Missouri Professional Development (MOPD) System
Quick Start Guide

Why use the MOPD system?

Professional Development is an important part of being a childhood professional! Compliance Inspectors for licensure and subsidy use the MOPD system to check that staff have met requirements.

How do I use to the MOPD system?

1. Login at: https://earlyconnections.mo.gov/MOPD.
2. Click on *Instructions* to view videos and detailed written directions. Use the Instructions' table of contents to quickly find a topic that you need.
3. Create an Account.
4. Apply for a Registry Profile Membership.
5. Search for Training.

When do I see my training hours?

Training records won't show on reports until:

1) Each user creates an account and applies for a Registry Profile Membership, including adding their employer to their employment tab,

2) The employer's Organization is claimed in the MOPD system, and
3) The employer verifies the user's employment.

* After the above steps are taken, you will see training records the next day in the MOPD system. Trainers also have up to 30 days to confirm attendance.

Where do I see my training hours?

Individuals see training records on their main profile page. Owners, directors, or providers who have claimed their Organization can view a summary report for all of their staff and review training hours for each employee that has set up their profile and entered their employment.

Director/Owner/Six or Fewer Providers

Can I create an MOPD ID for my new staff?

Each user must individually create or connect to their MOPD ID and apply for membership. The system is where users will find and take trainings so each user must login individually and not share their login information.

How do I see my staff's training records?

It is essential for owners, directors, or six of fewer providers to claim their program/facility (which the system calls an Organization). The first time an Organization is claimed the user must 'Create Profile' and enter their DVN. Only designated individuals with privileges on record with DESE can claim a direct care Organization.

How does a director/owner/provider verify staff?

After your Organization is approved, staff are able to search for and connect to the Organization of their MOPD profile membership. Use the instructions 'Access Organization Profile & Add Staff' to invite or verify staff.

Why can't I see 2023 trainings on my staff report?

The main facility report defaults to the last 12 months. You can change the search date fields at the top of the report. You can also click on each staff's name (once verified) to see a list of all of their past trainings.

How do I learn more?

Detailed video and written instructions can be found at https://earlyconnections.mo.gov/MOPD. Policies about clock hour trainings are described at https://dese.mo.gov/childhood/prof-dev and within DESE licensing rules at https://dese.mo.gov/childhood/child-care/rules-laws.