment history, verified education, completed clock hour training, and the content areas of completed trainings.
  - *Training History*- displays your completed clock hour training.
  - *Employment History*- displays your current and past employment.
  - *Training Content*- displays the content areas of completed clock hour trainings. This information is helpful if you are trying to achieve a credential or have set goals for your Professional Development Plan.

The screenshot shows the 'My Reports' section with four report options. The 'My Professional Development Learning Record' option is highlighted with a red box. Below each option is a brief description of the report's content.

Report Name	Description
<a href="#">My Professional Development Learning Record</a>	A record of your employment history, credentials, education and training, organized by Core Knowledge Area
<a href="#">Employment History</a>	Employment History
<a href="#">Training History</a>	Training History
<a href="#">Training Content</a>	Training Content

5. Most users will mainly use the Professional Development Learning Record report. Click on the My

Professional Development Learning Record link. The top of this report will show your Employment History. For professionals working in a licensed child care program, your current employment start date determines the number of clock hours you are required to take.

1

of 2

Find | Next

Professional Development Learning Record

Name: Rory Gilmore

MOPD ID: 1000009

Missouri

EDUCATION

Office of Quality

Employment History:

Program Name	DVN	Position Title	Age Group(s)	Hours/Week	Start Date	End Date	Verified
ABC Sample Program	002813807	Teacher	Infants (0 to 11 months)	40	5/12/2023		Yes
Just 4 Us Childcare, Inc	002306374	Teaching Assistant	Preschool	35	5/1/2023		Yes
APPLE OF YOUR EYE ACADEMY	002694026	Teacher	Preschool	40	5/1/2023	5/12/2023	No
APPLE TREE ACADEMY	002958670	Teacher	Infants (0 to 11 months)	40	1/15/2020	5/12/2023	Yes

Verified Degrees/Certificates/Diplomas/Credentials: None On Record

- Scrolling down, you will see a list of completed clock hour training, by year. If you took two of the same course in the same calendar year, you will only receive credit the first time it is taken. Credit may be shown twice at the top of your report but the calculation to remove duplicate courses is seen at the bottom of the report.

Completed Clock Hour Training List					Includes all Training
2023					
Clock Hour					
Event ID	Course Title	Date	Hours	Sponsor	Verified
158364	Intentional Teaching	5/28/2023	4.00		Yes
158173	"If It's Predictable-Is it Preventable?"	5/5/2023	1.00		Yes
Clock Hour Total Verified			5.00		
2023 Total Verified Credits/Hours (All Tier Levels)			5.00		
2022					
Clock Hour					
Event ID	Course Title	Date	Hours	Sponsor	Verified
158376	Child Development	12/31/2022	22.50	University of Missouri	Yes
Clock Hour Total Verified			22.50		
2022 Total Verified Credits/Hours (All Tier Levels)			22.50		
Grand Total Verified			27.50		

- Clock hour reassignment now happens automatically by the MOPD system for licensed programs! If a person did not complete the required number of clock hours in a previous year, the system will automatically distribute the hours for prior year(s) of their employment until the user has met their required hours. Once in compliance with prior years, the person will begin accumulating clock hours for the current year. This calculation of hours will be seen in the report that your director/owner can access as well as DESE compliance/monitoring staff.

Calendar Year	Months Of Employment	Clock Hours Required	Clock Hours Completed	Clock Hours Needed	Status	Calculation Date
2020	4	4.00	7.00	0.00	In Compliance	06/20/2023 2:00 AM
2021	12	12.00	12.50	0.00	In Compliance	06/20/2023 2:00 AM
2022	12	12.00	12.00	0.00	In Compliance	06/20/2023 2:00 AM
2023			7.00		N/A	06/20/2023 2:00 AM

- The current year's compliance will NOT be calculated on this report until January 1 of the following year. Ask your program director/owner for help understanding your clock hour report.
- If you need to print a copy of your report, hold the Control key and then type the letter P (Ctrl P). Then the print preview screen will appear to allow you to print.

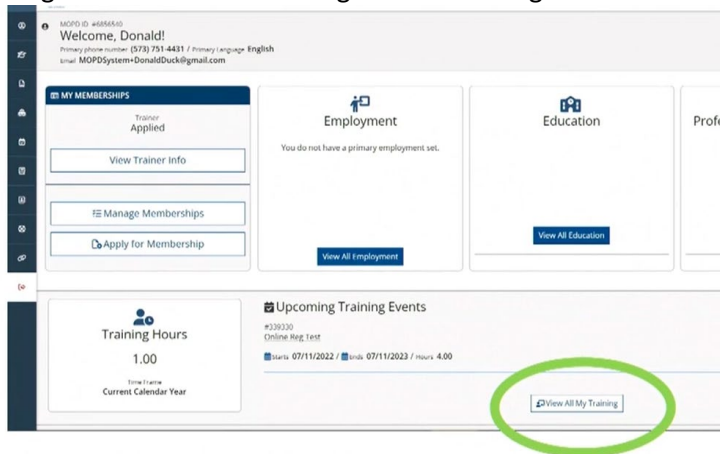
## Clock Hour Background Information

### Clock hours Needed

Caregivers need one clock hour of training for each month of employment per calendar year, regardless of the date employment began. For example, if they were hired August 30, they will need five hours. If hired November 1, they will need two hours. There is information on the DESE [Training](#) webpage that outlines what will and will not count for clock hour credit. All trainings for clock hour credit can be found by using the training search, which is the first screen seen in the MOPD system.

### Missing Training Credit

There is a 7-10 business day delay for DESE online on-demand trainings to appear on reports. All other trainings will be reported to the MOPD system within 30 days of the training. If you have a concern of your attendance not being recorded accurately, please contact the trainer. You can find the trainer's information by clicking the View All My Training button and then clicking on that training's title.



### Department of Elementary and Secondary Education (DESE) Provided Trainings

You can search for the trainings provided by DESE by typing 'DESE' in the training sponsor field or use the Training fee search field and type in '\$0'. Most DESE trainings are not required but provided as a convenience to professionals. Child care professionals are encouraged to take a variety of trainings each year to develop professionally and expand knowledge in different topics.

### How to get training counted as clock hour credit that I didn't find in the MOPD system

In order for any training to count for clock hours it has to be approved in the MOPD system. The easiest way to ensure you receive credit is to find trainings in the search feature within the MOPD system. If needed, you may use the [Individual Training Request](#) button to have hours *considered* for clock hour credit that are not already found in the MOPD System. It must meet certain criteria so it is safest to always use the MOPD system training searches for



getting clock hour credit. The following exceptions may be uploaded in MOPD system on the Training page to request credit:

- Trainings on the Pre-Approved National Conferences/ Trainings list
- Trainings attended in-person outside of Missouri

#### **How to convert college coursework to clock hours**

In order to have child-related college coursework converted to clock hours, an unofficial transcript should be uploaded in the MOPD system on the Education page. College courses must be directly related to caring for children.

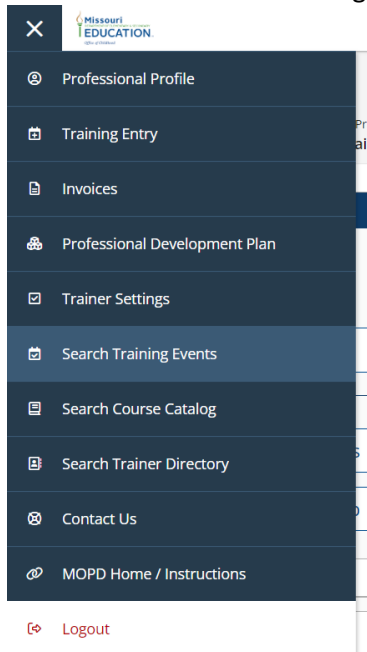
#### **First Aid/CPR Certifications**

- To have First Aid/CPR counted for clock hours, the course needs to be found on the MOPD system and the trainer has to upload attendance. If you already took the First Aid/CPR course, ask the trainer if they would consider using the MOPD system to offer their course.
- Professionals may receive proof of certification of First Aid/CPR recorded on their MOPD report **without** clock hours, if verified. MOPD staff can review the certification card to consider for approval after the course is taken. (Upload to your Education tab).
- Professionals can search for First Aid/CPR trainers by using the 'Search Trainer Directory' or 'Search Course Catalog' or 'Search Training Events'.

# HOW TO SEARCH FOR TRAINING AND REGISTER

## Search for Training:

1. Use the left side navigation to click on SEARCH TRAINING EVENTS



2. Use fields to search for training opportunities available based on your interests (content, type, fees, etc.)

Filter Training

Course Title  
Filter by Title

Event ID  
Filter by Event ID

Trainer Name  
Filter by Trainer Name  
Trainer's first and/or last name

Sponsor Name  
Filter by Sponsor Name

From Date  
06/26/2023

To Date  
Filter To Date

☒ Include Closed Registration

Training Location

City  
moberly

Zip Code  
Filter by Zip

Distance  
Select

Browse and Register for Trainings:

You can browse trainings below before logging in. In order to register for a training, you will need to be logged in.

Click the Sort By drop down menu to search by training start date or training title. To find specific trainings, use the Filter Training options on the left side of the Training Search. Search options may be filtered by Course Title, Event ID, Trainer Name, Sponsor Name, Date, Location, Training Content, Training Type, and Training Fee.

Sort by Training Start Date Direction Ascending

Showing 1-25 out of 93

Classroom

#159988  
First Aid/CPR/AED Training -Blended Learning  
Monday, June 26, 2023 / 1 Sessions  
Hours 2.50 / Course Level Clock Hour

View Overview

No Registration Required  
Fee Associated on Website

Event Location  
Location Not Set

Primary Trainer

3. Click Search.
4. Each event listed provides information on attending the training within the View Overview button. This may require registering online through a link provided, registering online through the MOPD system, or not require anything other than attending.

Event Overview

#159186

Summer Safety 20

Wednesday, June 28, 2023

1 Sessions

06/28/2023

6:30 PM to 8:30 PM

Hours 2.00 / Course Level Clock Hour

Event Location

Location Not Set

No Registration Required

Fee Associated on Website

Description

Participants will plan summer activities with increased awareness of safety issues such as sun, water, allergens, and toxic plants.

Course ID 32412 / Course Type Workshop

## Registration:

1. If registration is required, click on the Register button.

Training Type

+

Training Fee

+

Training Hours

+

Training Days

+

Search

Reset

Classroom

#164899

Daisy's Delightful training

Friday, August 25, 2023

12:00 PM - 5:00 PM

Hours 5.00 / Course Level Clock Hour

Registration Required

Fee Free Event

Register By 08/24/2023

Seats Available 50

Register

Event Location

Missouri River Regional Library

214 Adams Street

Jefferson City, MO 65101

County Cole / Region Region D

Primary Trainer

Daisy Duck

2. Register will take you to the training organization's registration page.
  - a. Register Online will take you to register for the event within the MOPD system.

Event Overview

#164899

Daisy's Delightful training

Friday, August 25, 2023

12:00 PM - 5:00 PM

Hours 5.00 / Course Level Clock Hour

Event Location

Missouri River Regional Library

214 Adams Street

Jefferson City, MO 65101

County Cole / Region Region D

Registration Required

Fee Free Event

Register By 08/24/2023

Seats Available 50

Register

Description

Delightful

Course ID 38847 / Course Type Clock Hour Course / Course Category Preschool/Pre-K

View Course Details

3. When you click to register through the MOPD system, the webpage will pop up to register yourself, enter information, then scroll down to agree to the terms and conditions. Then, click Complete Registration for free events.
  - a. For events with a fee, click Add Event To Cart.
  - b. If the register link is external to the MOPD system, follow the steps outlined on their site.

## Review Registration

Please review the information below.

### Attendee Details

Please review your attendee details.

Attendee Donald Duck

MOPD ID 920116

Email Address \*

MOPDSystem+DonaldDuck@gmail.com

### Terms and Conditions

#### Acceptance of Terms





The Missouri Professional Development (MOPD) System provides an Online Registration Module subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments to terms are effective 7 days after posting. These terms apply to both event organizers who use our services and event attendees who register using our services.


#### Event Attendees

☒ I agree to the registration terms and conditions

Complete Registration

4. If you are the owner of your Organization Profile, you can [View Staff Learning Records](#). You will have the opportunity to sign up your staff by selecting that option. This will allow you to select from your staff list.
5. For free events, your registration is complete.
  - a. For events with a fee, after adding to your cart, click My Cart in the top right corner.
6. Review the items in your cart and click Checkout.
7. Enter your payment information and click Submit Payment.
8. You can review what trainings you've registered for on your main Profile Page







### Training Hours

40.00

Time Frame  
Current Calendar Year

### Upcoming Training Events

#164899  
[Daisy's Delightful training](#)

 Starts 08/24/2023 /  Ends 08/24/2023 / Hours 5.00

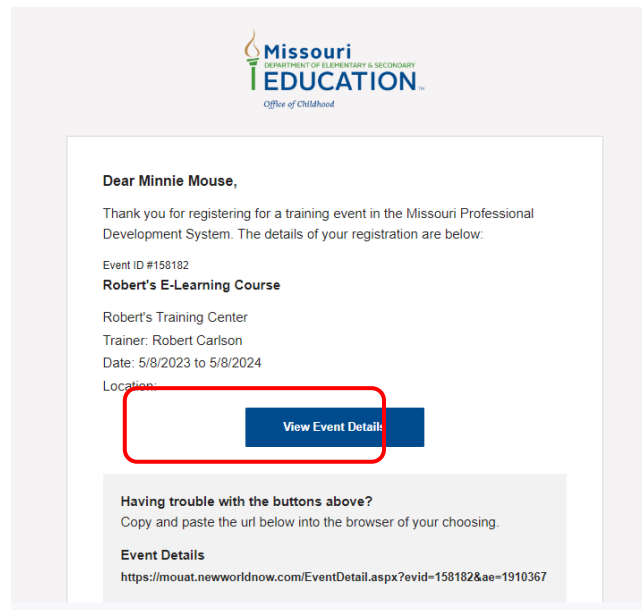
[View All My Training](#)

## Taking an E-Learning Course

**Background Info:** An E-Learning Course is an online course without a live instructor that can be completed at any time.

To take an E-Learning Course, follow the instructions to register for a course as normal. Once you have registered for the training and are ready to complete it, follow the instructions below.

Individuals that register to take an E-Learning course will receive an email confirmation. This email includes a link that the individual can click to access the course.



1. Click the View Event Details button in your email. This automatically opens the MOPD system website. Login as normal.
2. The "Classroom Registrant Detail" page loads:

## Classroom Registrant Detail

Registration #787200

## Classroom Registration

Not Started

No Activity

Rory Gilmore

poweredbyinsight+rory@gmail.com

Registered 04/27/2023

Completion Deadline 05/27/2023

## Classroom Detail

Transportation Safety Awareness

Course: Transportation Safety Awareness (4/26) / Language: English

## Trainer

Mackenzie Abdinasirtest

Mackenzie.Abdinasirtest@email.com

Email

Email

[View All Trainers](#)

## Classroom Modules

Transportation Safety Awareness (4/26)

Not Started

SCORM

Start

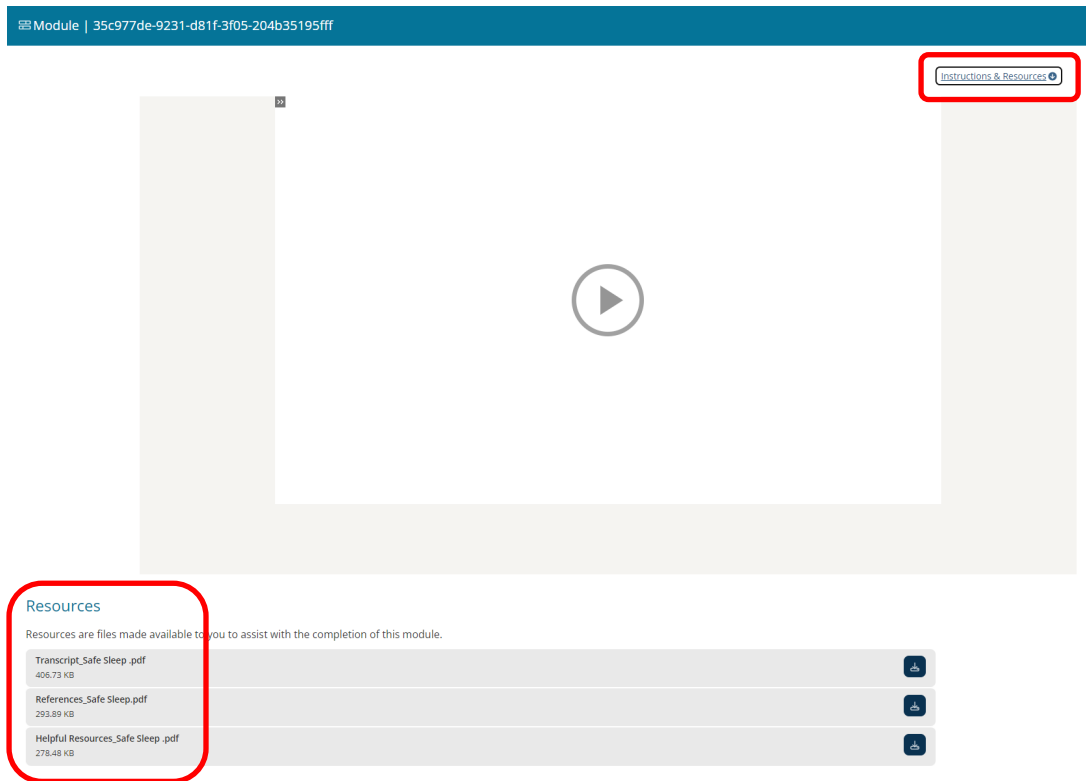
2. Scroll down to the Classroom Modules section

3. Click "Start" next to the first module (if there are multiple modules you will take these steps for each module).

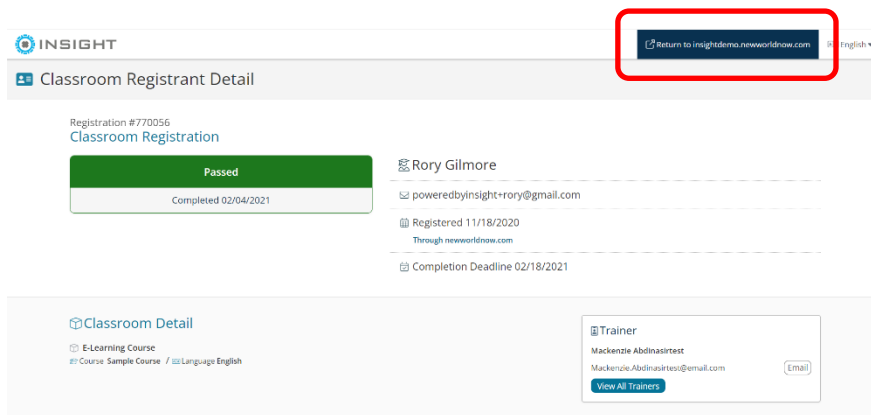
Courses in the DESE Office of Childhood Training Library will have arrows that allow you to progress to certain next slides. Most slides cannot be skipped and some slides will need you to manually click the right arrow to continue.



Use the Instructions & Resources hyperlink in the top right of your e-learning module to view the course transcript, references, or other helpful resources on the course topic.



5. Complete course module(s) until you reach the end and get a passing score on the quiz. Then you can use the link to Return to the MOPD main page.

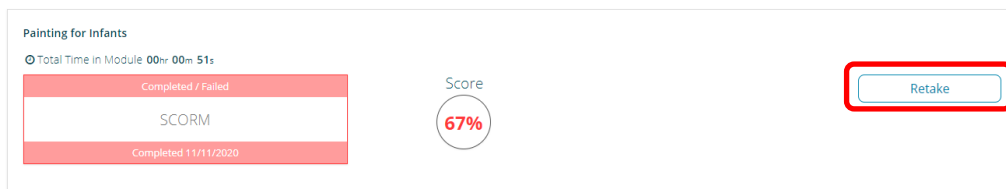


6. If you fail the quiz, you may retake it once. If you fail it the second time, you will need to retake the course. Click "Retake Quiz".





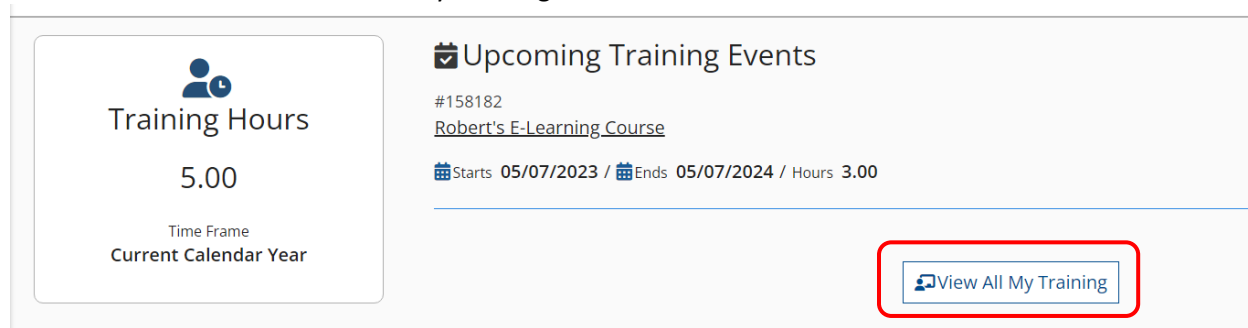
If you leave the course and return to retake the quiz later, click “Retake” to the right of your prior module score after you resume the course.



7. Once you successfully complete all the course modules, you are finished with the course. The course completion record will immediately appear on the learner's training record on your Registry profile.

## Complete an E-Learning Course from within MOPD system

1. You can alternatively access your e-learning course from your MOPD profile page, scroll down to the Training section and click the View All My Training button.





2. The Training Information page will appear with a list of your upcoming training sessions as well as trainings that have been completed.

#1000016  
Molly Flynn







## Training

Edit Training

Clicking , will open the E-Learning classroom.

Please click the  to complete the Trainer Training Evaluation Tool for the applicable training event.


☐ Show E-Learning events only

								Status Legend
								● Evaluation Complete  Evaluation Available  Evaluation Closed  Not Eligible
Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	Evaluation
158303	<a href="#">Communicable Disease in Child Care 2.0</a>			Infant	2.00	Clock Hour	REGISTERED	
158175	<a href="#">Robert's Classroom Course</a>			Preschool/Pre-K	1.00	Clock Hour	REGISTERED	
158182	<a href="#">Robert's E-Learning Course</a>			Preschool/Pre-K	3.00	Clock Hour	REGISTERED	


3. Training sessions that are in the e-learning module will show a small graduation cap icon. Click the graduation cap icon to go to the e-learning module.
4. Click Enter Classroom to begin the course.


## Registration Summary

Bill To:  
#1000004  
Minnie Mouse

#1000004  
 Minnie Mouse

---

#158182  
**Robert's E-Learning Course**  
 Monday, May 8, 2023 - Wednesday, May 8, 2024

 Enter Classroom

---

**Base Fee**  
Available 5/7/2023 - 5/7/2024

## Finish a Previously Started E-Learning Course

If you exit out of an e-learning course before completing it, you can finish the course at a later time. You can also pause trainings to resume them later.

1. You can find courses that were started but incomplete on your Training Information page shown above. When you re-enter the classroom, you will see the course is incomplete. Click Continue to finish it.

[Return to mopds.org](#)

Registration #5098571  
Classroom Registration

Incomplete

Last Activity 09/01/2023

Rory Gilmore

poweredbyinsight+rory@gmail.com

Registered 09/01/2023  
Through mopds.org

**Classroom Detail**

ABCs of Safe Sleep: How to Reduce the Risk of Sleep-Related Infant Deaths

Course ABCs of Safe Sleep: How to Reduce the Risk of Sleep-Related Infant Deaths / Language English

**Trainer**

DESE Office of Childhood  
mopds@desse.mo.gov

[View All Trainers](#)

[Email](#)

**Classroom Modules**

ABCs of Safe Sleep: How to Reduce the Risk of Sleep-Related Infant Deaths

Total Time in Module 03:15 56s

Incomplete

SCORM

Last Activity 09/01/2023

[Continue](#)

The Table of Contents will allow you to find where you previously ended the course. Click the next incomplete session to finish the course.

**Table Of Contents**

- Slide Title
- Welcome ☒
- Introduction to Office of Childh... ☒
- Safe Sleep Matters
- Introduction to ABC's of Safe Sl...
- Meet Your Teacher
- Terms and Definitions
- Risk Factors
- Pediatrician Perspective - Safe ...
- The ABCs of Safe Sleep
- ABCs of Safe Sleep - Back
- ABCs of Safe Sleep - Crib
- More Recommendations

OFFICE OF CHILDHOOD

**TRAINING LIBRARY**

Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance /504/ADA/ADAAA/Age A2/IGNA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@desse.mo.gov.

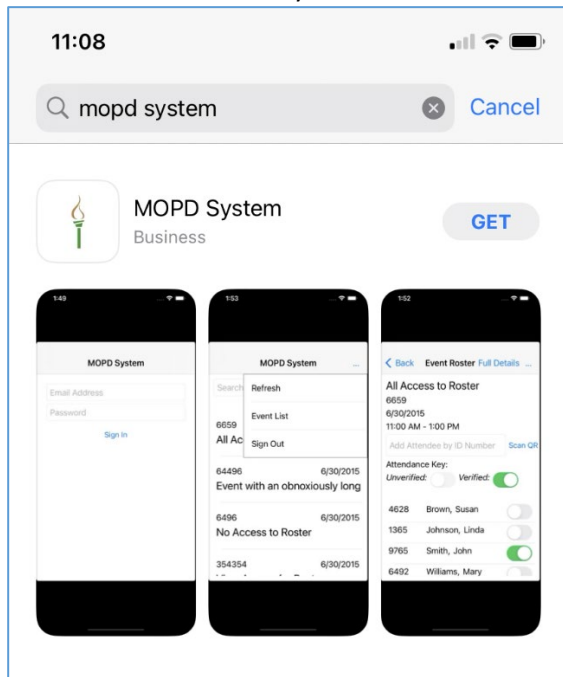
nd Development Fund Grant #2020P00000P, from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the fford views of the Office of Child Care, the Administration for Children and Families, or the U.S. Department of Health and Human Services.

## DOWNLOAD THE MOPD APP

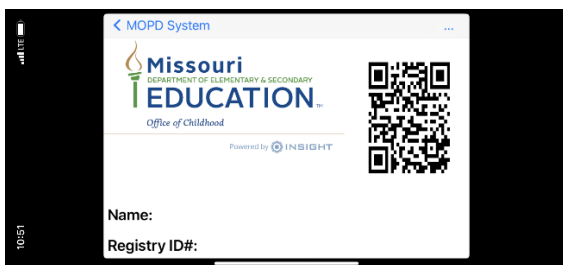
Trainers can use the MOPD app to take attendance quickly and easily at a training event. If you wish to use the MOPD app, follow these steps:

Download the MOPD app:

1. Go to the Apple or Google store.
2. Search 'MOPD System' and download.



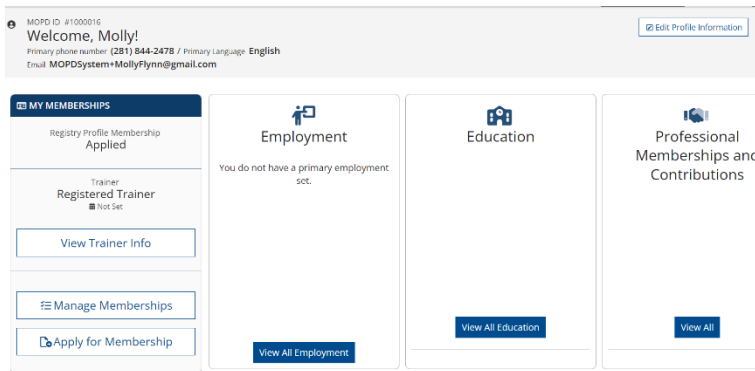
3. Login with the email and password you use to access the MOPD system.
4. Use the app to access a virtual copy of your MOPD System Profile Membership card.
5. Your trainer to scan when you arrive at a training.



# SUBMIT CLOCK HOUR APPROVAL REQUEST FOR TRAINING TAKEN OUTSIDE PD SYSTEM

If you have taken training that was not listed in the MOPD System, you will need to submit an Individual Request Approval.

1. From your profile page in the MOPD System:



2. Scroll down to the Training section and click on the View All My Training button.




3. You are then taken to the Training Information screen, click the Edit Training button on the right.


## Training Information

Click the 'Edit Training' button to request approval for training hours found Outside the PD System.

#1000016  
Molly Flynn

### Training

Clicking  will open the E-Learning classroom.





Please click the  to complete the Trainer Training Evaluation Tool for the applicable training event.





[Return to My Profile](#)

[Edit Training](#)

☐ Show E-Learning events only

#### Status Legend

 Evaluation Complete  Evaluation Available  Evaluation Closed  Not Eligible

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	Evaluation
158303	<a href="#">Communicable Disease in Child Care 2.0</a>			Infant	2.00	Clock Hour	REGISTERED	
158175	<a href="#">Robert's Classroom Course</a>			Preschool/Pre-K	1.00	Clock Hour	REGISTERED	
158182	<a href="#">Robert's E-Learning Course</a>			Preschool/Pre-K	3.00	Clock Hour	REGISTERED	
158303	<a href="#">Communicable Disease in Child Care 2.0</a>	REGISTERED		Infant	2.00	Clock Hour	VERIFIED	

4. Read the paragraph that appears regarding Profession Development Outside of the PD System. If you still need to request clock hour approval, click on the Individual Request Approval button.

## 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](#)

5. The Edit Individual Training Request window opens. Populate the fields with the information requested on the Training Sponsor and Trainer Details.

### Edit Individual Training Request



Submit an 'Individual Request Approval' below if you attended a training from the [pre-approved list](#), to request consideration for a new training not listed in the MOPD System, or to submit documents for the exceptions listed on the previous page.

#### Training Sponsor

Enter the name of the sponsor organization that gave the training.

Training Sponsor \*

Houston Music Therapy Society

#### Trainer Details

Name of Trainer

Sally Smith

Job Title

Program Administrator

Agency

6. Scroll down and complete the Training Information section. No more than two competencies per training hour are allowed.

### Training Information

Title of Training \*

The Effects of Music on the Early Years

Start Date \*

05/10/2023

End Date \*

05/10/2023

Total Hours of Instruction \*

2

Must be at least one hour

Core Competency \*

1a: Understand the developmental period of early childhood from birth through age 8

[Click here](#) to determine which Core Competency to select from the dropdown.

7. Once you have entered the required information, you can now upload any supporting documentation you may have by clicking on the +Files button on the right.

### Upload Supporting Documentation

It is required to provide training documentation that verifies the content and hours (such as, signed certificate of completion, agenda, flyer).

The following file types are accepted  
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif,.zip

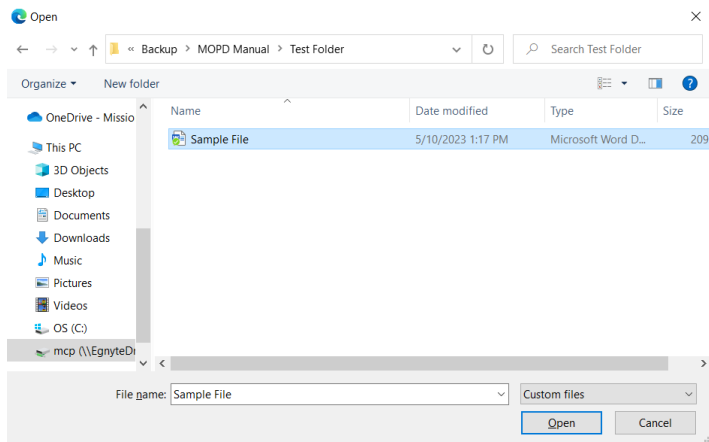
+ Files

Submit Request

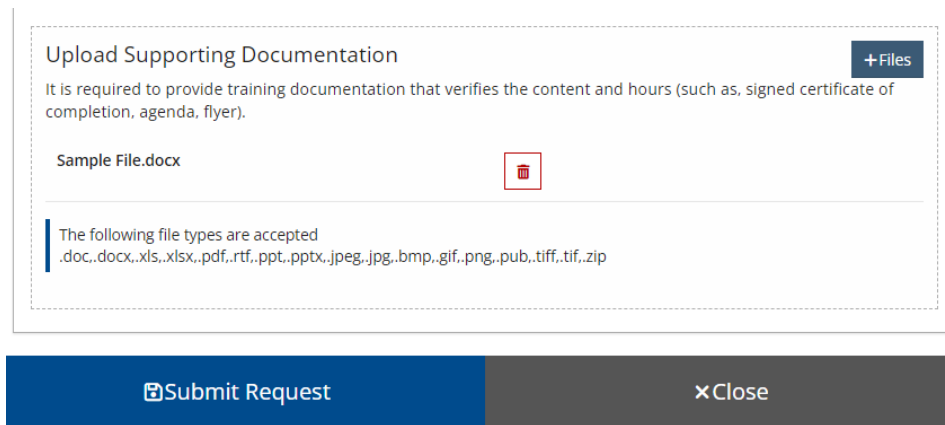
Close



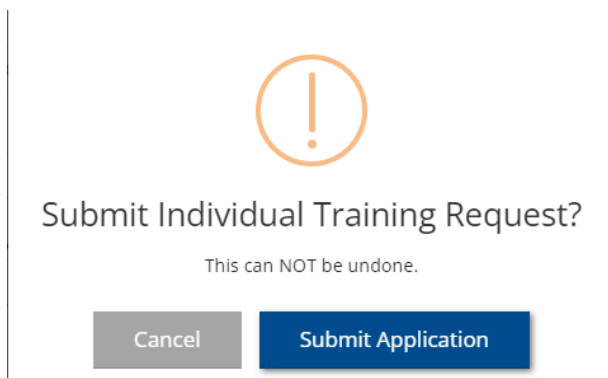
8. An Open window appears and allows you to select the document you want to attach. Select the correct file and click Open



9. Your attachment will now be reflected. Continue adding as many files as needed by repeating steps 7 and 8. Once all documents have been uploaded, click Submit Request.



10. A confirmation box will appear. If you need to make changes, click Cancel; otherwise, click the Submit Application button.



11. You will receive a successful submission message and then return to the Edit Individual Training Request. Click the Close button.

Supporting Documentation

Sample File.docx

Uploaded 06/01/2023 / File Type General


Close

You will return to the Training Information page where you will see the training you just entered reflected in the list at the bottom of the screen. Once the training has been approved and marked as Verified, it will count as clock hours. Until then it was show as self-reported.





Individual Request Approval

Filter by Qualification

-- No Filter --

Clicking  will open the E-Learning classroom.

Show E-Learning events only

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified
158303	<a href="#">Communicable Disease in Child Care 2.0</a>			Infant	2.00	Clock Hour	<input type="checkbox"/>
158175	<a href="#">Robert's Classroom Course</a>			Preschool/Pre-K	1.00	Clock Hour	<input type="checkbox"/>
158182	<a href="#">Robert's E-Learning Course</a>			Preschool/Pre-K	3.00	Clock Hour	<input type="checkbox"/> 
158378	<a href="#">The Effects of Music on the Early Years</a>	05/10/2023		Preschool/Pre-K	2.00	Clock Hour	<input type="checkbox"/> 
158379	<a href="#">Art for the Littles</a>	05/09/2023		Preschool/Pre-K	1.00	Clock Hour	<input type="checkbox"/> 
158380	<a href="#">Helping Kids Development Coping Skills</a>	05/08/2023		Preschool/Pre-K	2.00	Clock Hour	<input type="checkbox"/> 

12. If you have finished entering requests for clock hour approval, click on the Finished Training button in the upper right of the page.

## Training Information

Click the 'Edit Training' button to request approval for training hours found Outside the PD System.

#1000016

Molly Flynn

Training

Professional Development Outside of the PD System

Finished Training

13. You will remain on the Training Information page, but you will no longer see the button Individual Request Approval and the training you just entered will show as Self Reported in the list at the bottom of the page.

If you are done with the Training Information page, click Return to My Profile to exit this page and return to your personal profile page.

## Training Information


[Return to My Profile](#)

Click the 'Edit Training' button to request approval for training hours found Outside the PD System.


#1000016  
Molly Flynn

### Training





[Edit Training](#)






Clicking  will open the E-Learning classroom.

☐ Show E-Learning events only

Please click the  to complete the Trainer Training Evaluation Tool for the applicable training event.

#### Status Legend

 Evaluation Complete  Evaluation Available  Evaluation Closed  Not Eligible

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	Evaluation
158303	<a href="#">Communicable Disease in Child Care 2.0</a>			Infant	2.00	Clock Hour	REGISTERED	
158175	<a href="#">Robert's Classroom Course</a>			Preschool/Pre-K	1.00	Clock Hour	REGISTERED	
158182	<a href="#">Robert's E-Learning Course</a>			Preschool/Pre-K	3.00	Clock Hour	REGISTERED	
158378	<a href="#">The Effects of Music on the Early Years</a>	05/10/2023		Preschool/Pre-K	2.00	Clock Hour	SELF REPORTED	
158379	<a href="#">Art for the Littles</a>	05/09/2023		Preschool/Pre-K	1.00	Clock Hour	SELF REPORTED	
158380	<a href="#">Helping Kids Development Coping Skills</a>	05/08/2023		Preschool/Pre-K	2.00	Clock Hour	SELF REPORTED	
158251	<a href="#">Communicable Disease in Child Care 2.0</a>	05/10/2023		Infant	2.00	Clock Hour	VERIFIED	
158228	<a href="#">Supporting Homeless Children in the ECE Classroom</a>	05/09/2023		Preschool/Pre-K	2.00	Clock Hour	VERIFIED	
158173	<a href="#">"If it's Predictable is it Preventable?"</a>	05/05/2023	0.00		1.00	Clock Hour	VERIFIED	

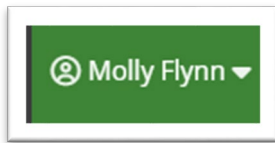
# Missouri Professional Development **SYSTEM INSTRUCTIONS** **FOR DIRECTORS & OWNERS**



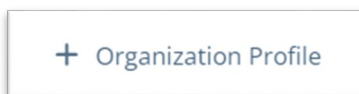
## CLAIM YOUR ORGANIZATION

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](mailto: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

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.

☒ Same as physical address

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.

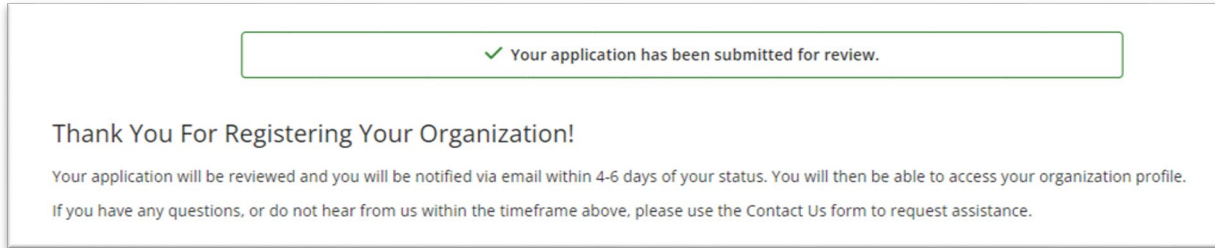
The MOPD sends periodic communications.

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

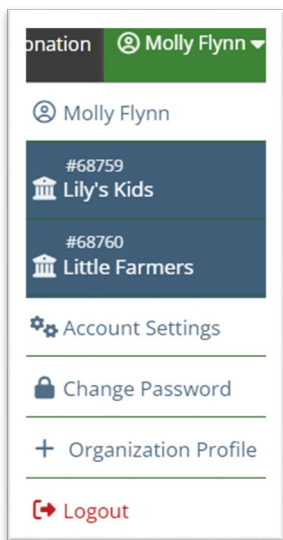
☒ Subscribe  
You will receive informational emails from MOPD in addition to emails regarding your account.

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.

## 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

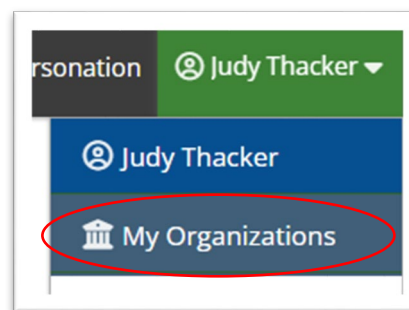
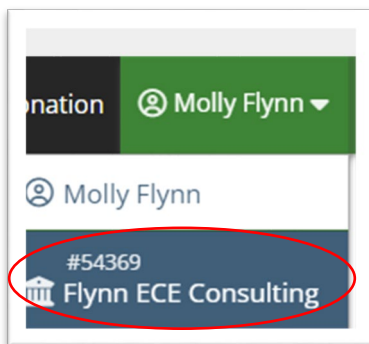
Invite Employees to Connect to the Organization Profile

Verify Employees Self-Reported Records

Add Staff to Help Manage Organization Profile

### Access Organization Profile After Approval

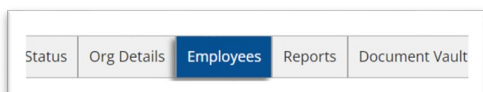
1. After your Organization Profile has been approved, log in to the MOPD System.
2. Click your name in the top right corner to access the context menu. Select your Organization Profile.
  - a. If you only have one organization listed, its name will appear on the menu.
  - b. If you have multiple organizations,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

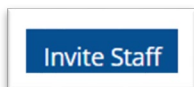


2. Click the Manage Invites button on the right.



- 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 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**

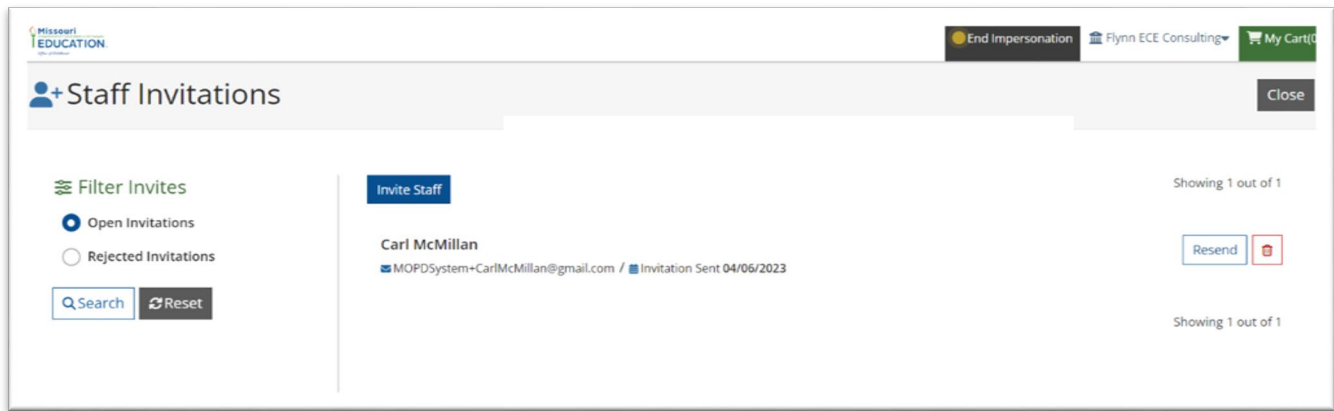
**Would you like to invite additional staff?**

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 <span>...</span>
6850140	Cartertest, Marian	Classroom or Child Care Aide	10/18/2021 - Present		- Expires 1/31/2023	Verified by Program <span>Update</span> <span>...</span>
6804311	Cochranetest, Emily	Assistant Director	11/13/2017 - Present		- Expires 12/31/2022	Verified by Program <span>...</span>

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, a "Start Date" field with "2/2/2023", an "End Date" field, a "Status" dropdown menu showing "Verified by Program", and a "Save Changes" button at the bottom.

3. Select the Status from dropdown list.

The screenshot shows a dropdown menu for "Status" 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 navigation 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.

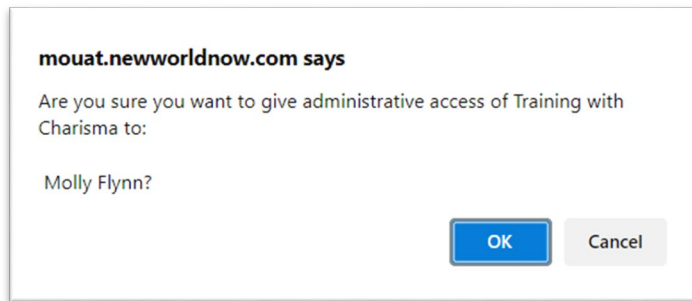


**Add User**

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.



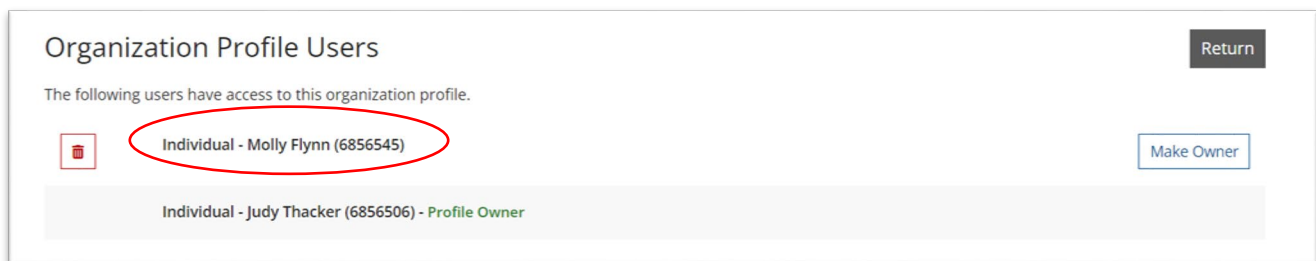
**mouat.newworldnow.com says**

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

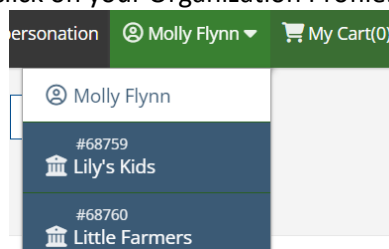
6. Click the Return button to return to the Org Details tab.



## View Staff Learning Records


As an Organization admin, you may view training records for your employees.


### To Access Staff Report


1. Use the context menu in the top right to click on your Organization Profile.



ersonation  Molly Flynn  My Cart(0)

 Molly Flynn

#68759  
 Lily's Kids

#68760  
 Little Farmers

2. From your Organization Profile page, click on the Reports tab and then click on Staff Report.

# 68760

## Little Farmers

Status	Org Details	Program Info	Classrooms	Employees	<b>Reports</b>	Document Vault
--------	-------------	--------------	------------	-----------	----------------	----------------

### Program Profile



#### Staff Report


List of staff with a link to the Core Competency Learning Record

- The reports screen will display. Select a date range (the date range defaults to a one year period ending with current date) and click on View Report button.

Training Completed After:  Training Completed Before:

1 of 1 Find | Next

- Staff information will be displayed in the staff report below.

**Staff Report**

Program Information												
DVN	Program Name Little Farmers											
License Status	N/A	Address 123 Howdy Lane										
Organization ID	68760	Tebbetts MO 65080										

Click on 'MOPD ID or 'Name' below to view Individual Learning Record.

MOPD ID	Name	Position	Employment Start Date	Employment Verification	Clock Hours Year	Clock Hours	Clock Hours Met	CPR Exp Date	First Aid Exp Date	Safe Sleep Exp Date	Subsidy Orientation Training	CCDF Health & Safety
1000027	Biggs, Peggy	Teacher	05/09/2023	Verified by Program								
1000016	Flynn, Molly	Teacher	05/09/2023	Verified by Program	2022	0.00	Out of Compliance	08/27/2022	08/27/2022	12/16/2022		08/27/2020
1000016	Flynn, Molly	Teacher	05/09/2023	Verified by Program	2023							

Current Staff Count: 3

Printed: May 25, 2023 Page 1 of 1

The top portion of the staff report shows Program (Organization) Information for verified employees. **IMPORTANT-** Each employee must be Verified by Program before the training records can be seen.

The bottom portion of the report lists all staff in alphabetical order and which trainings each staff has completed. The columns on the report include dates and information about training including:

- Employment Verification- self reported employment will not allow Org to see training records
- Training Expiration (exp) Dates for CPR, First Aid, and Safe Sleep
- Subsidy Orientation Training (training credit does not expire, one leadership staff must take if accepting subsidy payments)
- CCDF Health & Safety (training credit does not expire, all staff must take if accepting subsidy payments)

\*Read about licensing rules for trainings at <https://dese.mo.gov/childhood/prof-dev>.

## Register Staff for Training

1. As an Organization Owner, you may register staff for trainings. When logged in as the Organization, go to the training Event you wish to register staff for.

### Event Registration

#### Daisy's Delightful training

Friday, August 25, 2023

[view full event details](#)

[Return](#)

EVENT ID:164899  
[CLOCK HOUR](#)

#### Location

**Missouri River Regional Library**  
214 Adams Street  
Jefferson City, MO 65101  
County Cole

#### Delivery Methods

Classroom/In Person

2. Choose Register Staff.

#### Registration

Event Fee: Free Event  
Register By: 8/24/2023  
Required?: Yes

#### Assessment of Learning

Q&A/Discussion

☐ Register Myself

☒ Register Staff

#### Add Staff to Event

Id	Organization	Name	Title	Email	Register
920115	Disney's Training Land	Duck, Daisy	Supervisor/Manager	MOPDSys+DaisyDuck@gmail.com	<input checked="" type="checkbox"/>
920116	Disney's Training Land	Duck, Donald	Staff	MOPDSys+DonaldDuck@gmail.com	<input type="checkbox"/>
	Currently registered for this event.				
920117	Disney's Training Land	Mouse, Minnie	Staff	MOPDSys+MinnieMouse@gmail.com	<input checked="" type="checkbox"/>

[Register Staff](#)

3. You will see if any staff are already registered for this training. If they are not already registered, click the checkbox to register one or more staff. Then click Register Staff.

## Event Registration

Daisy's Delightful training

EVENT ID:164899  
CLOCK HOUR

Friday, August 25, 2023

view full event details

Staff 1 of 2

### Attendee Details

Next Staff >

Please review your attendee details.

Attendee Minnie Mouse

Individual ID 920117

Email Address

MOPDSystem+MinnieMouse@gmail.com

Next Staff >

- You will go through a screen to confirm attendee details.

## Event Registration

Daisy's Delightful training

EVENT ID:164899  
CLOCK HOUR

Friday, August 25, 2023

view full event details

Staff 1 of 2

### Attendee Details

< Previous Staff

Continue >

Please review your attendee details.

Attendee Daisy Duck

Individual ID 920115

Email Address

MOPDSystem+DaisyDuck@gmail.com

< Previous Staff

Continue >

- Then you will review registration choices and agree to the course Terms and Conditions on behalf of the staff attending. Then click Continue.

## Event Registration

Daisy's Delightful training

EVENT ID:164899  
CLOCK HOUR

Friday, August 25, 2023

[view full event details](#)

### Registration Summary

Minnie Mouse	
Daisy Duck	

Total: --

### Terms and Conditions

**Missouri Professional Development System**  
**Online Registration Terms & Conditions**

**Acceptance of Terms**

The Missouri Professional Development (MOPD) System provides an Online Registration Module subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments to terms

☒ I agree to the registration terms and conditions

[Complete Registration](#)

6. You will see a summary page, which will give the option to pay for several staff if needed. After payment goes through (if applicable) your staff are registered for the course.

## Event Registration

Daisy's Delightful training

EVENT ID:164899  
CLOCK HOUR

Friday, August 25, 2023

[view full event details](#)

✓  
**Register online**

Staff will receive an email in the next few minutes containing registration details.

### Registration Summary

Minnie Mouse
Daisy Duck

Total: --

## Remove Administrative Access

### Organization Profile Users

[Return](#)

The following users have access to this organization profile.



Individual - Joe Durfee (1000048)

[Make Owner](#)

Individual - Molly Flynn (1000016) - Profile Owner

### Authorized Trainers\*

[Add Trainer](#)

This course is restricted to Authorized Trainers

☐ No ☒ Yes

If you select "Yes," you must add at least one instructor. This list will populate Event Instructor. (Your name should automatically appear as an authorized trainer).

ID	Name	City	Trainer Status	Type	Authorization / Date	Expires	
1000027	<a href="#">Biggs, Peggy</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	<a href="#">...</a>
1000016	<a href="#">Flynn, Molly</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	<a href="#">...</a>

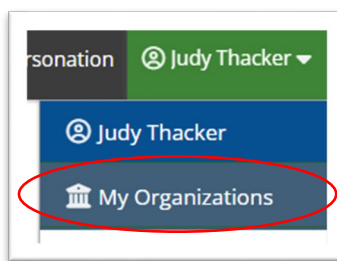
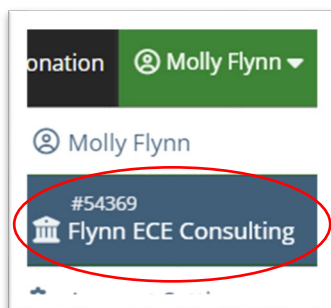
[Previous](#)[Save And Continue](#)

## TRANSFER OWNERSHIP OF AN ORGANIZATION PROFILE

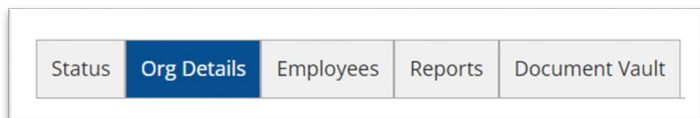
If you are listed as the owner of an Organization Profile in the MOPD System, and you need to transfer ownership of the organization, follow the steps below. Please note that an Organization Profile must first be approved before ownership can be transferred.

### 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.
  - 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.



3. Click the Org Details tab.

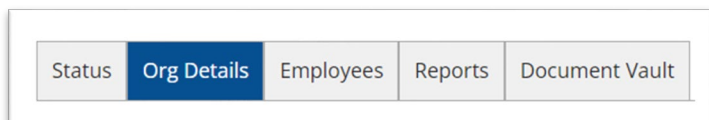


4. Click the Manage organization profile users button located beneath Contact Information.
  - a. If you are the only individual listed, proceed to [Add Staff to Help Manage Organization Profile](#).
  - b. If you have other individuals listed, proceed to [Transfer Ownership of Organization](#).

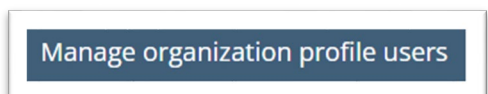
## Add Staff to Help Manage Organization Profile

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.

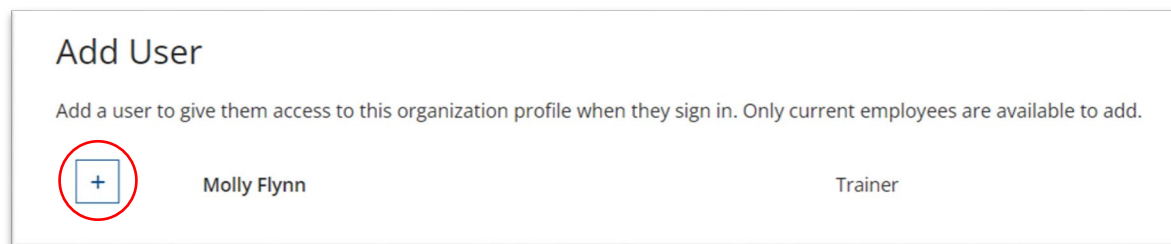
1. Click the Org Details tab.



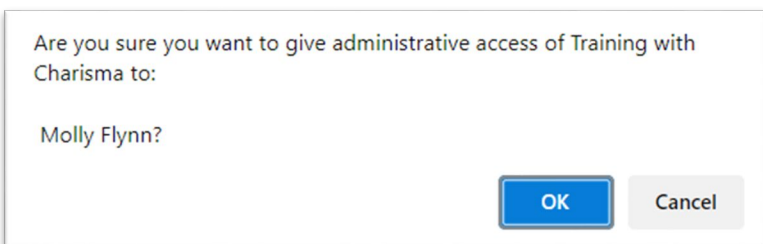
2. Click the Manage organization profile users button located beneath the Contact Information.



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



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.



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

## Remove Administrative Access

### Organization Profile Users

[Return](#)

The following users have access to this organization profile.



Individual - Joe Durfee (1000048)

[Make Owner](#)

Individual - Molly Flynn (1000016) - Profile Owner

### Authorized Trainers\*

[Add Trainer](#)

This course is restricted to Authorized Trainers

☐ No ☒ Yes

If you select "Yes," you must add at least one instructor. This list will populate Event Instructor. (Your name should automatically appear as an authorized trainer).

ID	Name	City	Trainer Status	Type	Authorization / Date	Expires	
1000027	<a href="#">Biggs, Peggy</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	<a href="#">...</a>
1000016	<a href="#">Flynn, Molly</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	<a href="#">...</a>

[Previous](#)[Save And Continue](#)

## Transfer Ownership of Organization

1. Click the Org Details tab.

[Status](#) [Org Details](#) [Employees](#) [Reports](#) [Document Vault](#)

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



## Manage organization profile users

8. 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.

Organization Profile Users

The following users have access to this organization profile.

Individual - Molly Flynn (6856545) **Make Owner**

Individual - Judy Thacker (6856506) - Profile Owner

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

Are you sure you want to give ownership of Training with Charisma to:

Individual - Molly Flynn?

OK Cancel

10. 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.

Status **Org Details** Employees Reports Document Vault

Contact Information

Email Address\*  **Send Message**

First Name\*  Last Name\*

Title

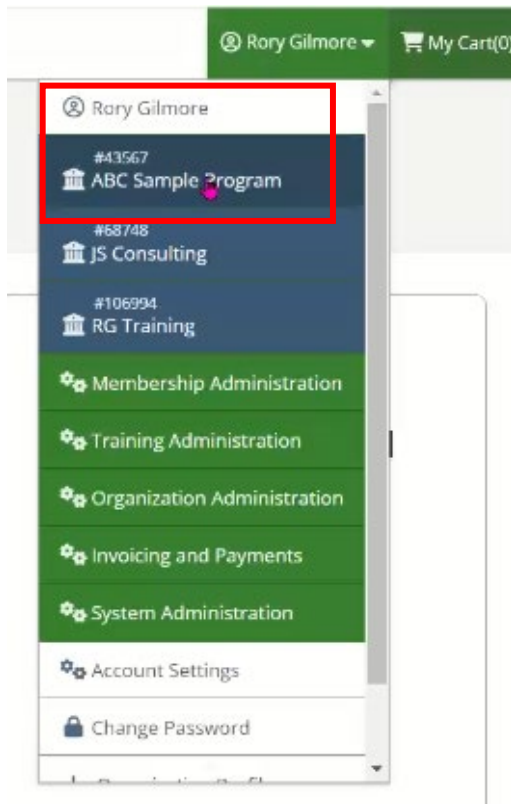
Phone  -  -  Ext.

Communication Preferences

## HOW TO RUN REPORTS – FOR DIRECTORS, OWNERS, AND OTHERS WITH ORGANIZATION ADMINISTRATIVE ACCESS

Organizations can run reports to see staff training records and employment information.

1. Select your Organization Profile from the drop down menu in the upper right-hand by your name.



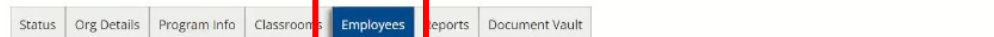
2. On the Employees tab, make sure all staff are verified.

### Organization Profile

# 43567

ABC Sample Program

Departmental Vendor Number (DVN) : 002813807



### Registered Employees

Manage Invites

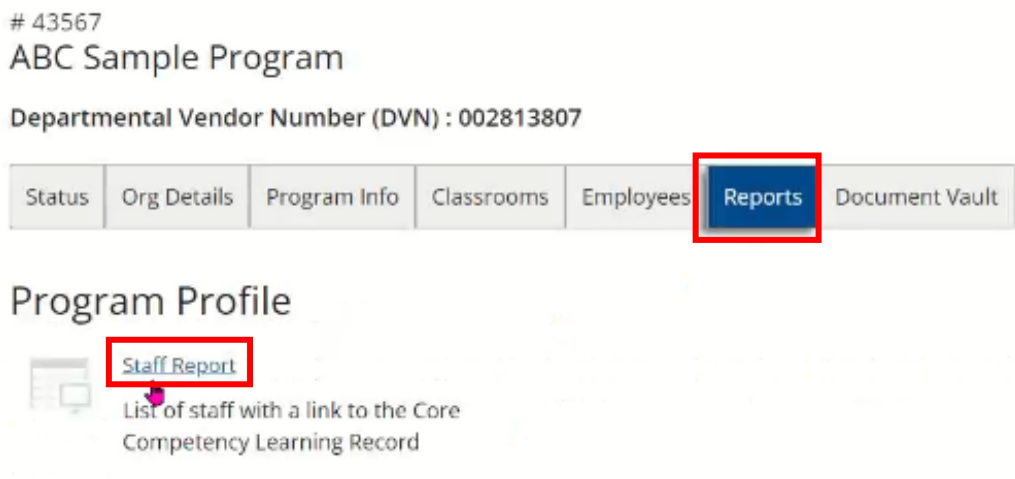
The following list of employees has been gathered by the PD System through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees

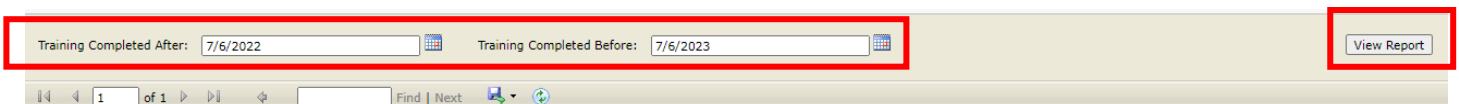
Employees

ID	Name	Title	Date	Education Matrix Level	Current Status	Status	
1000083	Cooper, Emily	Teacher	1/1/2020 - Present			Self Reported	...
1000009	Gilmore, Rory	Teacher	5/12/2023 - Present	Member	Current Expires 5/31/2024	Verified by Program	...

3. If anyone is Self-Reported, their clock hour compliance will NOT show on staff reports.
  - It also takes an overnight to refresh data once an employee's status changes.
  - If an employee is changed to 'Verified by Program' today, they will not show on reports until tomorrow.
4. Training records for staff won't show on reports until each user:
  - Adds their employer to their employment tab as they are completing their Profile Membership;
  - The employer's Organization is claimed in the MOPD system by the correct owner, director, or provider with administrative access; and
  - The employer verifies the user's employment.
5. After all employees are verified, click on the Reports tab.



6. Click on the Staff Report link. A new web browser tab will open.
7. The report defaults to the previous 12 month period. You can change the timeframe at the top by entering a new Training Completed date range. Then click View Report (at the far right side).



8. The report displays multiple details for all current staff members, including:
  - MOPD ID
  - Name
  - Position
  - Employment Start Date
  - Employment Verification status
  - Clock Hour Years for the date range applied
  - Clock Hours Needed for the date range applied
  - In Compliance or Out of Compliance message for Clock Hours Met for the corresponding year
  - Training expiration dates for: CPR, First Aid, and Safe Sleep (if applicable)
  - Date of training for: CCDF Health & Safety (if applicable)

Program Information			
DVN	002613907	Program Name	ABC Sample Program
License Status		Address	123 Apple Street
Organization ID	43567		
			Blanchard OK 73010

Click on 'MOPD ID' or 'Name' below to view Individual Learning Record.

MOPD ID	Name	Position	Employment Start Date	Employment Verification	Clock Hours Year	Clock Hours Needed	Clock Hours Met	CPR Exp Date	First Aid Exp Date	Safe Sleep Exp Date	CCDF Health & Safety
1000083	<a href="#">Cooper, Emily</a>	Teacher	01/01/2020	Verified by Program			-				
1000009	<a href="#">Gillmore, Rory</a>	Teacher	05/12/2023	Verified by Program	2022	8.50	Out of Compliance				
163265	<a href="#">Smith, Sam</a>	Lead Educator/Teacher/Facilitator/Practitioner	11/03/2022	Verified by Program	2022	0.00	In Compliance			12/08/2025	
132996	<a href="#">Smith, Judy</a>	Owner/Operator	02/03/2020	Verified by Program	2022	5.75	Out of Compliance			09/29/2025	
142261	<a href="#">Smith, Karen</a>	Other roles that provide Direct Service to children and youth	09/08/2020	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	03/08/2025	
132498	<a href="#">Smith, Jillian</a>	Owner/Operator	02/06/2020	Verified by Program	2022	1.75	Out of Compliance	09/24/2024	09/24/2024	02/23/2026	
160254	<a href="#">Smith, Mary</a>	Assistant Educator/Teacher/Facilitator/Practitioner	10/25/2021	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	03/03/2025	
170165	<a href="#">Smith, Sky</a>	Assistant Educator/Teacher/Facilitator/Practitioner	07/26/2022	Verified by Program			-	09/24/2024	09/24/2024	07/27/2025	
170510	<a href="#">Smith, Pam</a>	Assistant Educator/Teacher/Facilitator/Practitioner	08/02/2022	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	08/12/2025	
Current Staff Count: 9											

Printed: June 30, 2023

Page 1 of 1

- Staff who are not showing 'Verified by Program' in the Employment Verification column will not show an In Compliance or Out of Compliance message in the Clock Hours Met column until they are verified.
- Notice that 'Out of Compliance' or 'In Compliance' is a hyperlink. Click the hyperlink to see the compliance report for each person.
- The Compliance report shows multiple years. Clock hour reassignment now happens automatically by the MOPD system for licensed programs! If a person did not complete the required number of clock hours in a previous year, the system will automatically distribute the hours for prior year(s) of their employment until the user has met their required hours. Once in compliance with prior years, the person will begin accumulating clock hours for the current year. NOTE: Caregivers in licensed programs need one clock hour of training for each month of employment in a calendar year, regardless of the date employment began. For example, if they were hired November 15, they will need two hours.

MOPD ID

1000009

☐ NULL

1

of 1

Find | Next

MOPD ID	Last Name	First Name	Calendar Year	Months Of Employment	Clock Hours Required	Clock Hours Completed	Clock Hours Needed	Status	Calculation Date
1000009	Gilmore	Rory	2020	12	12.00	0.00	0.00	In Compliance	06/01/2023 2:00 AM
1000009	Gilmore	Rory	2021	12	12.00	0.00	0.00	In Compliance	06/01/2023 2:00 AM
1000009	Gilmore	Rory	2022	12	12.00	22.50	8.50	Out of Compliance	06/01/2023 2:00 AM
1000009	Gilmore	Rory	2023			5.00		N/A	06/01/2023 2:00 AM

- Please note the Calculation Date column. This shows the last time the compliance calculation was run to check for clock hour compliance. If there were no new trainings added to the individual's training record, the calculation will not update. Different staff members may have different calculation dates.

MOPD ID <input type="text" value="160254"/> <input type="checkbox"/> NULL									
1 of 1 Find   Next									
MOPD ID	Last Name	First Name	Calendar Year	Months Of Employment	Clock Hours Required	Clock Hours Completed	Clock Hours Needed	Status	Calculation Date
160254	Smith	Mary	2021	3	3.00	3.00	0.00	In Compliance	06/30/2023 11:36 AM
160254	Smith	Mary	2022	12	12.00	15.00	0.00	In Compliance	06/30/2023 11:36 AM
160254	Smith	Mary	2023			0.00		N/A	06/30/2023 11:36 AM

13. The current year's compliance will NOT be calculated on the Compliance report until January 1 of the following year. Current clock hours can be seen on the individual's learning record (described below).
14. Click the blue arrow in the bar at the top of the page to navigate back to main Staff Report.

MOPD ID <input type="text" value="1000009"/> <input type="checkbox"/> NULL			
1 of 1 Find   Next			
MOPD ID	Last Name	First Name	

15. Click the blue underlined name or MOPD ID of a person to open their individual learning record. (See [How to run Reports- All Users](#))

Click on 'MOPD ID' or 'Name' below to view Individual Learning Record.				
MOPD ID	Name	Position	Employment Start Date	Employment Verification
<a href="#">1000083</a>	<a href="#">Cooper, Emily</a>	Teacher	01/01/2020	Verified by Program
<a href="#">1000009</a>	<a href="#">Gilmore, Rory</a>	Teacher	05/12/2023	Verified by Program
<a href="#">163265</a>	<a href="#">Smith, Sam</a>	Lead Educator/Teacher/Facilitator/Practitioner	11/03/2022	Verified by Program
<a href="#">132996</a>	<a href="#">Smith, Judy</a>	Owner/Operator	02/03/2020	Verified by Program

16. If you need to print a copy of your report, hold the Control key and then type the letter P (Ctrl P). Then the print preview screen will appear to allow you to print.

# Missouri Professional Development SYSTEM INSTRUCTIONS FOR TRAINERS





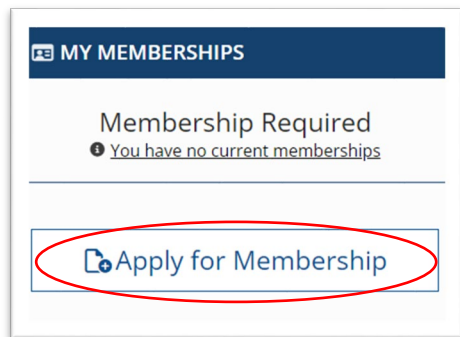
## BECOME A REGISTERED TRAINER

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.

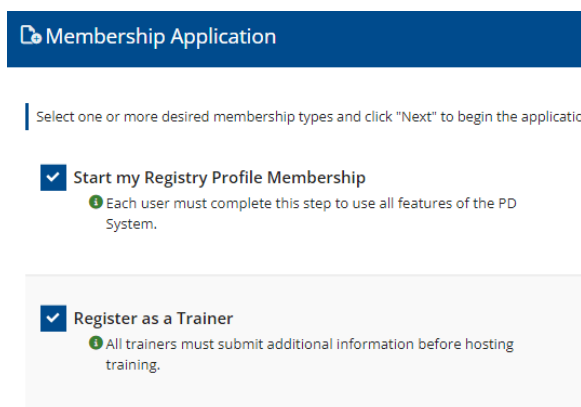
Once you have created an account and completed or claimed your MOPD ID, you now land on your Profile page when you log in.

### 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:

Training Counties:

Training Languages:

☐

- 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, 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 the instructions 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.

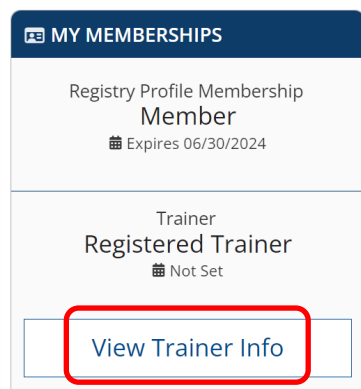
Submit Application

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](mailto:MOPD@dese.mo.gov) to discuss that approval process.

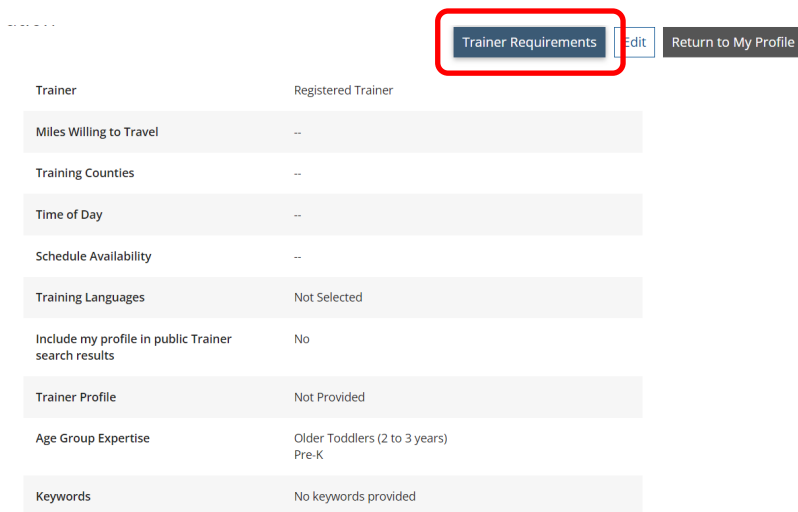
## CPR and First Aid Courses (CPR and First Aid Certified Trainers Only)

- CPR/First Aid (FA) course templates are located in the MOPD system. Verified instructors will be added to the applicable model and will have access to schedule events with these courses.
- To be approved as a verified instructor, an Instructor certification card must be uploaded into the MOPD system.
  - The certification card will be reviewed by the MOPD team.
  - Appropriately certificated CPR/FA trainers will be granted access through the MOPD system to the template courses for the model indicated on the uploaded trainer certification card.
  - Access to the template courses will be available through the expiration date indicated on their trainer certification card.
- See the DESE approved CPR/FA national models at: <https://dese.mo.gov/childhood/prof-dev>
- Clock hour credit is only issued for the in-person component for blended courses.

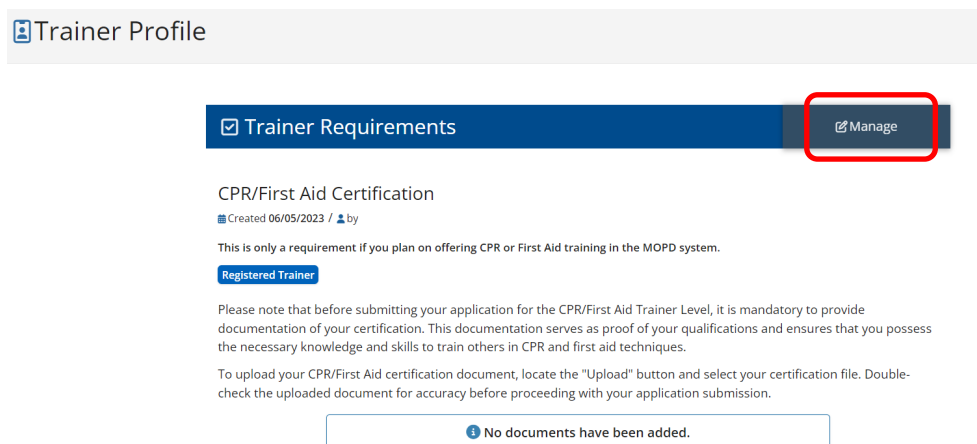
- Trainers need to ensure their Instructor certification card is added to the Requirements page of their Trainer Membership.
  - If already a MOPD system registered trainer, requirements can be added or confirmed by clicking 'View Trainer Info'.



- On the Trainer Information page, click 'Trainer Requirements'.



- On the Trainer Profile page, click, 'Manage'.



- On the Trainer Requirements Manager page, click '+ File' and upload an Instructor certification card.

## CPR/First Aid Certification

Please note that before submitting your application for the CPR/First Aid Trainer Level, it is mandatory to provide documentation of your certification. This documentation serves as proof of your qualifications and ensures that you possess the necessary knowledge and skills to train others in CPR and first aid techniques.

This is only a requirement if you plan on offering CPR or First Aid training in the MOPD system.

### Registered Trainer

If you are a CPR or First Aid certified trainer, please upload proof of your certification. Please note you will not be able to offer CPR or First Aid training until these documents are verified by MOPD staff. Trainers should NOT submit CPR/First Aid courses for approval. After your trainer certificate has been verified, you will receive notification. Then you will be able to search for pre-approved courses created by DESE for the national CPR/First Aid model that you are certified to teach. You will be able to make training events from these pre-approved courses.

CPR\_FA courses Trainer Info (1).docx  
Size 454.13 KB

File Type  
-- Select a File Type --

-- Select a File Type --

- American Academy of Pediatrics PedFACTs - FA/CPR Adult/Pediatric
- American Heart Association - FA/CPR Adult
- American Heart Association - FA/CPR Adult/Child
- American Heart Association - FA/CPR Adult/Child/Infant
- American Red Cross - FA/CPR Adult
- American Red Cross - FA/CPR Adult/Pediatric
- American Safety and Health Institute - FA/CPR Adult/Pediatric
- American Trauma Event Management (ATEM) - FA/CPR Adult
- American Trauma Event Management (ATEM) - FA/CPR Adult/Child
- American Trauma Event Management (ATEM) - FA/CPR Adult/Child/Infant
- Emergency Care and Safety Institute - FA/CPR Adolescence
- Emergency Care and Safety Institute - FA/CPR Adolescence/Child
- Emergency Care and Safety Institute - FA/CPR Adolescence/Child/Infant
- EMS Safety - FA/CPR Adult
- EMS Safety - FA/CPR Adult/Child
- EMS Safety - FA/CPR Adult/Child/Infant
- Health and Safety Institute (HSI) - FA/CPR Adult
- Health and Safety Institute (HSI) - FA/CPR Adult/Child
- Health and Safety Institute (HSI) - FA/CPR Adult/Child/Infant

The following file types are accepted:  
.doc .docx .xls .xlsx .pdf .rtf .ppt .pptx .jpg .jpeg .bmp .gif .png .pub .tif .tiff .zip

Save Requirements Close

- Choose the national model on your certification card. Then click 'Save Requirements'.
- If not a MOPD system registered trainer, use the MOPD User Instructions to Become A Registered Trainer.
- After your trainer membership application is submitted and your Instructor certification card is uploaded and verified (allow up to ten (10) business days), you will be notified by email of your approved Instructor status.

## Create a CPR/First Aid Event

- Once you receive an email of your CPR/FA Trainer approval, you will be able to make events for CPR/FA courses. Use the Left Navigation to select Training Entry.
- Click on the New Event button

Events

Courses

Filter Events

New Event

Event ID

Course Title

Event Status

Filter by Status

Core Competency

Filter by

Trainer Name

Sponsor Name

Location Name

City

Date From

09/08/2021

Date To

County

Filter by County

Filter Events

Clear Filters

Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

⚠ Expired   ⚠ Not set   ⚠ x Expired Trainer

 No events were found using the selected criteria.

⚠ Expired   ⚠ Not set   ⚠ Expired Trainer

- #40629

American Heart Association Adult and Pediatric AED, First Aid, and CPR Blended Learning SKILLS TESTING

Hours 2.25 / Course Level Clock Hour

Course Type Clock Hour Course / Course Category Preschool/Pre-K

Owner Statewide Training Initiatives

Applies Toward

✓ American Heart Association - FA/CPR Adult/Child/Infant

Core Competencies

✓ 7b: Establish and maintain an environment that protects children and youth (2.25 hr)

CDA Content Areas

✓ Safe, Healthy Learning Environment (2.25 hr)

#40629

American Heart Association Heartsaver Pediatric First Aid, CPR for Infant, Child and Adult

Select

Hours 7.00 / Course Level Clock Hour

Course Type Clock Hour Course / Course Category Preschool/Pre-K

Owner Statewide Training Initiatives

**Applies Toward**

✓ American Heart Association - FA/CPR Adult/Child/Infant

**Core Competencies**

✓ 7b: Establish and maintain an environment that protects children and youth (7.00 hr)

**CDA Content Areas**

✓ Safe, Healthy Learning Environment (7.00 hr)

- Use Instructions on [Create An Event For An Approved Course](#).
- Then use instructions on [Managing An Event And Entering Attendance](#) to add a roster and give credit once your event is complete.

## CREATE A 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](#)

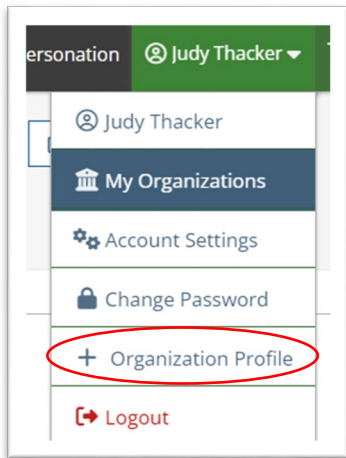
[Verify Employees Self-Reported Records](#)

[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

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



3. Click the Create Profile button.

A screenshot of the 'Organization Profile Lookup' page. The title is 'Organization Profile Lookup' with a magnifying glass icon. Below the title, there is a paragraph: '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).'. There is a text input field labeled 'Organization ID' with the placeholder text 'Enter the Organization ID Number' and a 'Required' label. Below the input field is a 'Find Profile' button. Further down, there is a section titled 'Need to Setup your Organization Profile?' with a paragraph: 'If your organization is not setup in our system, please click "Create Profile" to begin your organization profile setup.'. At the bottom of this section is a 'Create Profile' button, which is highlighted with a red circle.

4. 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 .



5. 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 >

6. 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

## Training Organization Type

Be sure to select Trainer/Training Organization from the Organization Type dropdown list and click the Training Sponsor Organization box. This will allow the organization to create courses and conferences and assign many trainers access to all courses created by your training organization. Having a training organization allows you to create trainings on behalf of the organization. You can also invite your employees/training contractors to associate with your organization and share courses.

\*If not choosing Trainer/Training Organization from the Organization Type dropdown list, move onto [step 13](#).

Contact Info

Organization Type

Address

Organization Type

Please indicate your organization's primary purpose.

Trainer/Training Organization

☒ 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.

Previous

Next

You may associate with and/or own more than one training organization within the MOPD System.

ersonation Flynn Training

Molly Flynn

#106987 EXCLUSIVE KIDZ ZONE

#106990 Flynn Training

#68760 Little Farmers

Account Settings

Change Password

Organization Profile

Use the chart below to determine options for sharing approved training courses with other trainers.

As a trainer or the owner of a training organization, you have several options on who can train your approved courses. Use the chart below to determine how to set up your organization and/or your courses.

Before taking these steps, each person must be a Registered Trainer in the Missouri Professional Development System.

I want to...	To achieve this, I will need to...	I can find instructions for this step here...	Notes
Allow my organizations' trainers to train all (or most of) my courses.	Though many of the trainers may be contractors, to be added to your organization profile, they need to be listed as employees.  Grant each trainer organization profile access.	See 2 options below this chart	This will grant trainers access to all your organization's existing training courses that are not limited to Authorized Trainers.  This access also allows the trainer the ability to invite and confirm other employees, create new courses under the organization name and renew courses as they expire.
Limit a course to specific trainers.	When creating a course for approval, mark "Yes" for Authorized Trainers and list each trainer that I want to be able to train this course.	Create a Course for Approval	This is time intensive for each course and not ideal if sharing multiple courses with multiple trainers.
Be the only person that can train a course.	If creating under your organization's name, create a course for approval, mark "Yes" for Authorized Trainers and list only myself.	Create a Course for Approval	Or do not create the course under an organization. Create the course as myself in the context menu.

\*If choosing from chart above: “I want to: Allow my organizations’ trainers to train all (or most of) my courses.”

- **Option 1: List employee/training contractor as a registered trainer**

As the organization owner, you will invite all trainers/contractors to your organization. Once they have confirmed their employment, you can list them as an Authorized Trainer to some or all your courses.

- **Option 2: Allow full organization access**

You can give all users in this administrative access, which allows each trainer the ability to invite and confirm other employees, create new courses under the organization name, and renew courses as they expire.

## Add Employees/Training Contractors

Trainers added to the training organization will receive a notice regarding Pending Employment. They will need to confirm employment to connect with your training organization. After trainers are part of your organization, you can give them access to your training courses. This allows the employee/training contractor access to the organization profile which includes creating/revising new courses to submit for approval and creating events to approved trainings.

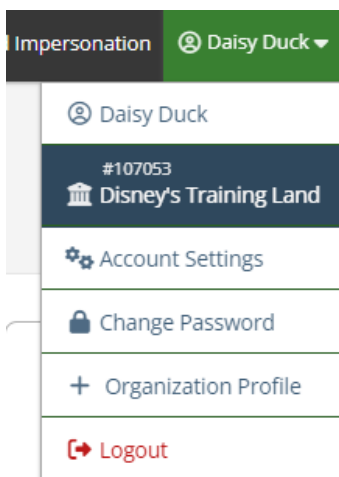
See ‘FOR DIRECTORS/OWNERS: ACCESS ORGANIZATION PROFILE & ADD STAFF’ for more details.

1. Enter the organization name, address, and other required information.
2. 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.

## How to Enter a Conference

LOGIN:



1. Click on your name in the right hand corner. A dropdown will appear.
2. The organization name will be included within the drop-down. Select your organization that is providing the conference. This switches your context to be acting as the organization instead of your personal account.

**Training Organization:**

1. Use the left-hand navigation to click on TRAINING ENTRY.

Missouri EDUCATION

Disney's Training Land

Organization Profile

Training Entry

Invoices

Search Training Events

Search Course Catalog

Search Trainer Directory

Contact Us

MOPD Home / Instructions

New Conference

New Event

Course Title

Event Status

Filter by Status

Qualification

Filter by Qualification

Trainer Name

Location Name

City

2. Click New Conference. If you do not have this button, please contact [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov) with your Organization ID.
3. Enter the conference name. Click Save & Open.

New Conference

Need to create a Conference?

All you need is the conference name to begin.  
You can return at any time to complete the conference setup.

Conference Name

Disney Conference 2023

Clicking either save button will create this conference in draft status.

Save

Save & Open

4. Scroll down and Click Manage on the right side of the Conference Details section.

Conferences Close

#164886  
**Disney Conference 2023**  
⚠ The date for this event has not yet been entered. Submit Conference Conference ▾  
⛔ This event will NOT show in public search results.

Status **Draft**  
Created 06/22/2023 / by Daisy Duck

Roster  
Attendees 0

Conference Details Manage

- a. Select the option to have your conference show in the public search and enter the information for the conference.

Conference Details Management

Show this conference in public search results  
☒ Yes ☐ No  
Selecting "Yes" will display this conference in public search results when approved, even if registration is not yet available.

Name  
Disney Conference 2023

Start Date  
06/26/2023

End Date  
06/27/2023

Overview  
A day of learning about

Save Close

- b. Select Virtual Conference, or enter a Location for an in-person event. If you are offering a hybrid conference, enter a location. You will have the option to provide virtual sessions when entering your session details. Click Save. Then, click Ok.
5. Scroll down and Click Manage on the Conference Registration section. Enter the Registration Deadline and the web address where participants register.
    - a. Refer to instructions on using the MOPD System's 'Online Registration' if applicable.
  6. Click Save. Then, click Ok.

## Add Conference Sessions:

1. Scroll down and Click + Session to add a conference session.

The screenshot shows a sidebar on the left with icons for home, calendar, documents, and other functions. The main content area is titled "Conference Registration" and includes a "Manage" button. Below this, it states "Online registration for this conference is NOT required." and provides details for the registration deadline (Friday, June 23, 2023) and the conference web address (http://test.com). A "Sessions" section follows, featuring a "+Session" button and a list of dates: "Monday, June 26, 2023" and "Tuesday, June 27, 2023", each with a "0 Sessions" indicator. At the bottom, there is a "Submit Conference" button.

2. Select the session type from the drop down.
  - a. Choose Training Session for any session that should receive clock hour credit.
  - b. Choose No Credit for any time blocks that should not receive credit, such as end of day social hours, lunches, exhibitor visiting, etc.

The "Session Management" dialog box is shown with a close button (X) in the top right corner. It asks "What kind of Session is this?" and explains that the session type determines if attendees receive credit. A dropdown menu is set to "Training Session". Below this, a note states: "Select 'No Credit' if NO training hours will be counted for this session." The "Session Detail" section includes a "Name" field with the text "How to Get Along with Anyone" and a "Virtual Session" checkbox. At the bottom, there are "Save" and "Close" buttons.

3. Enter the Session Details. If your conference is virtual, click Virtual and enter the meeting/webinar platform. If the session is In-Person, enter a location.

**Session Management**
✕

☐ Virtual Session

Location

Room 1

Date

Monday 06/26/2023

Start Time

09:00 AM

✕

End Time

10:00 AM

✕

Overview

B

I

U

🔗

☰

☰

🔗

Participants will [learn](#)

Save

Close

If it is a Non-Training Credit Session, you will not add a trainer. Skip to Step 7: ‘Enter the Course Details.’

4. Click + Trainer to add the session’s trainer. Search by Trainer ID or Trainer Name.

**Select Trainer**
✕

**Filter Trainers**

☐ Use Unregistered Trainers?

Trainer ID

Search ID

Trainer Name

donald duck

Search

Reset

Sort by

Last Name

Direction

Ascending

Showing 1 out of 1

#920116

**Donald Duck**

City JEFFERSON CTY / State MO / County Cole

Trainer Type Registered Trainer

Select

Showing 1 out of 1

Cancel



- a. If you choose to use a Non-approved trainer because they are not in the registry, you must enter all fields of information to have them approved.

Select Trainer

Filter Trainers

☒ Use Unregistered Trainers?

Search

Reset

Trainer's Name

Minnie Mouse

Organization

Disney

Qualifications

She's a really great mouse

Maximum of 500 characters

Add to Event

Cancel

5. If you would like the Trainer associated with this session to enter the attendance, check the box to give them Administrative Access to this individual event. They will not be able to change any information or see any additional conference information, only enter attendance for the session they conducted.

Session Management

Trainer

#920116  
Donald Duck (Primary Trainer)

☒ Administrative Access

Change

+ Trainer

Training Language

Language

-- Select Training Language --

The training language will be the primary language spoken for this session.

6. Select the Training Language.
7. Enter the Course Details.
  - a. The course type and level is pre-selected and cannot be changed.
  - b. Fill out the remaining course details. For further details, see [For Trainers: How To Submit A Training Course For Approval](#)
  - c. Add a qualification if applicable for the session
8. Click Save.

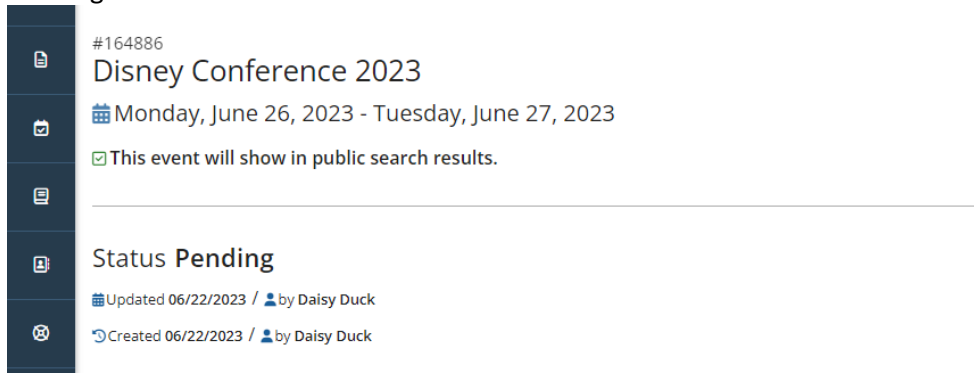
9. Click Yes to add another session or No if you are finished or want to add more sessions later.
  - a. If Yes, repeat steps above for all sessions.
  - b. If you click No, then click Ok.
  - c. To Duplicate a conference session, to offer as a repeat, go to the Manage button next to the session offering, click Duplicate Session, and fill in the details.

10. Once you have submitted all conference sessions, scroll down and click Submit Conference.

11. Read and agree to the Terms and Conditions. Check the box and click Continue.

12. Click Review Conference. The conference is submitted and will be reviewed.

- When the conference has been submitted, edits or changes are not permitted. You will see the status is Pending.



#164886  
**Disney Conference 2023**  
 Monday, June 26, 2023 - Tuesday, June 27, 2023  
 This event will show in public search results.

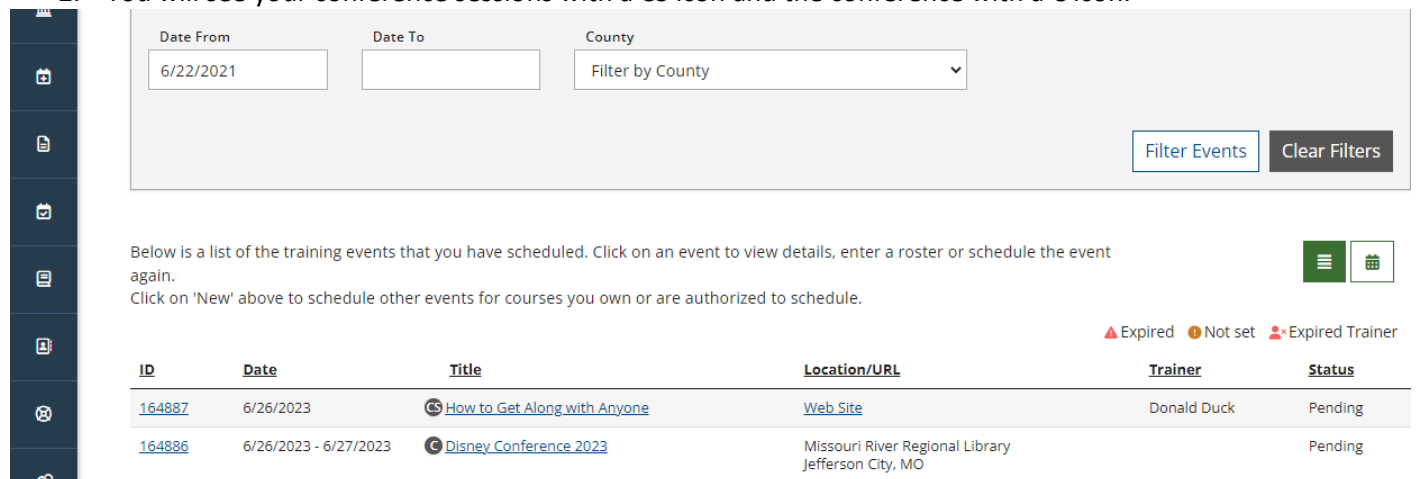
---

**Status Pending**  
 Updated 06/22/2023 / by Daisy Duck  
 Created 06/22/2023 / by Daisy Duck

- You will be emailed if your conference and sessions are approved or need revised.

## Editing or Canceling Sessions for Revisions Required

- If needed, you can access the conference by clicking Training Entry on the left navigation of your organization profile.
- You will see your conference sessions with a CS icon and the conference with a C icon.



Date From: 6/22/2021 Date To: County: Filter by County

Filter Events Clear Filters

Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.  
 Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

Expired Not set Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status
<a href="#">164887</a>	6/26/2023	<a href="#">How to Get Along with Anyone</a>	<a href="#">Web Site</a>	Donald Duck	Pending
<a href="#">164886</a>	6/26/2023 - 6/27/2023	<a href="#">Disney Conference 2023</a>	Missouri River Regional Library Jefferson City, MO		Pending

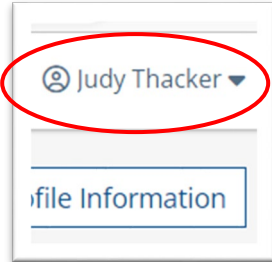
- Individual sessions can be edited using the conference session (C icon) link.
- To edit a session, click on the conference session link. Then, click Manage to edit or cancel the session. After edits or changes have been completed, click Save. When prompted to Submit for Review, select Yes to resubmit the session to be reviewed.

## HOW TO SUBMIT A TRAINING COURSE FOR APPROVAL

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

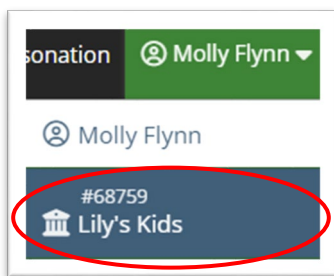
### Training Entry

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

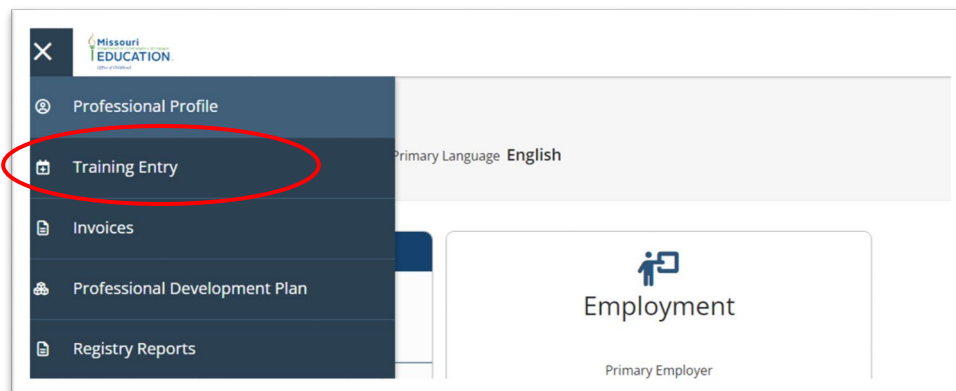


**If you are a training organization** entering a course, make sure you have clicked on your training organization in the top right context menu.

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 remains the same.

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 series of six tabs: '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 one hour.

Course Category\* Choose the primary course category.

-- Make Selection --

Clock Hours\*

3. 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	<input type="text" value="1"/>
7d: Establish and maintain an environment that promotes mental health ⓘ	Hours	<input type="text" value="1"/>
7e: Establish and maintain an environment that promotes healthy eating ⓘ	Hours	<input type="text"/>
8a: Demonstrate a high level of ethical conduct by displaying professionalism in practice ⓘ	Hours	<input type="text"/>
8b: Demonstrate a high level of ethical conduct by developing as a professional ⓘ	Hours	<input type="text"/>
8c: Demonstrate a high level of ethical conduct by displaying leadership and promoting advocacy ⓘ	Hours	<input type="text"/>
8d: Demonstrate a high level of ethical conduct by displaying cultural awareness and respect ⓘ	Hours	<input type="text"/>
8e: Actively participate in Program Planning and Development ⓘ	Hours	<input type="text"/>
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	

4. 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.

1. 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 ⓘ**

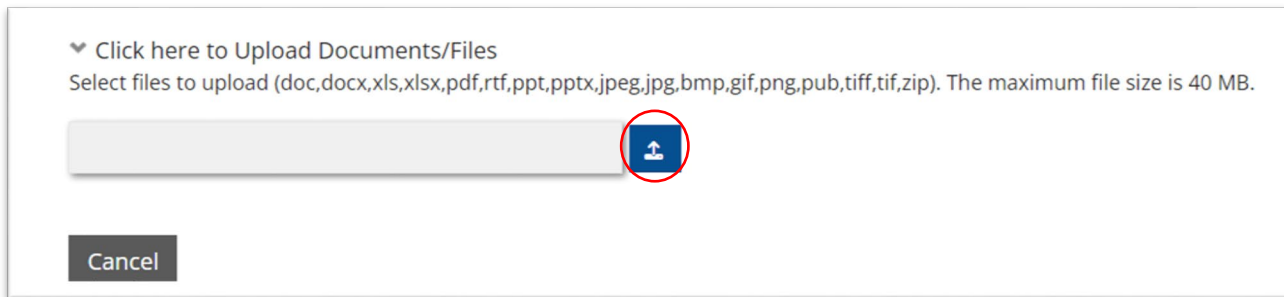
➤ Click here to Upload Documents/Files

**Diversity/Inclusion ⓘ**

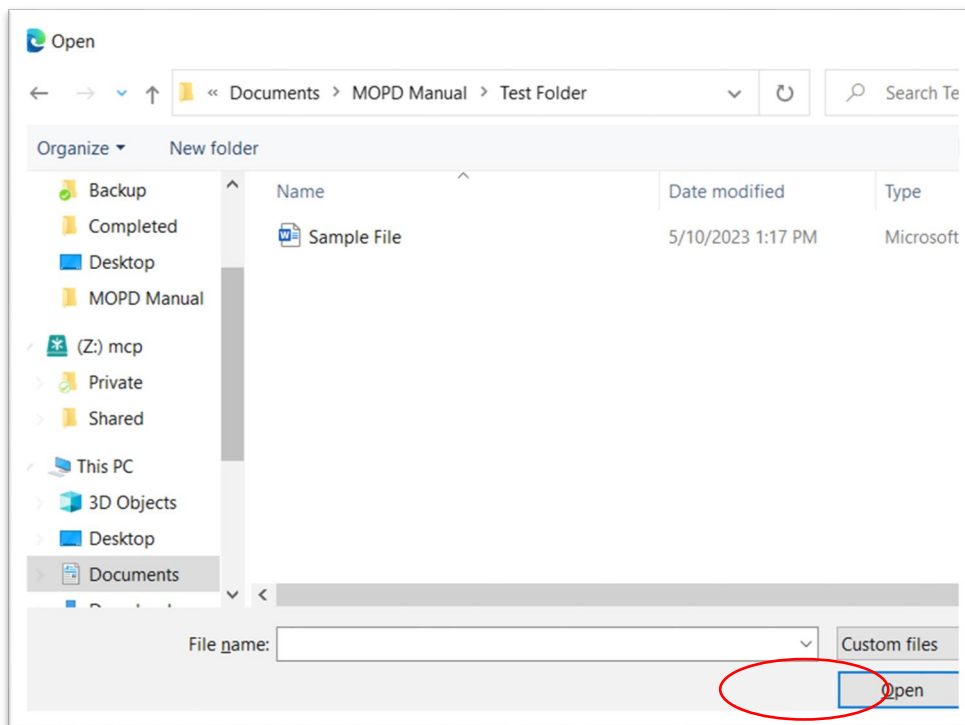
➤ Click here to Upload Documents/Files



2. 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.



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



4. 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.

Click here to Upload Documents/Files  
Select files to upload (doc, docx, xls, xlsx, pdf, rtf, ppt, pptx, jpeg, jpg, bmp, gif, png, pub, tiff, tif, zip). The maximum file size is 40 MB.

Test Document for Upload.docx

☒ Show to Public

Cancel

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.

### Additional Course Details

Delivery Method Options \* ⓘ

-- Make Selection --

-- Make Selection --

Classroom/In Person

Online-Async (Online on Demand)

Online-Sync (Online Live Event with Instructor)

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.

## AUTHORIZED TRAINERS

The Authorized Trainers tab allows you to share your course with other trainers (*with limited options*).

**\*\*If you have a long list of trainers to add or will frequently need to add and remove trainers from the list of those that can train your course, you should consider creating a training organization. Instructions on creating a non-direct care organization are located [here](#).**

1. This tab defaults to No for restricting the course to Authorized Trainers. Most trainers will keep the choice selected No. By clicking Yes, the Add Trainer button becomes enabled. If desired, Click Add Trainer.

Course Information

Course Content

Instructional Plan

Additional Details

Authorized Trainers

Submit for Approval

Course ID 37891

Magical World of Disney

Entered By  
6/12/2023 4:49 PM  
Molly Flynn

Flynn-Biggs Consulting  
200 JEFFERSON ST  
STE 501  
JEFFERSON CTY, MO 65101-2902

Authorized Trainers\*

Add Trainer

This course is restricted to Authorized Trainers

☐ No ☒ Yes

If you select "Yes," this course can only be taught by the trainers authorized. If sharing multiple courses with several trainers it is best to create a Training Organization to share courses with multiple trainers.

2. The Add Trainer window appears. Enter the trainer's MOPD ID or Name and click Search. If multiple trainers meet the criteria, select the correct name by clicking their name hyperlink.

The screen refreshes and you will now see the trainer you selected on the Authorized Trainers tab.

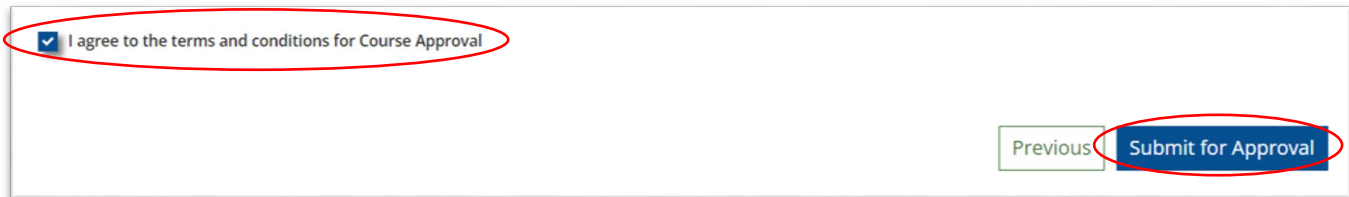
If you select "Yes," this course can only be taught by the trainers authorized. If sharing multiple courses with several trainers it is best to create a Training Organization to share courses with multiple trainers.

ID	Name	City	Trainer Status	Type	Authorization / Date	Expires	
1000027	<a href="#">Biggs, Peggy</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	...
1000016	<a href="#">Flynn, Molly</a>	JEFFERSON CTY, MO	Current	Registered Trainer	Approved 6/12/2023	--	...

3. Click Save and Continue to progress to the Submit for Approval tab.

## Submit for Approval

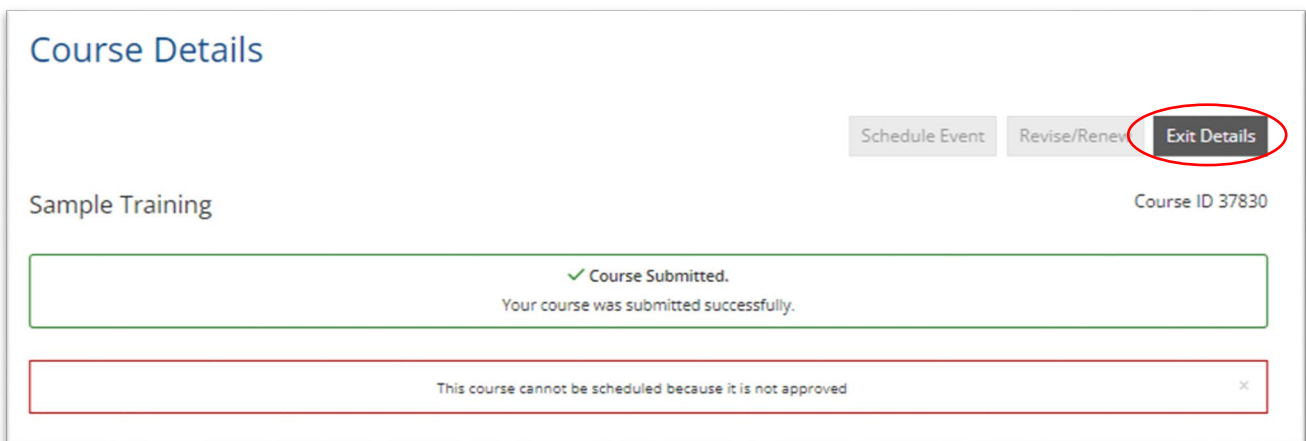
1. Review the information you entered, attached documents, and Terms and Conditions.
2. Check the box to agree to the Terms and Conditions, and click the Submit for Approval button.



☒ 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
<a href="#">37807</a>	<a href="#">Sleep Like a Baby</a>	Molly Flynn	Submitted	5/13/2023		1	0
<a href="#">37718</a>	<a href="#">The Magic of Music</a>	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 shows a web interface for managing courses. At the top, there is a 'Filter Courses' section with a 'New Course' button in the top right corner. This section contains five dropdown menus: '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 filters is a checkbox labeled 'Include All Expired Courses' with an information icon. A 'Filter Courses' button is located to the right of the filters. Below the filter section is a 'Search Courses' section with a magnifying glass icon. It includes a text prompt 'Search all courses by Course ID, course title, or sponsor organization name.' followed by a search input field, a 'Search' button, and a 'Reset' button.

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

## CREATE AN EVENT FOR AN APPROVED COURSE

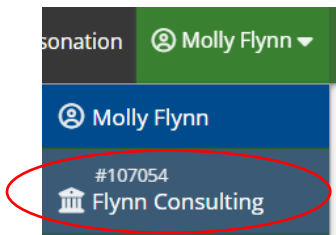
### Individual or Organization

To schedule an event, identify where you submitted the course for approval.

If you submitted it for approval under your name as an Individual Trainer, click your name in the context menu in top right if it's not already showing.

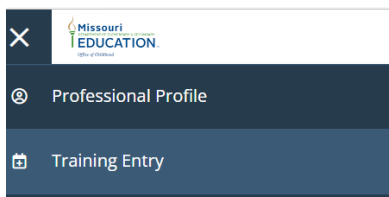


If you submitted it for approval under a Training Organization, click the Training Organization name in the context menu located at top right.



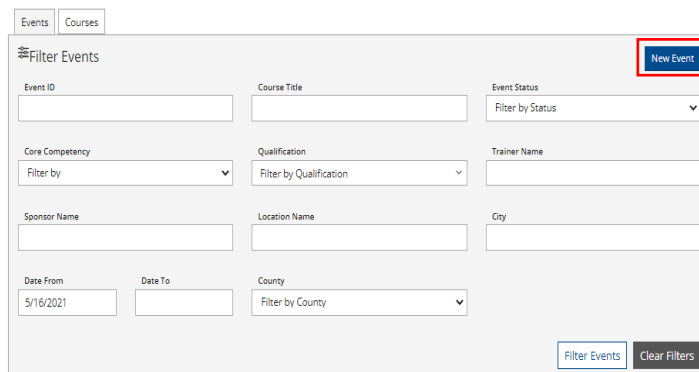
### Training Entry

1. Use the left menu to select TRAINING ENTRY.



2. You will see two tabs labeled Events and Courses and the EVENTS tab should already be selected. Click on NEW EVENT.

Training Entry



The screenshot shows the 'Filter Events' form with the 'Events' tab selected. The 'New Event' button is highlighted in a red box. The form includes fields for Event ID, Course Title, Event Status, Core Competency, Qualification, Trainer Name, Sponsor Name, Location Name, City, Date From, Date To, and County. There are also 'Filter Events' and 'Clear Filters' buttons at the bottom right.

## Select a Course

1. Search for the training course you want to schedule using the Filter Courses fields on the left. Then click SELECT once you find the course.

### Filter Courses

Course Title

Course ID

Qualification

Qualification Type

Core Competencies

CDA Content Areas

Showing 1 out of 1

Sort by Title Direction Ascending

#28208  
**Mindfulness and Yoga in the Early Childhood Classroom**  
Hours 2.00 / Course Level Clock Hour  
Course Type Workshop  
Owner Molly Flynn

Showing 1 out of 1

2. The course will populate. Click CONTINUE to proceed to TRAINER & SPONSOR.

COURSE

TRAINER & SPONSOR

ASSESSMENTS & DELIVERY

EVENT

REGISTRATION

### Course Selection

#37815  
**Test Course**  
Expiration Date 05/19/2026 / Classroom Hours 2.00 / Course Level Clock Hour  
Course Type Clock Hour Course / Course Category Preschool/Pre-K

Course Owner

Description  
This is a test course.

Delivery Method Options  
✓ Classroom/In Person

Core Competencies  
✓ 1a: Understand the developmental period of early childhood from birth through age 8 (2.00 hr)

CDA Content Areas  
✓ Growth and Development (2.00 hr)

For more information on saving this event as a draft, [click here](#).



## Trainer & Sponsor

3. If you are creating the event as an individual, you will be on the Trainer & Sponsor tab. Select the Training Language. If you are creating the event under your organization name, jump to step 5 below.

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

Trainer Entry

(Primary Trainer) ☒ Administrative Access

+Trainer

Training Language

Select Language

English

Administrative Training Sponsor Organization

No Sponsor Organization

Select Training Sponsor

< Previous Save as Draft Continue >

4. If you are creating this under your account, you will see yourself listed as the Primary Trainer. You can add an additional trainer, by clicking +TRAINER.

If you are creating under your organization's account, you can click +TRAINER to add a trainer to the event.

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

Trainer Entry

#920118

Molly Flynn (Primary Trainer) ☒ Administrative Access

+Trainer

Training Language

Select Language

English

5. Enter search criteria on the left to find a trainer, then use the top right button to search by their name or Trainer ID. Select the trainer you would like to add from the search results.

Filter Trainers

☐ Use Unregistered Trainers?

Trainer ID

Search ID

Trainer Name

Search Reset

Sort by Last Name Direction Ascending

Showing 1 out of 1

City: JEFFERSON CTY / State: MO / County: Cole

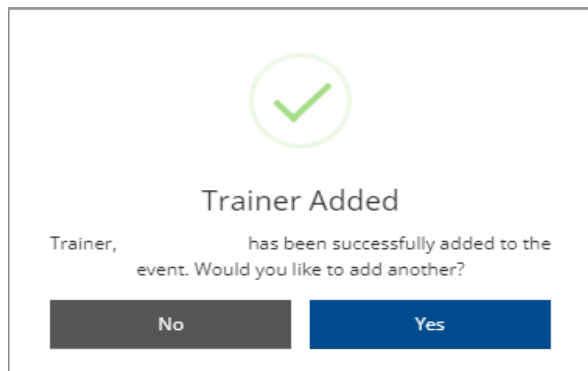
Trainer Type: Registered Trainer / Training Languages: English

View Profile

Select

Showing 1 out of 1

6. A pop-up box appears to confirm the trainer has been added to the event. More trainers can be added by clicking YES. Select NO if there are no more trainers to be added.

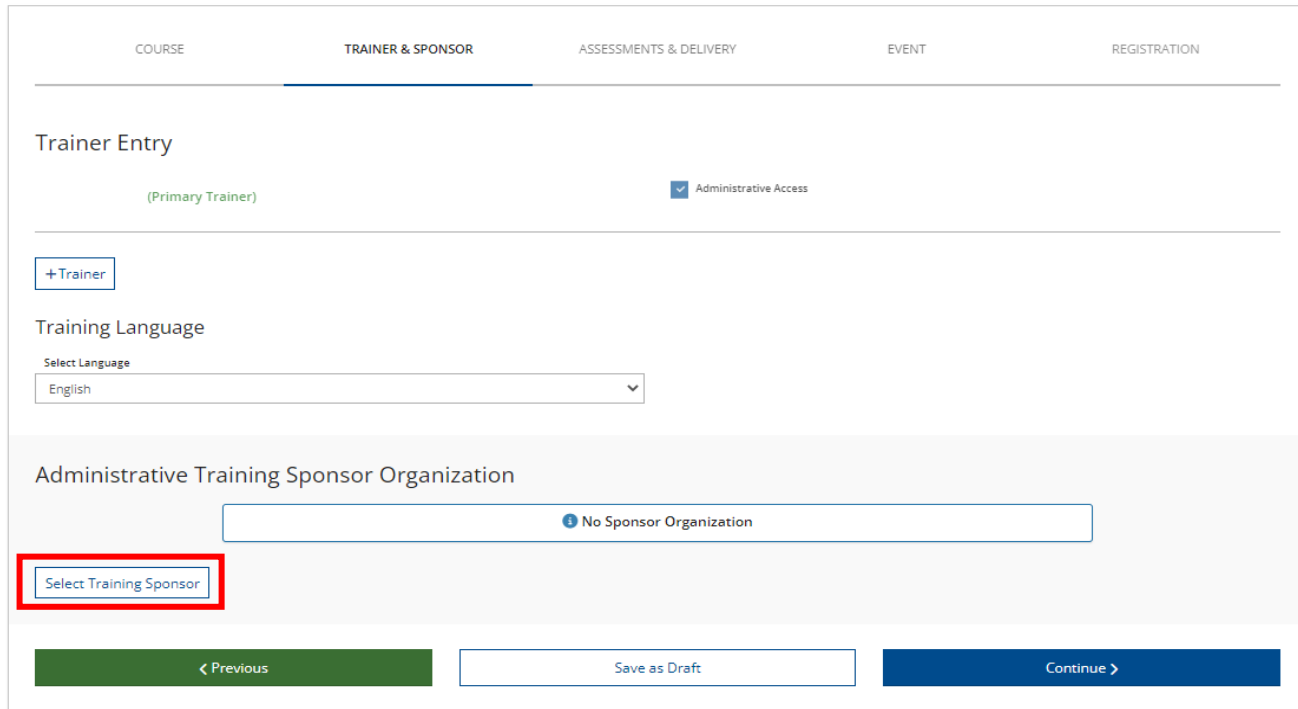


7. Once you click No, you will be back at the Trainer Entry screen. Check the ADMINISTRATIVE ACCESS box next to any newly added trainer if they should have access to manage the event including attendance. Select a Training Language, if you haven't already.

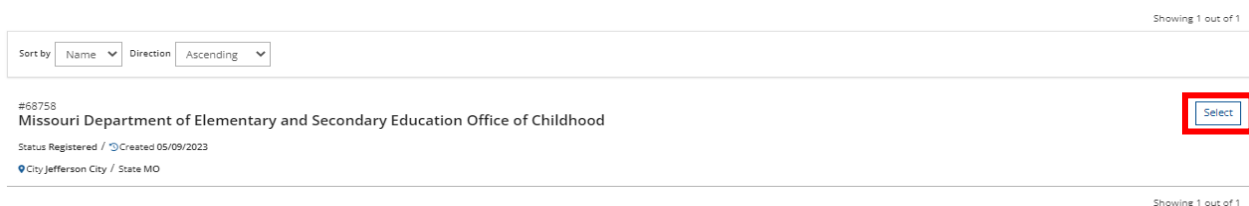
COURSE	TRAINER & SPONSOR	ASSESSMENTS & DELIVERY	EVENT	REGISTRATION
<b>Trainer Entry</b>				
#920118 Molly Flynn (Primary Trainer)		<input checked="" type="checkbox"/> Administrative Access		
#920115 Daisy Duck		<input checked="" type="checkbox"/> Administrative Access		Change
<a href="#">+Trainer</a>				
<b>Training Language</b>				
Select Language -- Select Training Language --				
<b>Administrative Training Sponsor Organization</b>				
<div>No Sponsor Organization</div>				
<a href="#">Select Training Sponsor</a>				
<div><a href="#">&lt; Previous</a><a href="#">Save as Draft</a><a href="#">Continue &gt;</a></div>				

8. If the event is under an Individual Trainer, a Training Sponsor Organization can be added at this time. To add, click **SELECT TRAINING SPONSOR**.

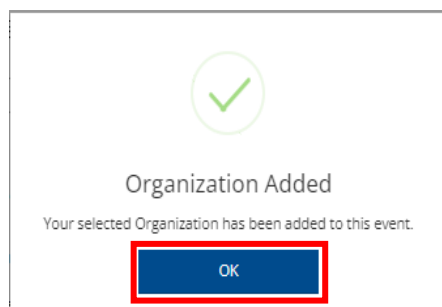
If the event is created by a Training Organization, you will not have this button. Click **CONTINUE** and jump to [Step 12](#).



9. Use the Search Organization fields on the left to search by the organization name or ID and select from the search results. Click **SELECT** to add the sponsor to the training event.



10. Click **OK** to confirm organization has been added to the event.



11. The Training Sponsor is now listed. Click **CONTINUE** to proceed to **ASSESSMENTS & DELIVERY**.

## Assessments & Delivery

12. Select all boxes that apply for Assessment of Learning then click CONTINUE to EVENT.

13. Fill in the information for the Event Details including public search information and location. Select Yes or No radio button to indicate if the training event will show in the public search results.

14. Next, you will need to add the location. If you have previously created events in the system, you can begin typing in the Search Saved Locations box, locations will appear in a dropdown menu, and you can select from the list.

If it's not in this list, you can add a new location by clicking on the + LOCATION to add a location for your event.

If you have previously saved a location, you can also search for a location using SAVED LOCATIONS.

New Training Event

Training Course  
#37815  
Test Course  
Clock Hours 2.00 / Course Level Clock Hour

Event Trainers

Event Details  
Not Set  
Not Set

COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY **EVENT** REGISTRATION

Event Details

Show this event in public search results

☐ No ☒ Yes

Select Yes if you would like this event to show up in public event searches.

Type  
Classroom/In Person

Begin typing the address or location name to search your saved locations

Search Saved Locations

Search saved location

+ Location @ Saved Locations

15. After clicking the +LOCATION button, type the name of the location in the LOCATION NAME box, locations will appear in a dropdown menu, and you can select from the list. The Address, Zip Code, City, and County will automatically populate for a location selected from the dropdown. If it does not appear in the list of locations, you will need to enter all information.

Location Name

jefferson building

Jefferson Building East Washington Street, Iowa City, IA, USA

Thomas Jefferson State Office Building Jefferson Street, Jefferson City, MO, USA

Jefferson Building Southwest Maynard Road, Cary, NC, USA

---

**Location Name**

Thomas Jefferson State Office Building

**Country**

United States ▼

**Address**

205 Jefferson Street

**Apt/Suite #**

Enter Apt, Unit, Suite

**Zip Code**

65101

**City**

Jefferson City

**State**

MO

**County**

Cole ▼

❗ Enter a valid zip code to choose a county.

16. If the **capacity** of the location is known, enter the maximum number of participants the location can hold. You can enter **location notes** specific to this location such as special parking instructions, audio visual equipment available and building check in process, etc. Check the box below Location Notes if you want to **add to saved locations** for future use and continue to EVENT DATE & TIME.

**Capacity**

25

**Location Notes**

Check in at front desk for temporary security badge.

● General location information

☒ Add to saved locations

[🔍 Saved Locations](#) [📄 Saved Locations](#)

17. Fill in Start and End Date and Time information for the training event. Contact information will automatically populate from the Individual Trainer Profile or Organization Profile.

**Event Date & Time**

**Multiple Sessions**

☒ No ☐ Yes

**Start Date** **End Date**

Required to submit

**Start Time** **End Time**

Required to submit

❗ The total length of the event and/or sessions must be greater than or equal to the total length of the course.

**Addl. Date/Time Info**

Enter Addl. Date/Time Info

❗ Maximum of 500 characters

18. The Contact Info defaults to the owner of the organization creating the event. This can be changed for this one even by updating the fields. Click Continue to proceed.

Contact Info

Contact Name	Email Address	
<input type="text" value="Molly Flynn"/>	<input type="text" value="MOPDSystem+MollyFlynn@gmail.com"/>	
Country		
<input type="text" value="United States"/>		
Address		
<input type="text" value="200 Jefferson"/>		
Zip Code	City	State
<input type="text" value="65101"/>	<input type="text" value="Jefferson City"/>	<input type="text" value="MO"/>
Phone	Fax	Website
<input type="text" value="(281) 844-2478"/>	<input type="text" value="e.g. (201) 555-0123"/>	<input type="text" value="Enter Web Address"/>
Additional Contact Info		
<input type="text" value="Enter Additional Contact Info"/>		
<small>Maximum of 500 characters</small>		

19. Select the Yes or No radial button to indicate if registration for this training event is required and if there is a registration fee. Then click SAVE & REVIEW.

COURSE    TRAINER & SPONSOR    ASSESSMENTS & DELIVERY    EVENT    **REGISTRATION**

Event Registration

**Registration Required**

☐ Yes ☒ No

**Registration Fee**

☐ Yes ☒ No

20. If you click Yes to require registration, two fields will appear for you to enter the registration deadline and the website where attendees can register.

### Event Registration

Registration Required

☒ Yes ☐ No

Registration Deadline

Registration Web Address

21. If you select Yes, for a fee. A field will open up for you to enter the cost of the training. Enter the fee amount and click Save & Review.

## Event Registration

Registration Required

☒ Yes ☐ No

Registration Deadline

06/23/2023

Registration Web Address

www.trainingisfun.com

Registration Fee

☒ Yes ☐ No

Fee (US\$)

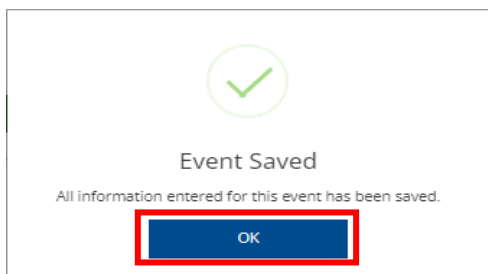
\$ 1.00

← Previous

Save as Draft

Save & Review

17. Click OK to confirm the event saved.



Submit Event:

1. Review the training event information and click SUBMIT EVENT.

Training Event

#158348  
Test Course

05/23/2023

The total length of the event and/or sessions are greater than or equal to the total length of the course.

Trainer Led Training / 04:00 PM - 06:00 PM  
Clock Hours 2.00 / Course Level Clock Hour

View Course Details

Submit Event

Event

Event Not Submitted

This event is in Draft status.

Status Draft

Created 05/23/2023 / by

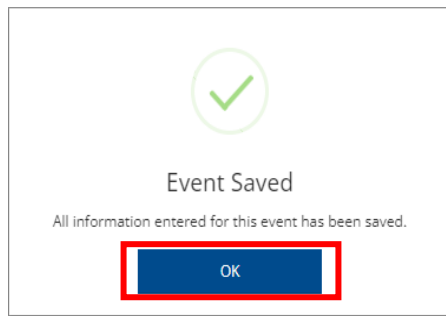
Rooster

Attendees 0  
Messages Sent 0

Manage



2. Click OK to confirm the event has been submitted.



You should see that the event is now in an Approved status and can click Close to leave this screen. See [Managing an Event](#) for more information on roster and attendees.

A screenshot of the "Training Event" details page. The header shows "Training Event" and a "Close" button. The main content area displays event details for "#164890 Overcoming ACEs" on "06/23/2023". It includes a status of "Approved" and a "Roster" section with "Attendees 0" and "Messages Sent 0". A "Manage" button is next to the Roster section. A "View Course Details" button is also present.

## Duplicate an Event

Duplicating an event can save you a few steps, but for each new event created, you will need to enter date, time, location, assessment and registration options. If you want to duplicate an event, you will need to locate the event you want to copy.

1. Select Training Entry in the left menu. The Training Entry screen defaults to the Events tab and you will see a list of all your active events at the bottom of the screen.
2. If it's a short list, you can simply scroll down and select the event you want by clicking on the Event Name or Event ID hyperlink.
3. If you have a long list of events you can filter by entering search criteria and clicking on Filter Events button.

A screenshot of the "Training Entry" screen. The left sidebar shows a menu with "Training Entry" selected. The main area has a "Filter Events" section with various search criteria like Event ID, Course Title, Event Status, Core Competency, Qualification, Trainer Name, Sponsor Name, Location Name, City, Date From, Date To, and Country. Below the filters is a table of training events. The table has columns for ID, Date, Title, Location/URL, Trainer, and Status. One event is listed: ID 164888, Date 6/23/2023, Title Mindfulness and Yoga in the Early Childhood Classroom, Location/URL Thomas Jefferson State Office Building Jefferson City, MO, Trainer Molly Flynn, Status Approved. A legend at the bottom indicates status icons: Expired (red triangle), Not set (yellow circle), and Expired Trainer (red star).

The Training Event page will populate with your event's information. Select Duplicate Event from the Event dropdown on the right.

#164888

Mindfulness and Yoga in the Early Childhood Classroom

06/23/2023

The total length of the event and/or sessions are greater than or equal to the total length of the course.

Event

Duplicate Event

You will receive a pop up confirming you want to duplicate the event. Once you click Yes, you should receive the message that it was successfully duplicated.



### Duplicate this Training Event?

Duplicating an event will not include any event dates or roster attendees.

No

Yes



### Event Duplicated

The event has been successfully duplicated.

OK

You will notice that the Training Event screen has course information at the top and a message mid-screen that reminds you this is an Event Duplication and you cannot change the trainer. If the trainer needs to be changed, you can click the Unlock button.

#164889

Mindfulness and Yoga in the Early Childhood Classroom

06/23/2023

The total length of the event and/or sessions are greater than or equal to the total length of the course.

Submit

Trainer Led Training / 05:00 PM - 07:00 PM

Clock Hours 2.00 / Course Level Clock Hour

View Course Details

#### Event Duplication

Enter date, location, and registration options.

This is a locked event; trainer cannot be changed.

Click "Unlock" to make changes.

Unlock

If you click the Unlock button, you will receive a pop-up asking if you want to unlock this event to allow you to edit trainers. If you say Yes, you will receive a pop-up to confirm the event is now unlocked.



Are You Sure You Want to Unlock this Training Event?

Unlocking this event will allow you to edit trainers.

No

Yes



You have unlocked this event

The new event must be submitted.

OK

You will now go down the page and complete Event details as normal.

\*Generally, the Trainers & Sponsors section is locked for a duplicated event. You can click the Manage button to update Administrative Access for the existing trainers. If you clicked on Unlock at the top of the Training Event screen, you will be allowed to update the trainer and training sponsor. You can delete a trainer using the trashcan button. You can change a trainer by clicking the Change button. This will take you to a screen to search for and select a different trainer.

#### Trainer Entry

#920118

Molly Flynn (Primary Trainer)

☒ Administrative Access

#920115

Daisy Duck

☐ Administrative Access



Change

## FINISHING AN EVENT SAVED AS A DRAFT

If you Save an Event as a Draft, the system will assign an Event ID number and you can leave and come back to it later. If you click Continue and proceed, you must finish before leaving the system or you will need to start over.

### Locate Your Event

If you saved an Event as a draft and now need to find it to finish, click Training Entry on left menu. The Training Entry screen should default to the Events tab. Select Draft from the drop down in the Event Status field.

The results will be a list of all your (or your organization's) events. Select the event you want to complete by clicking on its hyperlink.

ID	Date	Title	Location/URL	Trainer	Status
164888	Undecided	<a href="#">Mindfulness and Yoga in the Early Childhood Classroom</a>	Undecided	Molly Flynn	Draft

The screen should now show your event name at the top.

Follow Instructions for how to [create an event for an approved course](#).

## MANAGING AN EVENT AND ENTERING ATTENDANCE

Pull up your event by going to the left menu and selecting Training Entry. Populate the fields that will help you find the course such as event title, event date, etc.

### Training Entry

Events

Courses

Filter Events

New Event

Event ID

Course Title

Event Status

Filter by Status

Core Competency

Qualification

Trainer Name

Filter by

Filter by Qualification

Sponsor Name

Location Name

City

Date From

Date To

County

Filter by County

Filter Events

Clear Filters

Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.

Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

ID	Date	Title	Location/URL	Trainer	Status	Online Registration
164883	6/17/2023	Daisy's Delightful training	Web Site	Daisy Duck	Approved	
164882	6/16/2023	Daisy's Delightful training	Missouri River Regional Library Jefferson City, MO	Daisy Duck	Approved	

Once your list of matching events appears, click on the event you would like to update or add attendees.

You should now be on the event page.

Training Event

Close

#159725

Mindfulness and Yoga in the Early Childhood Classroom

06/08/2023 (1 Sessions)

The total length of the event and/or sessions are greater than or equal to the total length of the course.

Trainer Led Training

Click Hours 2.00 / Course Level Clock Hour

View Course Details

Event Status

Approved

Created 05/09/2023 / Implementation Import

Roster

Manage

Attendees 0

Messages Sent 0

This event will NOT show in public search results.

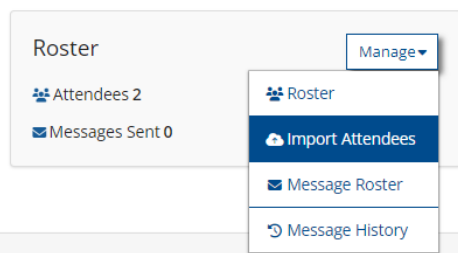
Show this event in public search results

Yes No

Select Yes if you would like this event to show up in public event searches.

## Manage Roster


On the right side of the screen, you will see a Roster box with a Manage button in it. The box will tell you how many Attendees are registered and how many Messages have been sent. Click the Manage button to see a dropdown list of functions available here.



## Import Attendees


If you have a list of participants to add, you can add a file to upload using the Import Attendees function. If you keep a paper sign in sheet, you could transfer the information to an Excel file for a simple option to enter attendance. Select Import Attendees under the Manage button.

The Import Attendees window appears. Before you attempt to upload, read the requirements in the text box and click on the Sample Import File to get a template to use for importing attendees.

 **Import Attendees**


#159725  
Mindfulness and Yoga in the Early Childhood Classroom  
■ Date Thursday, June 8, 2023 (1 Sessions) / Location Not Set

Click the button below to upload your attendee roster file and import it for this event.

 **Select File**

Please remain on this page until the import process is completed and your roster has been updated.

Need Help Importing Your File?

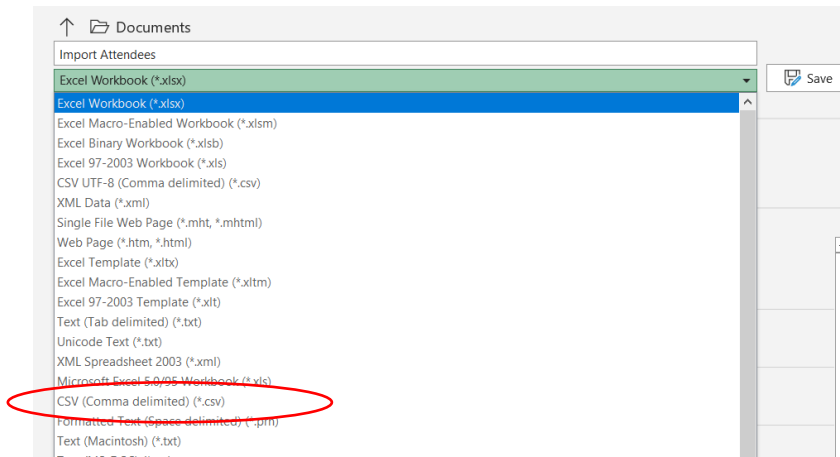
 **Sample Import File**

In order for your import to be successful please review the following tips for a successful import.

1. Only CSV file types can be imported.
2. The first row of the CSV file must be column headers
3. Only include individuals who were in attendance
4. In order to successfully import attendees with potential user accounts, an exact match of one of the following combinations is required:
  - Registry ID, First Name, Last Name
  - Registry ID, First Name, Email Address
  - Registry ID, Last Name, Email Address
  - First Name, Last Name, Phone
  - First Name, Last Name, Zip
  - Email Address, First Name, Last Name
  - Email Address, Last Name, Phone
  - Email Address, Last Name, Zip

We have provided a sample import file to help identify desired format and structure.

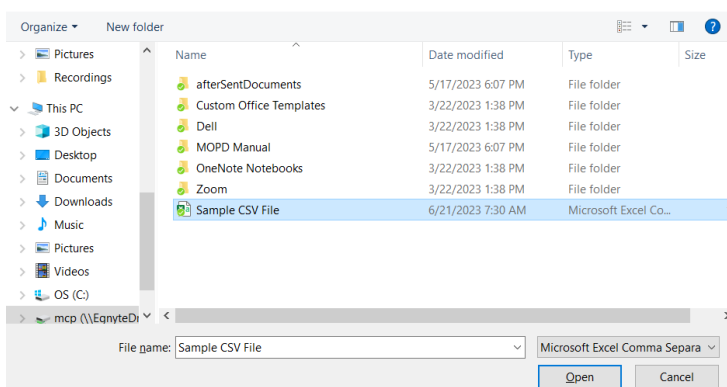
If you already have a file you want to use, please note that the file must be in a .csv format. Make sure you have made any edits necessary before converting to a .csv format because changes will not be saved once converted to a .csv file. You can change the file format by creating an Excel spreadsheet and going to Save As, enter your file name and in the field below, select the Comma Delimited format.



The columns must be as they appear below.

	A	B	C	D	E	F	G	H
1	Registry ID	First Name	Last Name	Full Name (if combined)	Email	Phone	Zip Code	
2	920115	Daisy	Duck		MOPDSys+DaisyDuck@gmail.com			

Once your file is prepared and saved, click on the Select File button, and choose the file you want to upload.



A screen will appear asking you to map or match system fields with columns in your spreadsheet. For instance, in the first field dropdown, select MOPD ID because that's the ID number in the registry.

Import Attendees

We have identified the following columns as part of your file upload.  
Please review your columns and select the appropriate field name to associate the data to in order to finish the import.

Imported Field Column Registry ID	Field Match - No Selection - MOPD ID First Name Last Name Last Name, First Name Email Phone Zip Code
Imported Field Column First Name	
Imported Field Column Last Name	Field Match - No Selection -

Make the correct selection for all fields. Select Import Data at the bottom of the screen.

Imported Field Column  
Zip Code

Field Match  
Zip Code

Import DataClose

You will receive a confirmation window asking if you would like to Import Attendees. If you wish to continue, click Yes. This should produce a window that says your import was successful.

### Import Attendees

Importing attendees will finishing processing your import file and add all applicable attendees to this event's roster.

Would you like to import attendees?

NoYes

### Roster Updated

Your import was successful and the roster has been updated.

OK

When you click OK, you will be back at the Select File screen, and you will see that the Sample Import File button is replaced with an Import Results button. Click this button.

Import Results

Once you click the Import Results button, the system will download the results. Open the downloaded file and review. Notice it is the same format as the file you imported but has one additional column to show which MOPD ID that matched the row's information.

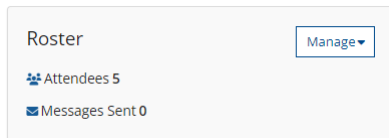
	A	B	C	D	E	F	G	H
1	Registry ID	First Name	Last Name	Full Name (if combined)	Email	Phone	Zip Code	MatchedMOPDID
2	920115	Daisy	Duck		MOPDSYSTEM+DaisyDuck@gmail.com			920115

If there are un-matched IDs, there was a problem with the data such as their MOPDID didn't match their name. You can contact the un-matched attendees to tell them there was an issue with their data import preventing them from getting clock hour credit. Ask the attendee to confirm their MOPDID, full name and email and you can attempt to upload attendance again with the corrected information.

Close

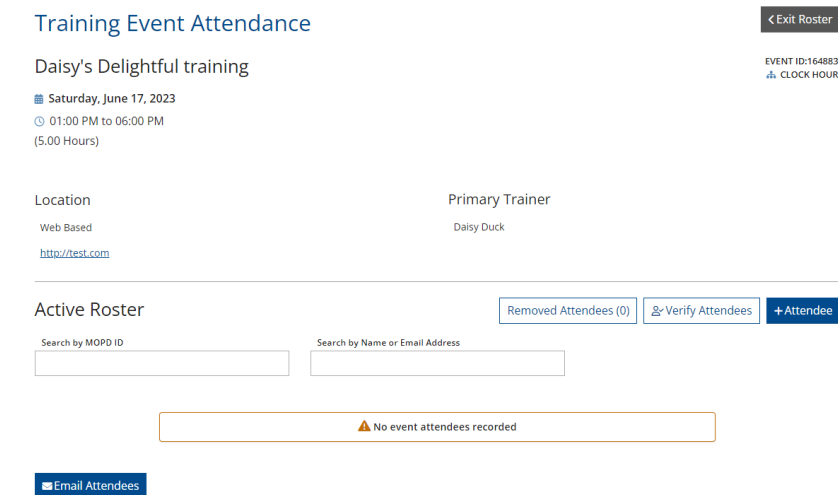
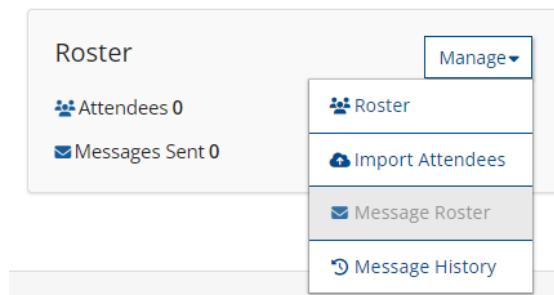
Back in the system, you can click the Close button in the upper right to get back to your Event page.

You will notice your number of Attendees increased in the Roster box.



## Roster

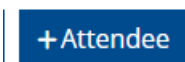
Alternatively, if you allowed online registration or do not have a list of participants to add-- Select Roster to manually add or verify attendees. On this page, you will see the Active Roster page with Event Attendance. You can view and verify the current roster, view any attendees that were removed from the roster, add attendees individually, and email attendees.



If looking for a particular attendee, you can enter their MOPD ID, name or email address in the corresponding field and click Search.

### *Add Attendee to Roster for Completed Attendance*

Click on the Add Attendee button





You will see several methods for locating and adding an Attendee to the Roster. Enter the necessary information in one of the fields and select the Locate button.

Add Attendee

« Hide Form

#### METHOD 1: Locate Professional Development Account

A. By MOPD ID

Enter MOPD ID

  
[Locate »](#)

C. Advanced Search

Search by name or city

  
[Search »](#)

B. By SSN and Birth Date

Last 5 Digits of SSN

Birth Date

April

19

1969

  
[Locate »](#)

The attendee should be displayed; click the Complete Registration button to finalize their registration for your event.

#### Missouri PD System Account Found

« Return

Please verify that this is the correct person before adding them to the roster.

MOPD ID	920118
Name	Molly Flynn
Last 5 Digits of SSN	00000
Birth Date	4/19/1969
Address	200 JEFFERSON ST # 201 JEFFERSON CTY, MO 65101-2902 Cole County
Home/Mobile Phone	(573) 530-9783
Work Phone	--
Email Address	MOPDSystem+MollyFlynn@gmail.com

Complete Registration

You will return to the Add Attendee screen, you may enter another attendee or click the Hide Form button on the right to close this portion of the window.

« Hide Form

Using **Method 2** is not recommended because **the user will not receive credit** for the course because it is not linked to a MOPD ID. Creating a PD system account is also not recommended.

#### METHOD 2: Enter By Name

Add an attendee by name only or create a new individual PD System account. **NOTE: If entered by name only the attendee will not receive credit for this training.**

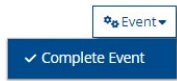
Enter By Name »

Click on Exit Roster to get back to the Training Event page.

« Exit Roster

## Complete the Event

To close out the training event, you will need to click on the Event dropdown in the top right and select Complete Event.



A confirmation window will appear. If you are certain there are no further changes needed to the Roster, select Confirm. Upon which, you should receive a message stating the event saved.



Are You Sure You Want to Mark This  
Event as Complete?

Marking this event as completed will close the roster.

Cancel

Confirm



Event Saved

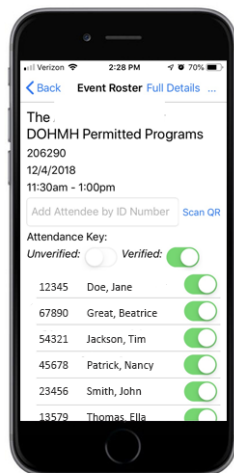
All information entered for this event has been saved.

OK

## USING THE MOPD APP TO SCAN ATTENDANCE FOR TRAINING

Trainers can use the MOPD app to take attendance quickly and easily at a training event. If you wish to use the MOPD app, instruct attendees to download the app before they arrive to your training. Within your event description, note for the attendees where to find instructions to [download the MOPD app](#).

Trainers will advise attendees to login to the MOPD app upon arrival at the training. Trainers should open their MOPD app and find and open the training event that they are hosting.



Trainers can then scan each attendees' QR code within that training event to add the attendee to the roster. This will automatically verify attendance. If attendees do not want to use the app, manual attendance can still be taken and uploaded to give attendees credit.

# STRIPE ACCOUNT SET UP FOR ONLINE REGISTRATION

## Background about Payment Processing:

Online registration is available in the MOPD system as an optional convenience for trainers. Trainers choosing not to use online registration through the MOPD system can link to their own website for registration. Online registration will quickly and easily let attendees register for a training course.

- **If your course is free**, there are no fees associated with using online registration.
- **If your course has a fee**, online registration has credit card and system fees that will be taken out before the system issues payment to the trainer.

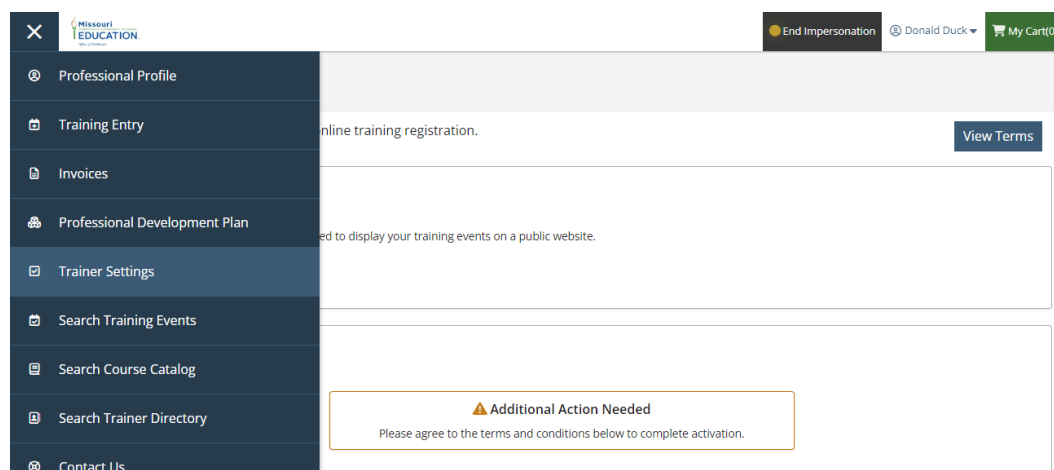
The MOPD system is ran by a company called Insight that partners with a payment processing platform called Stripe. Stripe will charge \$0.30 per course registrant plus 2.9% of the cost of the course. The registry system, Insight, will charge \$1.00 per registrant plus 2.5% of the cost of the course. You can use this sample [cost calculator](#) for your convenience of calculating fees.

For example, for a \$5 course:

- \$0.45 of the \$5 is paid to payment processing system- Stripe (base \$0.30 + 2.9%)
- \$1.13 of the \$5 is paid to the registry system- Insight (base \$1.00 + 2.5%)
- \$3.42 of the \$5 is paid to the Trainer

## How to Setup a Stripe Account:

1. You must be a registered trainer before any of the following steps.
2. Login to the MOPD system. Confirm your name is displayed in the top of the right navigation.
3. Use the top left menu to select Trainer Settings.



4. Read and agree to the Online Registration Terms and Conditions.

The screenshot shows the Missouri Professional Development (MOPD) System interface. A modal window titled "Online Registration Terms and Conditions" is open. The modal contains the following sections:

- Acceptance of Terms**: A paragraph stating that the MOPD system provides an Online Registration Module subject to the following Terms of Service (TOS). It mentions that the system is not responsible for the collection of payments and that event attendees are responsible for communicating directly with the event organizer regarding registration fees or applicable refunds.
- Event Attendees**: A paragraph stating that the MOPD system is not responsible for the collection of payments and that event attendees are responsible for communicating directly with the event organizer regarding registration fees or applicable refunds. It also mentions that the MOPD system is simply a software tool used by event organizers to process registrations.
- Agreement**: A checkbox labeled "I agree to the registration terms and conditions" which is checked.
- Continue**: A blue button at the bottom of the modal.

The background shows the "Trainer Settings" page. It has a sidebar with icons for various settings. The main content area has sections for "Embed Training", "Online Registration", and "Stripe Account". The "Stripe Account" section has a message that says "Required for Online Payments" and "A valid STRIPE account must be connected to accept online payments." Below this is a message that says "No Stripe Account Connected" and a button labeled "Link Stripe Account".

5. Scroll down to the section titled Stripe Account. Click on Link Stripe Account. This routes to the website for Stripe, which is an outside company that handles financial payments.

The screenshot shows the Stripe website for Missouri Education. The page has a blue header with the Missouri Education logo and the text "Missouri Education partners with Stripe for secure payments." Below the header is a "Return to Missouri Education" link. The main content area is titled "Get started with Stripe" and includes a paragraph stating that if you're completing this form on behalf of a business, it must be completed by the business owner or someone with significant management responsibility of that business. Below this is a form for "Email" with the placeholder "me@example.com" and a "Continue" button. To the right of the email form is a link that says "Have a Stripe account? You can use the same email." Below the email form is a small text that says "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." The footer mentions "Powered by stripe" and links to "Terms", "Privacy", and "English (US)".

- To set up your stripe account you will enter an email address and create a password (minimum of 10 characters). A request for a mobile phone number will appear to verify account. A 6-digit verification code will be sent to that number via text message. Enter the 6-digit verification code and click CONTINUE.
- The following information will need to be entered: Business Location (i.e. United States), Type of Business (individual, company, or nonprofit). Click Continue.
- Enter verification information under the following sections: Personal or Company Details, Professional Details, Add information for Bank Receiving Payments, Add Public Details for Customers. Review information entered and click submit.
- Page will return to the MOPD System displaying a message that Stripe Account Connected.

10. Click Back To Trainer Settings. Under the Stripe Account section, you will see a tab to log into your stripe account.

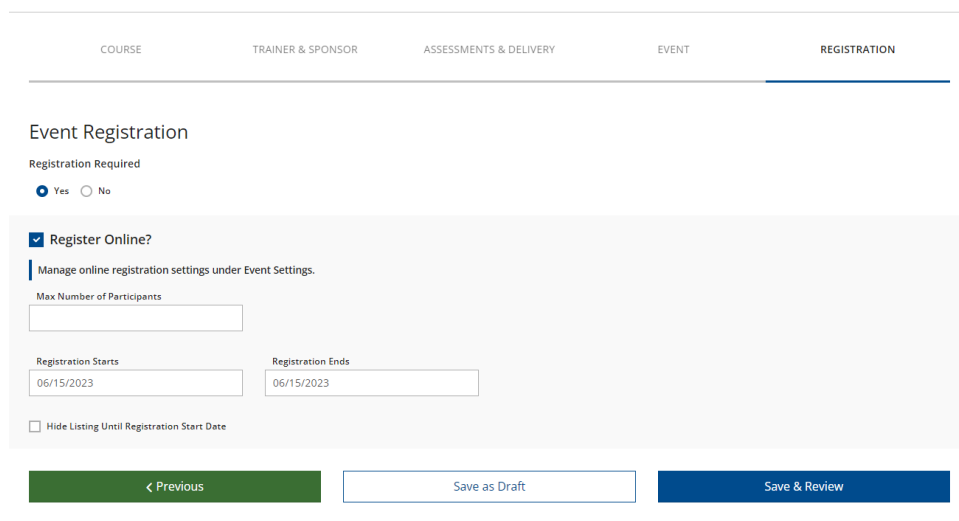
Follow Instructions for [Course and Event Entry](#) and [Set Up Online Registration](#).

## HOW TO TURN ON ONLINE REGISTRATION FOR EVENTS

While creating an event, you may choose to use Online Registration after you have setup a Stripe Account.

Go to the Event, in the 'Registration' tab, under 'Registration Required'.

If you would like to give participants the ability to complete registration online for this event, click 'Yes' and then click the box next to 'Register Online?'



If you select the option to 'Register Online', you must select the 'Registration Starts' and 'Registration Ends' Dates. Entering the 'Max Number of Participants' is optional. Then click 'Save & Review'.

PLEASE NOTE: Training participants can still contact you directly if they'd like to sign up for this training by phone call or email. If this is an option you would like training participants to know they have, under 'Additional Contact Information' at the bottom of the 'Event' tab, please describe how you would like participants to contact you in the event that they aren't able to register online (Ex. Please notify me by phone or email 24 hours prior to the event start date if you wish to sign up for this training, or use the online registration feature to sign up for this training. I will notify you by email prior to the training date and time if the training has been cancelled.)

Review your event information on the 'Training Event' page and edit anything that needs to be changed. Complete the event using those [instructions above](#) if needed.

## Activate 'Online Registration' For Your Event.

When viewing your list of upcoming training events, you will see a yellow exclamation point symbol under the 'Online Registration' category that indicates that online registration is 'Not Set' or has not yet been enabled.

Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.  
Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

Expired Not set Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status	Online Registration
165107	6/15/2023	<a href="#">Autism Spectrum Disorder in Infants and Toddlers 2.0</a>	Thomas Jefferson State Office Building Jefferson City, MO		Approved	

### To Enable Online Registration for Your Event:

1. Click the title of your event.
2. Click the 'Event' button at the top right, and then click 'Manage Online Registration'.

**Training Event** Close

#165107  
Autism Spectrum Disorder in Infants and Toddlers 2.0  
06/15/2023

The total length of the event and/or sessions are greater than or equal to the total length of the course.

Trainer Led Training / 09:00 AM - 11:00 AM  
Clock Hours 2.00 / Course Level Clock Hour

[View Course Details](#)

**Event**

- Duplicate Event
- Reschedule Event
- Manage Online Registration
- Complete Event
- Cancel Event

3. Review the information on the 'Information Collection' tab and then Click 'Next'.

Select the information you would like to collect from your attendees.

Standard Questions	Collect	Require
MOPD ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendee Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Company/Organization	<input type="checkbox"/>	<input type="checkbox"/>
Mailing Address	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Save Changes](#)

[Next >>](#)

4. On the 'Texts and Emails' tab, review to see if there are any edits you'd like to make. If you make any changes, click 'Save Changes' at the bottom. Click 'Next'.

**Reminder Email**

Set the text to be included at the top of the reminder email

Reminder emails are sent following the last day of registration

[Undo](#) [Redo](#) **B** *I* U [Link](#) [List](#) [List](#) [List](#) [List](#) [Link](#)

[Save Changes](#)

[<< Previous](#) [Next >>](#)

- On the 'Event Activation' tab, you can click 'Preview Registration' to test your registration settings and make sure everything is displaying correctly for training participants.

The screenshot shows the 'Event Activation' page. At the top, there's a header 'Event Activation' with a sub-header explaining it's the last step to complete registration. Below this is a 'Preview Registration' button. The main section is 'Registration Settings', which includes a 'Max Number of Participants' input field, 'Registration Starts' and 'Registration Ends' date pickers (both set to 6/14/2023), and a checkbox for 'Hide Listing Before Registration Start Date'.

- It is **VERY IMPORTANT** that you enter the correct 'Registration Starts' and 'Registration Ends' dates, as participants won't be able to register online for your training before the 'Registration Starts' date or after the 'Registration Ends' date.
- You also have the option to click 'Hide Listing Before Registration Start Date'.
- Under the 'Terms and Conditions' section, review the terms and conditions and then click the box that states 'I agree to the terms and conditions as defined above'. Then click 'Activate'.

The screenshot shows the 'Terms and Conditions' page. It includes a paragraph of text about agreeing to terms and conditions. Below this is a scrollable box titled 'Acceptance of Terms' containing the full text of the Terms of Service. At the bottom, there's a checkbox for 'I agree to the terms and conditions as defined above', a 'Print Terms' button, and navigation buttons: '<< Previous' and 'Activate'.

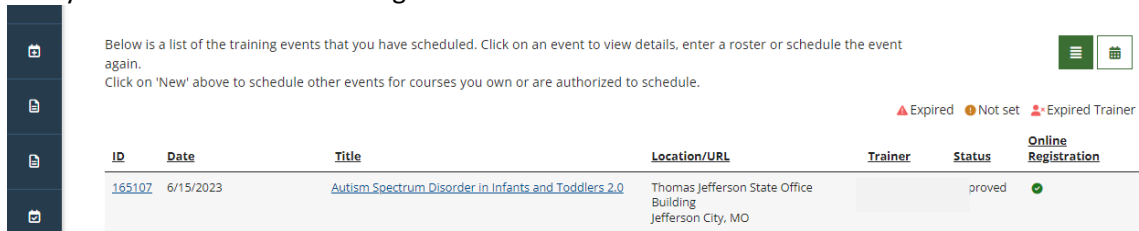
- On the final 'Online Registration' page, you have the ability to 'Preview Event Registration', 'View Event Dashboard', and copy and paste the 'Registration Page Link'.

The screenshot shows the 'Event Activation Complete' page. It features a progress bar at the top with three steps: 'Information Collection', 'Text & Emails', and 'Activation'. Below the progress bar, it says 'Event Activation Complete' and 'This event is available for online registration beginning on 6/14/2023'. There are two buttons: 'Preview Event Registration' and 'View Event Dashboard'. A 'Registration Page Link' is displayed as a URL: <https://mopds.org/register.aspx?evId=165107>, with a 'Copy to clipboard' button below it.

Check if Enabling Online Registration for Your Event was Successful:



Under 'Training Entry' on your left navigation menu on your list of upcoming training events, you should now see a green check mark symbol under the 'Online Registration' column.



Below is a list of the training events that you have scheduled. Click on an event to view details, enter a roster or schedule the event again.  
Click on 'New' above to schedule other events for courses you own or are authorized to schedule.

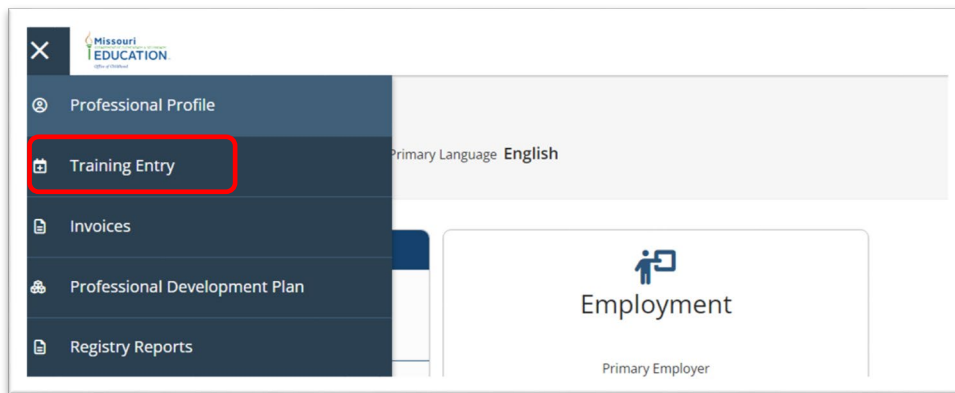
▲ Expired ● Not set ▲ Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status	Online Registration
165107	6/15/2023	<a href="#">Autism Spectrum Disorder in Infants and Toddlers 2.0</a>	Thomas Jefferson State Office Building Jefferson City, MO		proved	●

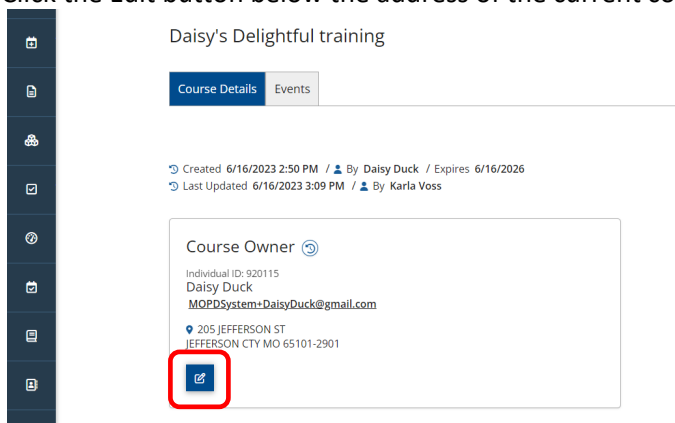
When you see this training event under 'Search Training Events', you will see the text 'Registration Required' and then see a blue box that says 'Register'.

## Change Course Owner

1. In Training Entry, go into the Course you need to change ownership for.



2. Click the Edit button below the address of the current course owner (box with pen writing on paper)



3. This takes you to the Assign Course Owner page.

☒ Assign Course Owner

Course ID #38847  
Daisy's Delightful training  
Created 06/16/2023 01:50 PM / by Daisy Duck / Expires 06/16/2026  
Last Updated 06/16/2023 02:09 PM / by Karla Voss

Filter Course Owners

☒ Individuals  
Includes Trainers

☐ Training Sponsor Organizations

Name  
Search by Name

ID  
Search by ID

Search Reset

4. Type the name of the individual, organization, or org ID in the search box and click "Search".
5. Assign the trainer/org to the course with the Assign button on the right side of the page.

☒ Assign Course Owner

Course ID #38847  
Daisy's Delightful training  
Created 06/16/2023 01:50 PM / by Daisy Duck / Expires 06/16/2026  
Last Updated 06/16/2023 02:09 PM / by Karla Voss

Filter Course Owners

☐ Individuals  
Includes Trainers

☒ Training Sponsor Organizations

Name  
disney

ID  
Search by ID

Search Reset

Sort by Organization Name Direction Ascending

Showing 1 out of 1

#107053  
Disney's Training Land  
JEFFERSON CTY, MO

Assign

Showing 1 out of 1

6. A pop-up message will appear to confirm this decision.

?

Assign Course Owner?

The assigned Course Owner will be able to schedule events for this course.

Assign the selected Course Owner?

No Yes

7. Confirmation that this new org/trainer has been assigned can be found in the training entry tab.

Showing 1 out of 1

#107053 Disney's Training Land JEFFERSON CTY, MO	Assigned
--	----------