

# Missouri Professional Development SYSTEM INSTRUCTIONS



# MOPD SYSTEM INSTRUCTIONS

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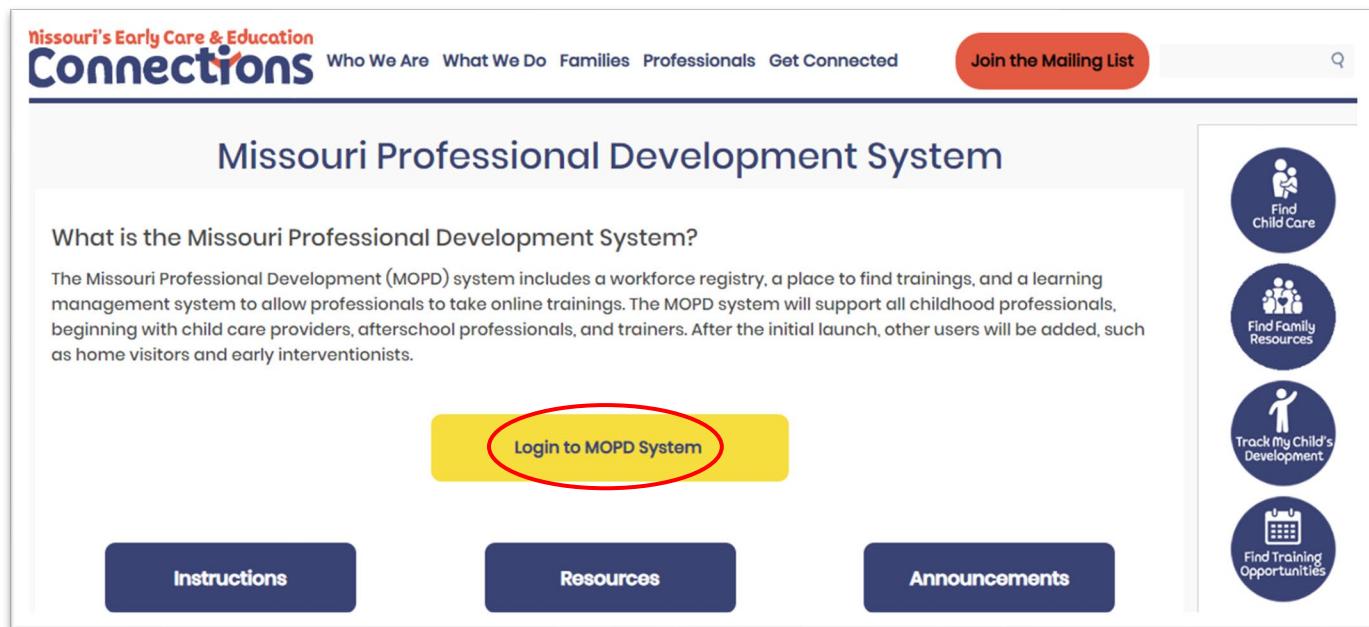
# Missouri Professional Development SYSTEM INSTRUCTIONS FOR ALL USERS



## CREATE AN ACCOUNT

The first step of using the MOPD System is setting up an account. The MOPD System requires a unique email to create an account. It is recommended to use a personal email instead of a work email to create an account.

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



Missouri's Early Care & Education  
**Connections** Who We Are What We Do Families Professionals Get Connected Join the Mailing List

## Missouri Professional Development System

What is the Missouri Professional Development System?

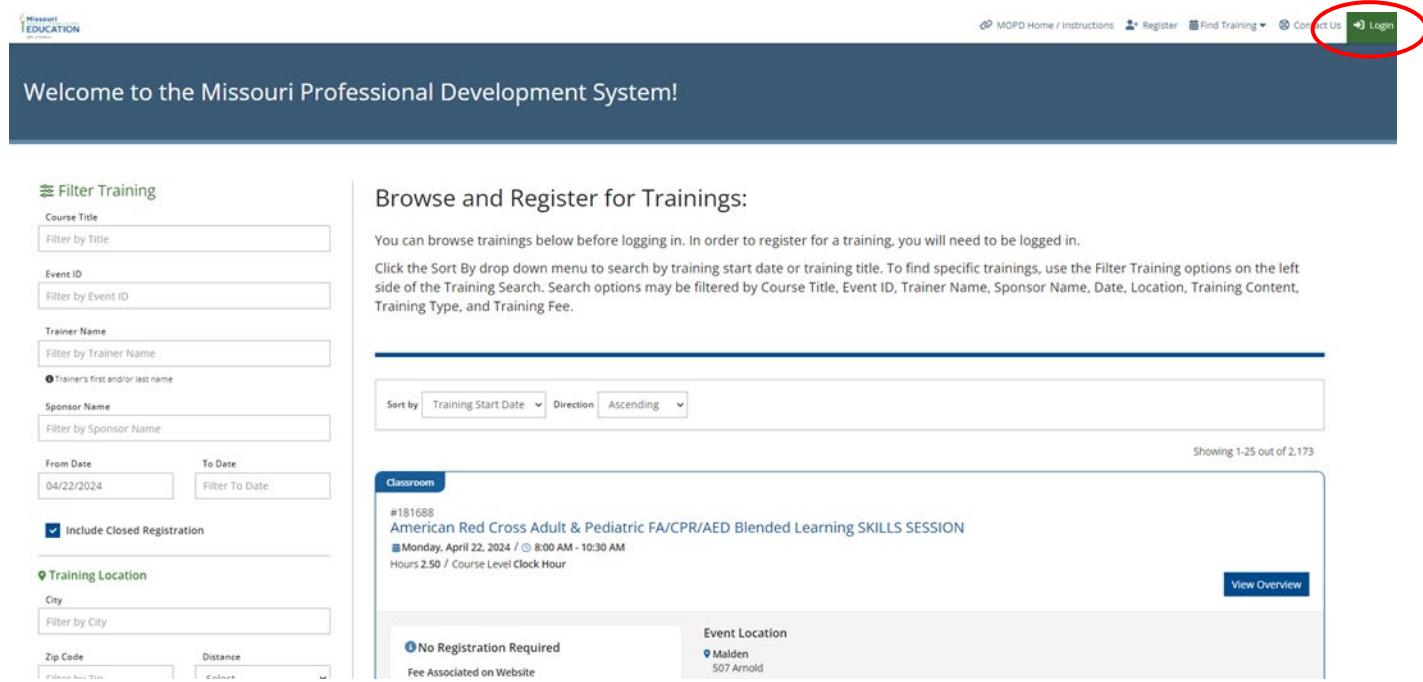
The Missouri Professional Development (MOPD) system includes a workforce registry, a place to find trainings, and a learning management system to allow professionals to take online trainings. The MOPD system will support all childhood professionals, beginning with child care providers, afterschool professionals, and trainers. After the initial launch, other users will be added, such as home visitors and early interventionists.

**Login to MOPD System**

Instructions Resources Announcements

Find Child Care  
Find Family Resources  
Track My Child's Development  
Find Training Opportunities

3. This takes you to the Search Trainings page. Click Login in the upper right corner.



Missouri EDUCATION

Welcome to the Missouri Professional Development System!

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  
04/22/2024  
To Date  
Filter To Date

Include Closed Registration

Training Location

City  
Filter by City

Zip Code  
Filter by Zip

Distance  
Enter

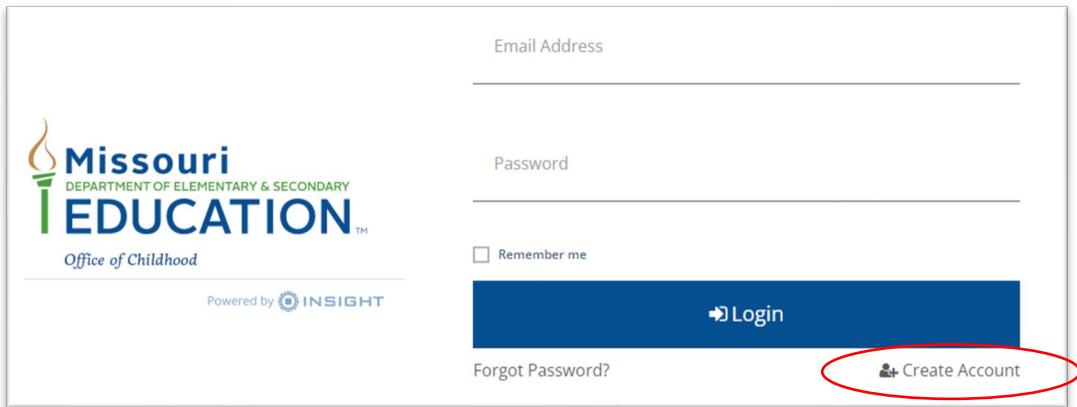
Browse and Register for Trainings:

Sort by Training Start Date Direction Ascending

Showing 1-25 out of 2,173

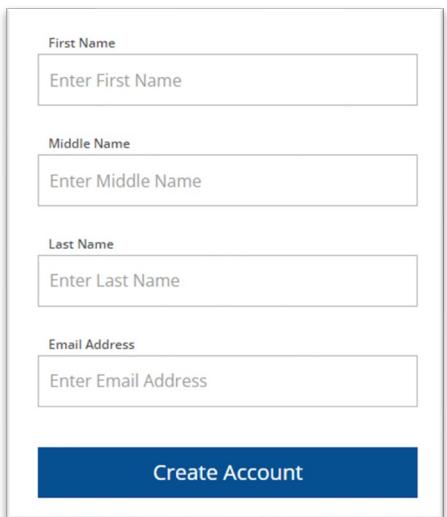
**Classroom**  
#181688  
American Red Cross Adult & Pediatric FA/CPR/AED Blended Learning SKILLS SESSION  
Monday, April 22, 2024 8:00 AM - 10:30 AM  
Hours 2.50 / Course Level Clock Hour  
 No Registration Required  
Fee Associated on Website  
Event Location  
Malden  
507 Arnold  
View Overview

4. Click the Create Account link if this is the first time you have logged in.



The image shows the Missouri Department of Elementary & Secondary Education login page. It features the Missouri Education logo with a torch icon and the text 'Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION'. Below the logo is the 'Office of Childhood' section. The page includes fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a 'Login' button. At the bottom, there are links for 'Forgot Password?' and 'Create Account'. The 'Create Account' link is circled in red.

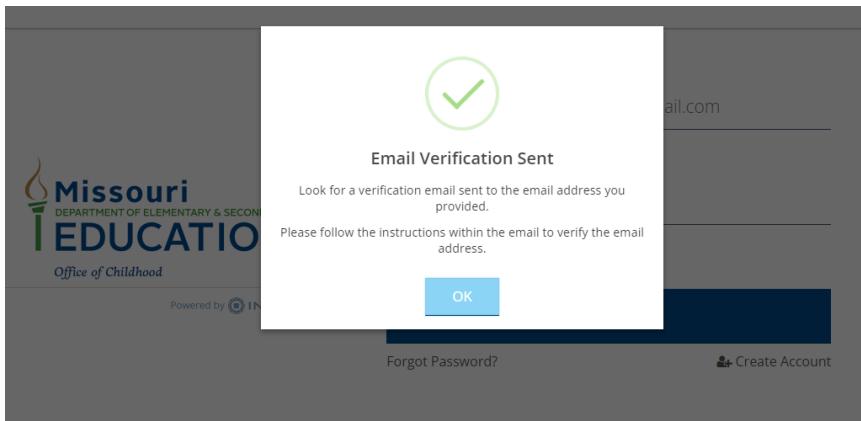
5. Enter information in the required fields, then click the Create Account button.



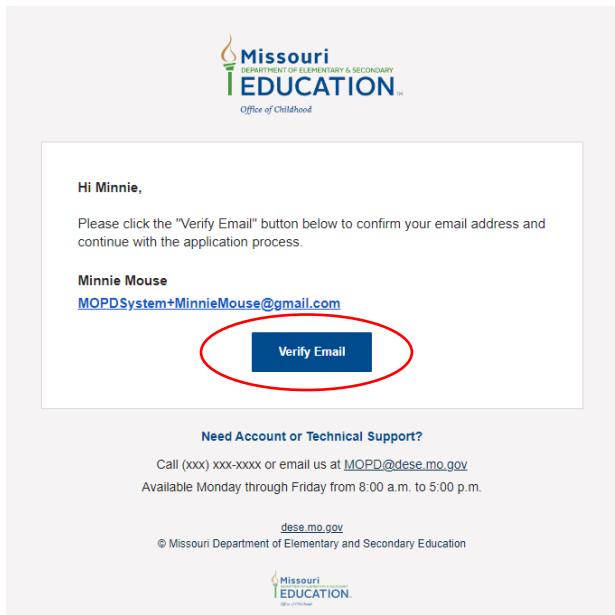
The image shows a 'Create Account' form. It contains four text input fields: 'First Name' (placeholder: 'Enter First Name'), 'Middle Name' (placeholder: 'Enter Middle Name'), 'Last Name' (placeholder: 'Enter Last Name'), and 'Email Address' (placeholder: 'Enter Email Address'). Below these fields is a large blue 'Create Account' button.

## Verify Email

1. A verification email has been sent from [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov) with the subject line "Verify Your Email Address." Check Spam and Junk folders if not in the email Inbox.



2. Click the Verify Account button in the verification email.



## Create Password

1. After verifying the email, an account password must be created.

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

## Log in

1. Enter the email and password at the Login screen.
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 the information in the required fields.

- For individuals **new to the registry** who never had an MOPDID: the system will note that an online application was not found. Enter the required information and click the Next button.
- For individuals **with an existing MOPDID** in the registry: the profile information should populate if enough information matched. Verify the information is correct and click the Next button.
- For individuals **with a previous MOPDID that was not found**: please contact the MOPD System to assist- do not continue to next steps.

### Locate Profile

#### Why Do I Need to Enter This First?

You may have a profile in the system. Please fill out this form so that we can see if your profile exists. The system will use your birth date and last five digits of your social security to find your profile. We store this information on your profile and will use it to verify your identity if you need to contact us.

If no existing profiles are found, you will automatically continue onto new profile setup.

First Name	Mickey		
Last Name	Mouse		
Email Address	MOPDSystem+MickeyMouse@gmail.com		
Date of Birth	Month	Day	Year
	Required		
Last 5 Digits of SSN	Enter Last 5 Digits of SSN		
	Required		
<input type="button" value="Next: &gt;"/>			

### 2. Add any aliases, such as maiden name, nicknames, or other names used (such as Jenn instead of Jennifer). The name(s) listed must match exactly what is used when registering for trainings or the attendance will not match and issue credit for clock hours.

### 3. Then select gender and ethnicity. Ethnicity is a multi-select.



#### Individual Profile Setup

Please enter any prior last names used on employment or education records that may be added to your profile.

Smith, Doe

Gender

Female

Are you of Hispanic or Latino origin? [?](#)

Yes

No

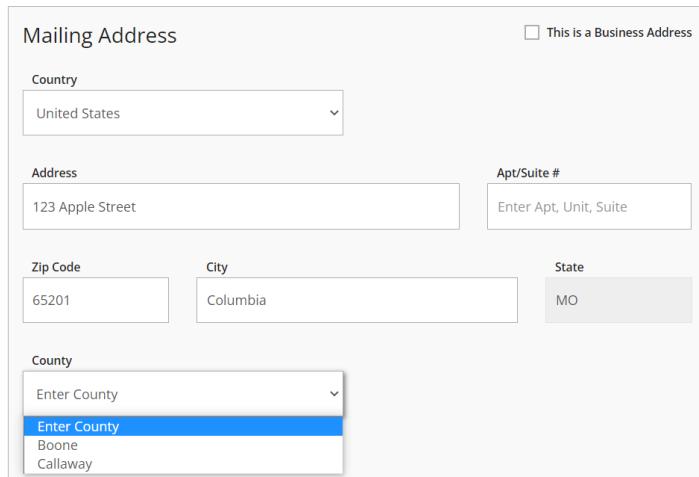
Unspecified

Do you consider yourself? [?](#)

White/Caucasian  Native American

Select All that Apply

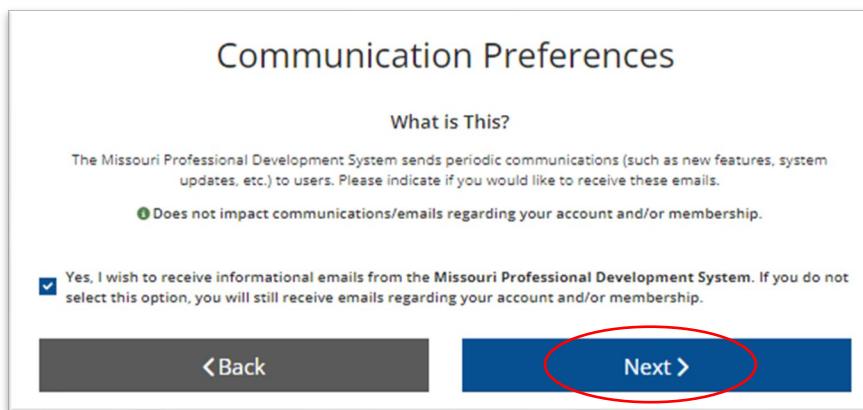
4. Next, enter an address. There is an option to enter both a personal mailing address and a business address. If the zip code for the town has more than one county (like shown here), select the county. Lastly enter a preferred phone number.



A screenshot of a web form for entering a mailing address. The form includes fields for 'Country' (United States), 'Address' (123 Apple Street), 'Apt/Suite #' (Enter Apt, Unit, Suite), 'Zip Code' (65201), 'City' (Columbia), 'State' (MO), and 'County' (a dropdown menu showing 'Enter County' and options for Boone and Callaway, with 'Enter County' selected). There is also a checkbox for 'This is a Business Address'.

## Communication Preferences

It is recommended to leave the box checked for email communications to receive important updates. Click the Next button.



A screenshot of a 'Communication Preferences' page. It includes a 'What is This?' section with a description of the Missouri Professional Development System sending periodic communications. There is a note that selecting the checkbox does not impact account or membership communications. A checkbox is checked, indicating a desire to receive informational emails. At the bottom are 'Back' and 'Next' buttons, with 'Next' being highlighted with a red oval.

## Terms of Use

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



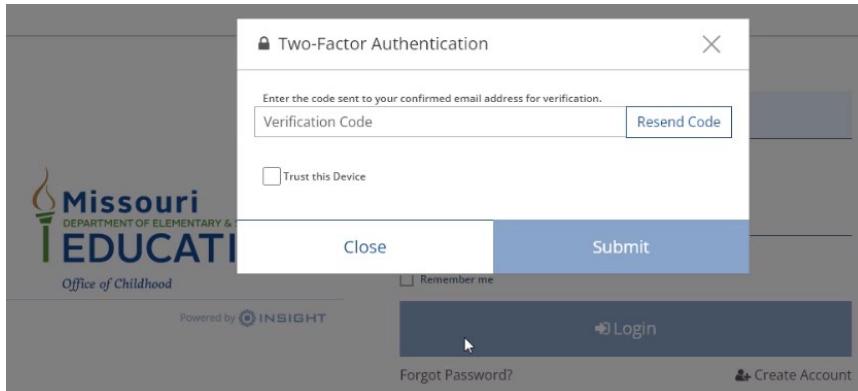
A screenshot of a 'Terms of Use' page. It contains a text box asking users to agree to the terms. Below it is a checkbox for 'I agree to the privacy policy'. At the bottom are 'Back' and 'Submit' buttons, with 'Submit' being highlighted with a red oval.

Success! An MOPD System account has been created! The assigned MOPDID number can now be used to register for trainings. Next, continue to the next required step- [Apply For Registry Profile Membership](#).

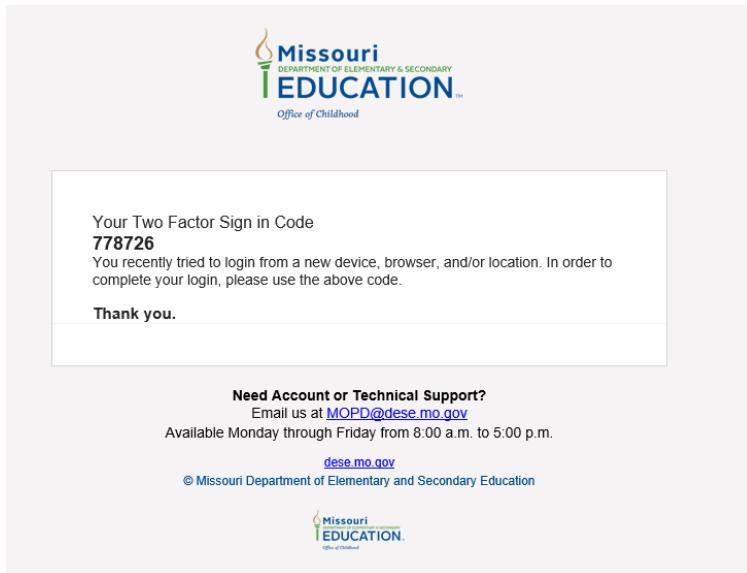
## Two-Factor Authentication

Two-Factor Authentication (2FA) is required for logging into the MOPD system. 2FA is a security measure that adds an extra layer of protection when accessing important accounts or services electronically. 2FA requires two separate, distinct forms of information, such as a password and a unique code sent to an email address before being allowed to log in.

1. When attempting to login to the MOPD system, a pop-up message is received to request the code sent to the confirmed email address for verification.



2. Go to your email where to find a verification code. Enter this six-digit number in the MOPD system pop-up box to successfully log into the system. You have 10 minutes from the time the verification code is sent to enter the code into the MOPD pop-up window. After 10 minutes, you will need a new verification code.



3. After entering the verification code successfully, a security phone number is requested.

# Account Security

In order to provide a more secure account retrieval process, we suggest each account includes a security phone number.

Your security phone number may or may not be the same as the primary phone number you associate with your account.

Once entered, the security phone can help aid in locating lost email addresses and potential accounts associated with them.

Security Phone Number

Send Code

Users may choose to opt out of adding a security phone number (users who added a security phone number will have an option to receive a verification code the next time the account needs verified).

## Security Phone Number - Things to Know

- May help locate lost accounts
- Increases overall account security
- Must be text message enabled
- Will not provide access to any information outside of connected email addresses
- Will not log you into an account

Opt Out

4. If **opting out** of the security phone number, this message will appear:



## Security Phone Opt Out

Continuing will remove the phone number from your account if one exists. You will not be able to use SMS to access your account.

Your security phone number may be added later from the Account Settings menu of your profile.

Cancel

OK

\* If opting out of the security phone number, click OK, then skip to step #8.

5. If **opting into** the security phone number, this message will appear:



## Notification Sent

A verification code was sent to the phone number entered.

OK

6. Users receive a text with a verification code. Enter the code.

## Account Security

In order to provide a more secure account retrieval process, we suggest each account includes a security phone number.

Your security phone number may or may not be the same as the primary phone number you associate with your account.

Once entered, the security phone can help aid in locating lost email addresses and potential accounts associated with them.

Security Phone Number

Change Number

Verification Code

Resend Code

Verify

7. This pop up is received.



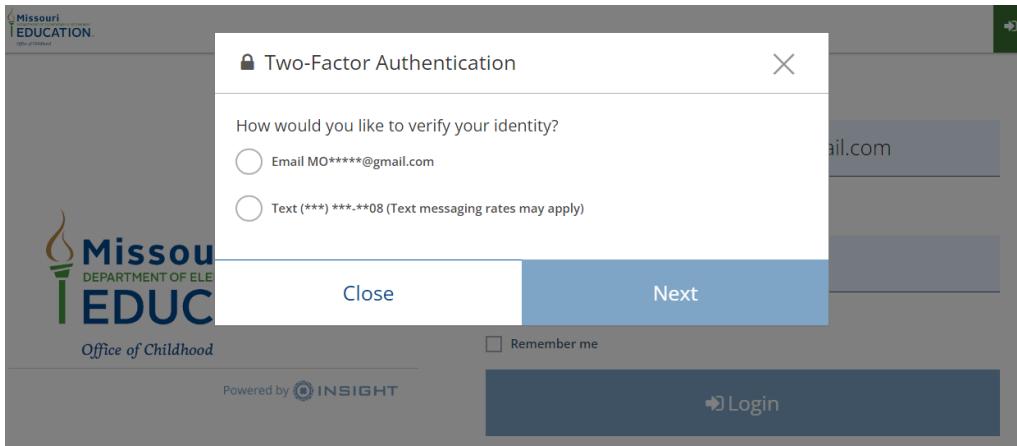
## Success

Your phone is now confirmed.

OK

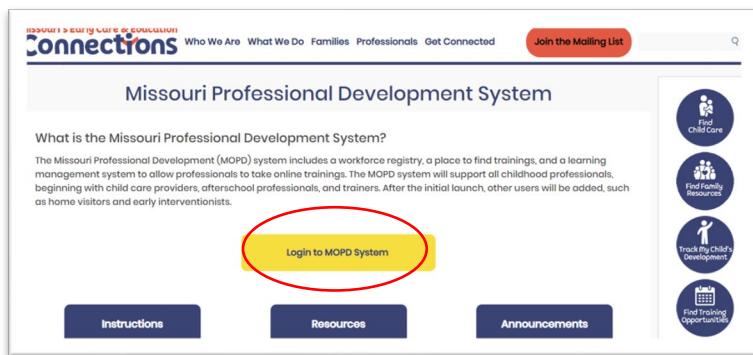
8. You will get logged into the MOPD system.

9. If you added a security phone number, the next time you login, you will have choices to verify your identity. You may choose email or text.

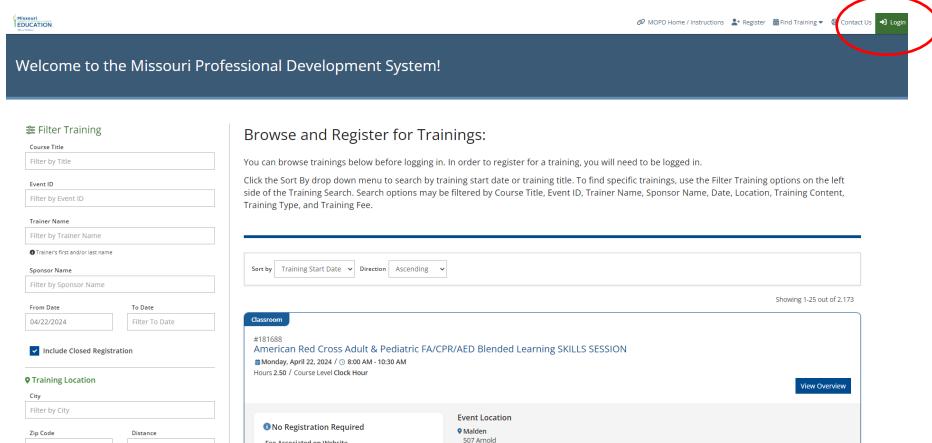


## APPLY FOR REGISTRY PROFILE MEMBERSHIP

Each time you login to the MOPD System you will click the Login to MOPD System button.



Then click Login in the upper right corner and login with your email, password, and Two-Factor Authentication.



Continue to the next required step- applying for the Registry Profile Membership. Missing this step will prevent training records from showing correctly on the program's report. This step allows individuals to connect to their employer, enter education, and more. Have a current resume with dates of employment and education available to help complete this step accurately.

- Once logged in, click the Apply for Membership button on the My Memberships card on the main profile page.

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

Helpful information is found throughout the system by using the green circle Info icon. Hover on the icon and a question mark is seen that signals more info is available. Click the Info icon to explain further details.

- Click the Start button to begin the steps to setup a Profile Membership.

**My Personal Profile**

Return to My Profile

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.

- Personal Information
- Education
- Employment History
- Training
- Professional Development Plan and More
- Submit Application

**Start**

## Personal Information

Personal information is populated based on what was provided when the account was created. Update any of these fields as needed, and then click the Save and Continue button. Required fields are marked with an asterisk.

## Education

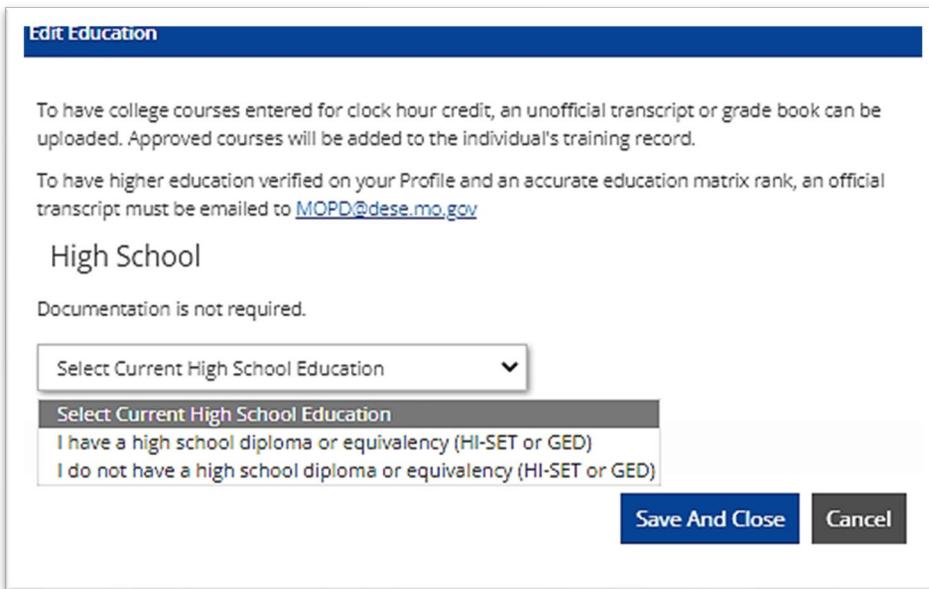
1. The next tab of the Registry Profile Membership application is the Education page. From the Education tab, click the Edit button next to High School.



High School

Edit

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



**Edit Education**

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.

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)

High School

Documentation is not required.

Select Current High School Education

Select Current High School Education

I have a high school diploma or equivalency (HI-SET or GED)  
I do not have a high school diploma or equivalency (HI-SET or GED)

Save And Close Cancel

- For “I have a high school diploma or equivalency,” enter the graduation year. Uploading a diploma is not required.
- For “I do not have a high school diploma or equivalency,” check the box and enter an expected graduation date.

## High School

Documentation is not required.

I do not have a high school diploma or equivalent

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

4. Click the Save and Close button.

## EDUCATIONAL RECORDS BACKGROUND INFORMATION

*\*Entering certificates, credentials, and higher education information (other than CPR/First cards) is optional and each item is 'if applicable'. DO NOT add transcripts to the education page!*

Educational items may need added on both the Education page and the Training page because they have different purposes with different criteria to review.

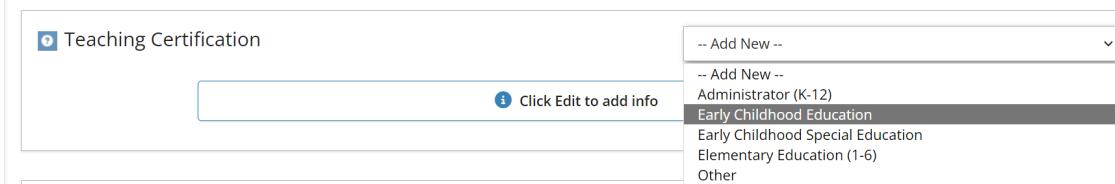
- To have college courses entered for clock hour credit, an unofficial transcript or grade book can be uploaded to the Training page using instructions for 'Individual Training Request'.
- Items recorded on the Education tab must have official documentation to be reviewed and verified. The requirements vary based on type. Please read below for specific requirements for each type. Only official documentation will be reviewed and verified for calculation based on the Education Matrix levels from DESE's Selected Occupations Chart.
  - Official transcripts must come directly from the college/university to MOPD@des.mo.gov or mailed to:

DESE Office of Childhood  
Attn: MOPD System  
P.O. Box 480  
Jefferson City, MO 65102-0480  
(mailed transcripts will not be returned)
  - More information about the Education Matrix and Selected Occupations Chart is available at:
    - <https://earlyconnections.mo.gov/professionals/early-childhood-careers>
    - <https://dese.mo.gov/media/pdf/selected-occupations-chart>

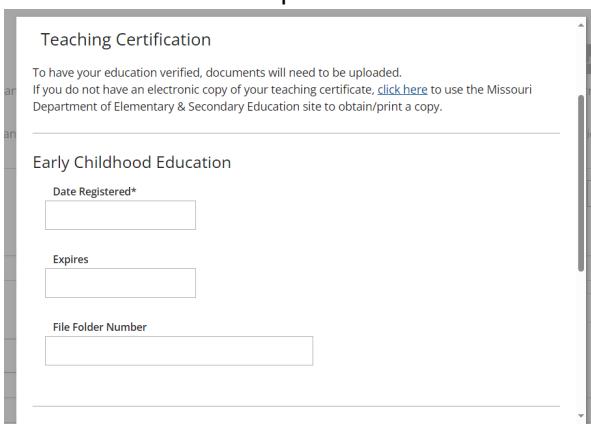
5. To edit an Education section below, click the "Add New" dropdown to select the information desired to add. Skip any items that do not pertain to you.

## To enter Teaching Certification:

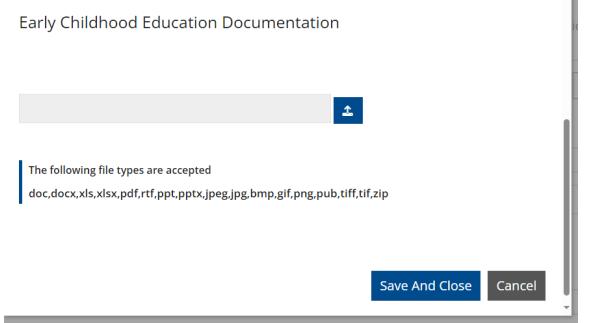
- If you do not have an electronic copy of your teaching certificate, use the Missouri Department of Elementary & Secondary Education [certified teacher website](#) to obtain/print a copy or email [certification@dese.mo.gov](mailto:certification@dese.mo.gov) for assistance.
- Click the “Add New” dropdown
- Select the Certification you have from the drop down



- Enter the Date Registered
- Enter the date it expires
- File Folder Number is optional

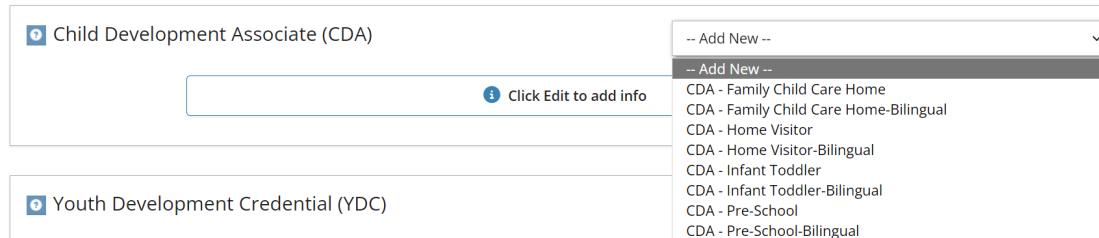


- Upload the official documentation of proof



- Click Save and Close

## To enter Child Development Associate (CDA):



- Click the “Add New” dropdown
- Select the Certification you have from the drop down

- Enter the Date Registered
- Enter then date it expires

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.

To have higher education verified on your profile and an accurate education matrix rank calculated, an official transcript must be emailed from the higher education institution to [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov).

Child Development Associate (CDA)

To have your education verified, documents will need to be uploaded.

CDA - Pre-School

Date\*

Expires\*

- Enter the Institution (if applicable)
- Upload the official documentation of proof

Institution (if applicable)

CDA - Pre-School Documentation

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

Save And Close Cancel

#### To enter Youth Development Credential (YDC):

- Click the “Add New” dropdown
- Select the Certification you have from the drop down

Youth Development Credential (YDC)

-- Add New --

-- Add New --

Youth Development Credential (YDC)

- Enter the Date Registered
- Enter the date it expires
- Enter the Institution (if applicable)
- Upload the official documentation of proof

#### To enter Completed Higher Education:

- Click the “Add New” dropdown

- Select the level of education you have from the drop down

**To enter information for Some College, Associate's, Bachelor's, Master's, Education Specialist, or Doctorate degree:**

- Enter the anticipated or actual Graduation Date
- Enter the name of the institution
- Select if the institution is US Accredited or Other
- Search for the institution by name or city
- Enter Major (if you had a double major, add the major that most pertains to early childhood)
- Enter Minor (if applicable)
- **DO NOT UPLOAD OFFICIAL TRANSCRIPTS OR DOCUMENTATION OF DEGREES!**
- Official transcripts must come directly from the college/university to [mopd@dese.mo.gov](mailto:mopd@dese.mo.gov) or mailed to:
  - DESE Office of Childhood, Attn: MOPD System  
P.O. Box 480 Jefferson City, MO  
65102-0480

## Upload a CPR/First Aid card/certification

CPR/ First Aid certification **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.*

1. Choose the national model and age group that the CPR/First Aid certification 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 --

2. 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

3. Then upload a copy of your CPR/First Aid certification card(s).

4. After saving, a Self-Reported record is created. This means it is pending review before it will show as CPR/First Aid certification on training reports.

CPR / First Aid

American Red Cross - FA/CPR Adult/Pediatric

Aug 2023

American Red Cross

Expires: Aug 2025

SELF REPORTED

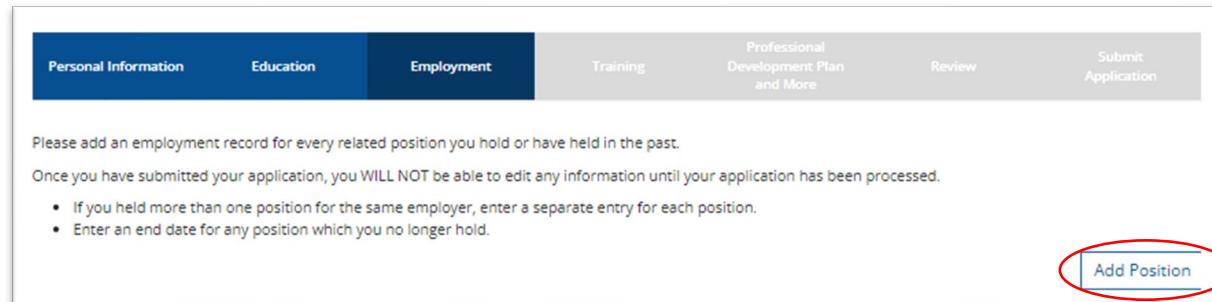
5. Once reviewed and verified, the education record will say Verified.

 CPR / First Aid		
 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

6. When finished adding Education information, click the Save and Continue button.

## Employment

1. The next tab of the Registry Profile Membership application is the Employment page. 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 an employer (which the MOPD System calls an organization) based on the following categories. Most staff using the MOPD System will choose the first option:

- Direct care organizations such as early care, school-age, and education programs. **\*All staff from licensed or registered childcare facilities will choose this option.**
- Out of state early learning or school age care or employment not related to early learning or school age care. **\*This is only for out of state facilities without a DVN.**
- 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

**\*If employed at an out of state facility or other organization not providing direct care, go to the next section**

**Employer Search - Out Of State Early Learning Or School-Age Care Or Employment Not Related To Early Learning Or School-Age Care Or Other Organization Types.**

3. Click the Select button next to the 'Early Care, School-Age, and Education Programs' option.
4. Enter search criteria and click the Search button. Using the DVN is the most accurate way to find an employer.

Employer Name	<input type="text"/>
City	<input type="text"/>
Departmental Vendor Number (DVN)	<input type="text"/>
School District Number	<input type="text"/>
<input type="button" value="Start Over"/>	

5. Click on the name of the employer from the search results list to select that organization.

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

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

**If the organization is NOT found:**

- If the facility has a DVN, be sure to use it to get the most accurate result.
- Make sure the spelling of the employer's name is correct.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give more results.
- Click the Contact Us link at the bottom of the screen if the employer is not located and is a direct care site.

**Can't find your employer?**

- Make sure you spelled the employer's name correctly.
- Search by city only to find all employers in that city.
- Keep it simple. Fewer words will give you more results.
- [Contact Us](#) if you still cannot locate your employer.

*\*If employed at an organization not providing direct care (facility does not have a DVN), results for the employer are usually not found. Go to the next section of instructions: 'Employer Search - Out Of State Early Learning Or School-Age Care Or Employment Not Related To Early Learning Or School-Age Care Or Other Organization Types*

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

**Program Information**

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

**Confirm**

**Return**

7. Enter position information. Choose if this is the Primary Employer.

Position Information

Title \*

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  
     

\*Note- If a staff person starts a new position type at the same organization, the original employment record needs to have an end date for the position they had, and a new employment record needs added for the new position.

8. Click the Save button. Add more employment records if needed.
9. After all related employment experience is entered, confirm it is accurate. The pen on paper icon can be used later to go back and edit if needed.
10. Then click the Save and Continue button.

 Test Organization	Staff	Not Provided	1/1/2020	5/1/2023	Self Reported	
---	-------	--------------	----------	----------	---------------	---

[Return to My Profile](#)      [< Previous Step](#) [Save and Continue >](#)

11. Continue to the next tab of the Registry Profile Membership- Training.

## Employer Search - Out Of State Early Learning Or School-Age Care Or Employment Not Related To Early Learning Or School-Age Care Or Other Organization Types

**\*This step is not needed if already connected to an employer in the prior step. If employment is already recorded, go to next section- Training.**

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. Then follow the instructions starting at step 6 listed above for entering Employment.

## Training

The next page of the Registry Profile Membership application is the training/professional development page. The training page will show clock hour training credit history and courses yet to be completed that are already registered for. If the training counts for clock hours, it will say it is Verified. If registered for a course but not yet completed it, it will say Registered.

The Training page allows users to:

- view and verify clock hour credit history and registrations
- find trainer information to contact a trainer(if there are issues receiving credit)
- complete an e-learning course
- evaluate past trainings
- request hours to count for clock hour training credit if certain criteria are met

#920116  
Donald Duck Impersonate

Account		Trainer	Account Status		Reports			
Summary	Personal	Education	Employment	Professional Development	Professional			
<b>Training</b>								
<span style="border: 1px solid #ccc; padding: 2px 5px; float: right;">Edit Training</span>								
<b>Status Legend</b>								
<span style="color: green;">●</span> Evaluation Complete <span style="color: blue;">○</span> Evaluation Available <span style="color: red;">○</span> Evaluation Closed <span style="color: gray;">△</span> Not Eligible								
Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	Evaluation
164899	<a href="#">Daisy's Delightful training</a>			Preschool/Pre-K	5.00	Clock Hour	REGISTERED	
164947	<a href="#">Daisy's Delightful training</a>	01/03/2024		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	<span style="color: red;">☒</span>
164907	<a href="#">Daisy's Delightful training</a>	08/28/2023		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	
164900	<a href="#">Daisy's Delightful training</a>	08/25/2023		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	

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

## Professional Information

The next tab of the Registry Profile Membership application is the Professional information page. This page is entirely optional. Some users like to use this page as a sort of digital resume which can be especially helpful if working to improve or track quality standards. *\*Only Professional Memberships, Accreditations, and other Contributions directly related to early childhood are listed and available to record.*

To add a Professional Membership:

1. Click the + Add button.

The PD System is a tool for recognizing excellence and rewarding the achievements of our great early learning & school-age care workforce. We recognize that there are many ways to grow and contribute both personally and professionally. This page is the place to document your memberships in professional organizations, your life experiences and achievements, and your contributions to your community. You may also upload your resume, your letters of reference, your professional development plan, and any other related documents. Note that these materials will not be made available to your employer or to the public.

i No Memberships have been entered.

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

To add a Professional Contribution:

1. Click the + Add button.

i No Contributions have been entered.

2. Select a Contribution Type from the dropdown list.
3. Enter the Date Earned for the contribution.
4. Enter a description of the contribution.
5. Click the Save Contribution button.
6. Click the Save and Continue button to continue to the next tab.

## Review

The next tab of the Registry Profile Membership application is the Review page. Review the information entered and confirm that it is correct. Upload all required documentation before submitting the application. To revise any of the information entered, click the Previous Step button to return to any previous tab. Once the information is confirmed, 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 student's 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! A Registry Professional Profile application has been successfully submitted! The next steps are to wait for the application to be approved. An email will be sent if additional documentation is needed or when the application has been processed. Most applications will be processed within 30 days.

Click [Return to My Profile](#) to go back to the home page.

Personal Information	Education	Employment	Training	Professional Development Plan and More	Review	Submit Application
<div style="border: 1px solid green; padding: 5px; margin: 10px 0;"> <span style="color: green;">✓</span> Application Successfully Submitted.            Your application has been successfully submitted on 05/16/2023.         </div> <div style="border: 2px solid red; border-radius: 10px; padding: 2px; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"> <a href="#" style="color: white; text-decoration: none; font-weight: bold;">Return to My Profile</a> </div>						

All users will be prompted by email to review and renew membership information each year to verify the information is updated and current.

## IMPORTANT NOTE - FAMILY HOME PROVIDERS & PROVIDERS CARING FOR SIX OR FEWER CHILDREN

**\*Important note for family home providers & providers caring for six or fewer children** – You must complete steps for All Users as well as Directors/Owners.

1. First, follow the above steps to [Create an Account](#) and [Apply for a Registry Profile Membership](#).
2. Then follow the Director/Owner instructions to [Claim Your Organization](#) using your Department Vendor Number (DVN). The video '[MOPD Director Training](#)' is also available to describe these steps in addition to using the written instructions.
3. Next, verify your personal account as an employee in the Organization account.

**\*Important note for 6 or fewer providers** – You need to Create an Account and Apply for Registry Profile Membership in order to complete the required training but will return later to Claim Your Organization after your program is added to the subsidy system. You will not be able to Claim Your Organization or verify your personal account until you are an approved subsidy provider.

## FEATURES OF THE PROFILE PAGE/EDIT PERSONAL INFORMATION

There are many helpful features on the MOPD account. On the main Profile Page, your MOPD ID is found in the upper left along with some basic profile information. If your name, address, email, or phone number need to be changed, click on the Edit Profile Information button in the upper right of the screen.

MOPD ID #1000016  
**Welcome, Molly!**  
 Primary phone number (281) 844-2478 / Primary Language English  
 Email MOPDSysytem+MollyFlynn@gmail.com

[Edit Profile Information](#)

Below that are multiple sections called cards. Each card will display relevant information that was previously entered.

The screenshot shows the 'MY MEMBERSHIPS' section with 'Registry Profile Membership Applied' and 'Trainer Registered Trainer Not Set'. It also shows the 'Employment' section with a message: 'You do not have a primary employment set.' The 'Education' section has a 'View All Education' button circled in red. The 'Professional Memberships and Contributions' section has a 'View All' button circled in red.

You may click the View All buttons under each section to view additional information and edit information in each section if needed. If editing, once you select the View All button for the applicable section, you will see an Edit button.

The screenshot shows a modal window with an 'Edit' button circled in red and a 'Return to My Profile' button.

While editing, you may see a pen on paper icon which also means edit. Be sure to Save or Update each page after making edits, then click Finished or Return to my Profile. Refer back to each section's instructions for help editing information within your profile.

The screenshot shows the 'Employment' section with a 'Finished Employment' button, an 'Add Position' button, and an 'Edit' button circled in red.

Further down on the Profile Page, a total number of clock hours earned for the current calendar year is found. The number of clock hours shown is accurate if duplicate trainings were not taken in a calendar year and if clock hours did not need moved back and 'reassigned' to prior years to come into compliance. To see the accurate total of current clock hours, see information in the Individual Reports section. By clicking the View All My Training button in the Training section, you have the ability to view all trainings, past and future, and request clock hour approval if eligible.



Training Hours

1.00

Time Frame  
Current Calendar Year

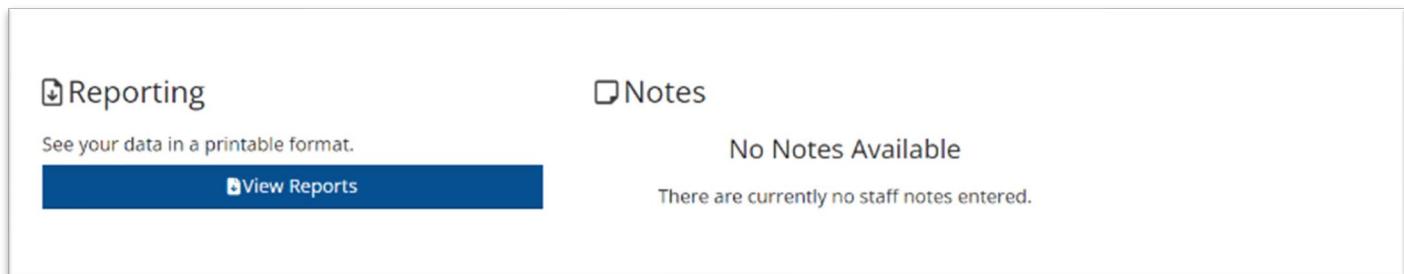
Upcoming Training Events

#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](#). Different reports are available based on your Membership Type. You may also see Notes shared with you from the MOPD System staff.



Reporting

See your data in a printable format.

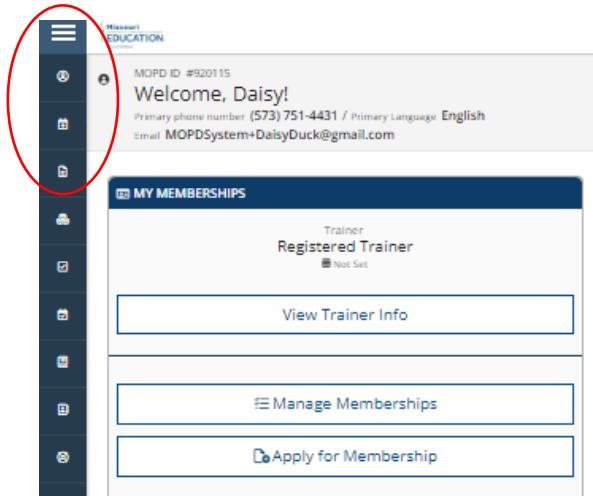
[View Reports](#)

Notes

No Notes Available

There are currently no staff notes entered.

The left-hand side column is the navigation menu. Hover over the left-hand side column of icons or click the three lines at the top to view choices in the navigation menu.



MOPD ID #920115

Welcome, Daisy!

Primary phone number (573) 751-4431 / Primary Language English

Email MOPDSystem+DaisyDuck@gmail.com

MY MEMBERSHIPS

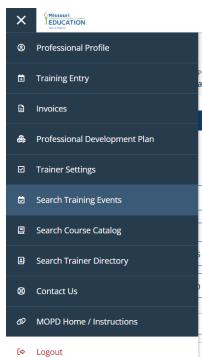
Trainer  
Registered Trainer  
Note Set

[View Trainer Info](#)

[Manage Memberships](#)

[Apply for Membership](#)

Users will find other features easily accessible through the navigation menu on the left hand side.



- Professional Profile
- Training Entry
- Invoices
- Professional Development Plan
- Trainer Settings
- Search Training Events
- Search Course Catalog
- Search Trainer Directory
- Contact Us
- MOPD Home / Instructions
- [Logout](#)

## INDIVIDUAL REPORTS

1. To access reports, scroll to the bottom of the Profile page.
2. Click the View Reports button.

The screenshot shows the Missouri Professional Development (MOPD) System Profile page. At the top, it displays a welcome message: "Welcome, Daisy!" with MOPD ID #920115, primary phone number (573) 751-4431, primary language English, and email MOPDSystem+DaisyDuck@gmail.com. Below this, there are four main sections: "MY MEMBERSHIPS" (with a "View Trainer Info" button), "Employment" (with a "View All Employment" button), "Education" (with a "View All Education" button), and "Training Hours" (showing 42.00 hours for the current calendar year). At the bottom, there are two sections: "Reporting" (with a "View Reports" button circled in red) and "Notes" (showing "No Notes Available").

3. There are multiple report options:
  - *My Professional Development Learning Record*- displays all information including employment history, verified education, completed clock hour training, and the content areas of completed training.
  - *Training History*- displays completed clock hour training.
  - *Employment History*- displays current and past employment.
  - *Training Content*- displays the content areas of completed clock hour training. This information is helpful when achieving or renewing a credential or to set goals for your Professional Development Plan.
  - *Individual Training Needs Assessment Report*- displays results from the training needs assessment to be used for professional development planning
4. The Professional Development Learning Record report is most often used as it gives all the needed information most users need in one place. Click the *My Professional Development Learning Record* hyperlink.

## My Reports

-  [My Professional Development Learning Record](#)
-  [Employment History](#)  
Employment History

A record of your employment history, credentials, education and training, organized by Core Knowledge Area

 <a href="#">Individual Training Needs Assessment Report</a>	 <a href="#">Training History</a> Training History
---	--

The report provides results from the training needs assessment to be used for professional development planning

## Training Content

5. The top of this report will show Employment History.

1	if 2	▶	Find	Next	Print	Exit	
<b>Professional Development Learning Record</b>							
Name: Rory Gilmore				Missouri EDUCATION <small>State of Missouri</small>			
MOPD ID: 1000009							
<b>Employment History:</b>							
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
<b>Verified Degrees/Certificates/Diplomas/Credentials: None On Record</b>							

6. Scroll down to see education records.
7. Click the next page (as needed) using the blue arrow at the top of the page to see a list of completed clock hour training, by year.

Completed Clock Hour Training List					Includes all Training
<b>2023</b>					
<b>Clock Hour</b>					
Event ID	Course Title	Date	Hours	Sponsor	Verified
158364	Intentional Teaching	5/26/2023	4.00		Yes
158173	"If It's Predictable-Is it Preventable?"	5/5/2023	1.00		Yes
<b>Clock Hour Total Verified</b>				5.00	
<b>2023 Total Verified Credits/Hours (All Tier Levels)</b>				5.00	
<b>2022</b>					
<b>Clock Hour</b>					
Event ID	Course Title	Date	Hours	Sponsor	Verified
158376	Child Development	12/31/2022	22.50	University of Missouri	Yes
<b>Clock Hour Total Verified</b>				22.50	
<b>2022 Total Verified Credits/Hours (All Tier Levels)</b>				22.50	
<b>Grand Total Verified</b>				27.50	

8. Scroll to the bottom of the report to see the correct calculation of hours. The chart (sample below) will show **only** if the system needed to run a calculation to show accurate clock hour results.

**\*Important Notes:**

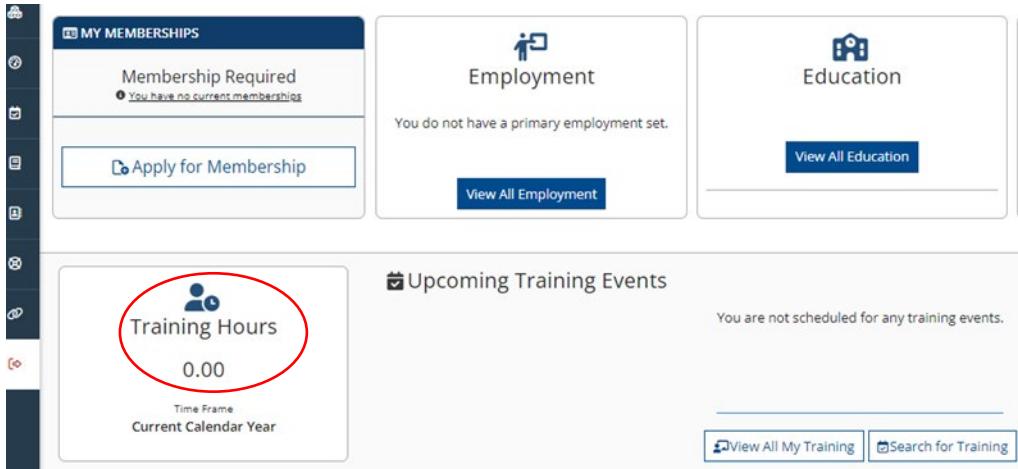
- If a course is repeated within 12 months, credit will only be counted the first time it was taken. Credit may be shown twice on the top of your report but the credit for duplicate courses within 12 months is removed at the bottom of this report.
- If connected to a licensed employer, the system automatically calculates hours that need reassigned to previous years (as needed). There is no manual option to assign hours. **Any previous year(s) clock hours must be fulfilled before accruing hours for the current year. Your owner/director or compliance inspector can explain this more if you have questions.** Also see Instructions for STAFF REPORTS.

Calendar Year	Months Of Employment	Clock Hours Required	Clock Hours Completed	Clock Hours Needed	Status	Calculation Date
2019	5	5.00	8.00	0.00	In Compliance	01/24/2024 2:00 AM
2020	12	12.00	8.00	0.00	In Compliance	01/24/2024 2:00 AM
2021	12	12.00	12.50	0.00	In Compliance	01/24/2024 2:00 AM
2022	12	12.00	13.50	0.00	In Compliance	01/24/2024 2:00 AM
2023	12	12.00	13.50	0.00	In Compliance	01/24/2024 2:00 AM
2024			1.00		N/A	01/24/2024 2:00 AM

9. To print a copy of the report, hold down the CONTROL and P keys together at the same time. The print preview screen will appear.

10. A copy of the report may be saved by clicking the floppy disk icon at the top of the report page. Select the file format to save the report in. Saving in PDF file type will have the simplest formatting.

11. *Remember-* an easy way to see your clock hours count for the current calendar year is to check the profile home page. After you Apply for Membership and connect to an employer, your current year's clock hours are listed under Training Hours. If you have not completed a Membership, your clock hours may not calculate correctly.



MY MEMBERSHIPS

Membership Required  
You have no current memberships

Apply for Membership

Employment

You do not have a primary employment set.

View All Employment

Education

View All Education

Training Hours

0.00

Time Frame  
Current Calendar Year

Upcoming Training Events

You are not scheduled for any training events.

View All My Training | Search for Training

## Clock Hour Background Information

### Clock hours Needed

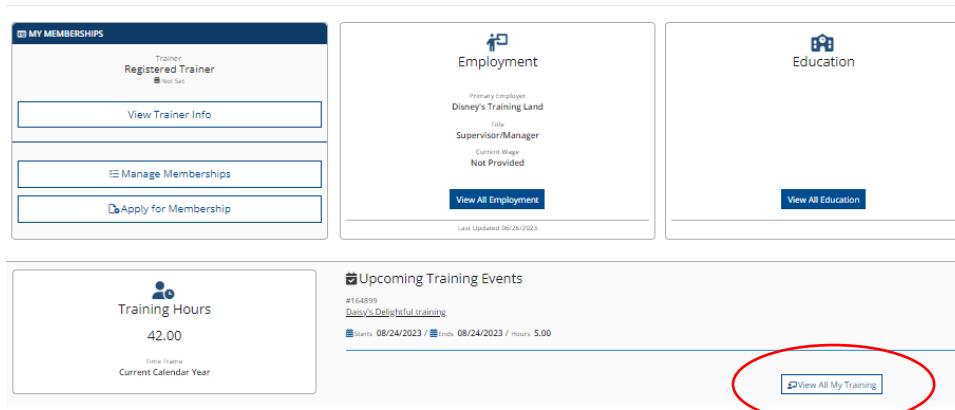
Caregivers working at licensed facilities need one clock hour of training for each month of employment per calendar year, regardless of the date employment began. For example, if hired on August 30, they will need five hours. If hired November 1, they will need two hours. There is information on the 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 event search. Full details are found in DESE licensing rules and regulations: <https://dese.mo.gov/childhood/child-care>.

### Missing Training Credit

DESE online/on-demand trainings taken outside of the LMS (e-learnings within MOPD) can take up to 10 business days to appear on reports. All other trainings must be reported by the trainer to the MOPD system within 30 days of the training. If you have a concern regarding attendance not being recorded accurately, please contact the trainer directly.

### Contact Trainer

The trainer's information can be located by clicking the View All My Training button.



MY MEMBERSHIPS

Trainer  
Registered Trainer  
Not Set

View Trainer Info

Manage Memberships

Apply for Membership

Employment

Primary Employer  
Disney's Training Land

Title  
Supervisor/Manager

Current Wage  
Not Provided

View All Employment

Education

View All Education

Training Hours

42.00

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

Then click on the training's title.

## Training

[Edit Training](#)

Status Legend							
Event ID	Title	Completed	Credit	Type	Hours	Level	Verified
164931	<a href="#">Early Childhood Social and Emotional Health</a>	10/03/2023	0.00	1.50	Clock Hour	VERIFIED	
155409	<a href="#">Social-Emotional Learning with Conscious Discipline for Subsidy Childcare Providers</a>	01/28/2023	0.00	3.00	Clock Hour	VERIFIED	
39055	<a href="#">Early Childhood Social and Emotional Health</a>	12/20/2022	0.00	1.50	Clock Hour	VERIFIED	

Then you see the event details. Scroll down the page to the trainer's Contact information, which should list an email to contact the trainer.

### Event Details

[Go Back](#)

#### CCDF Health & Safety Training (Online)

EVENT ID-40068

CLOCK HOUR

Online/On-Demand Training  
(Available Friday, June 9, 2017 - Friday, May 12, 2023)

(2.00 Hours / 0.00 Additional Hours (Online/On-Demand))

#### Description

COURSE ID 19624

Provides new and renewing registered child care providers with the federally mandated health and safety trainings (EXCEPT First aid and cardiopulmonary resuscitation\*) that are required by Children's Division to maintain a child care subsidy contract. Topics include:

#### Assessment Of Learning Objectives

Each section has a brief multiple choice 'check your knowledge' quiz.

#### Location

Web Based

#### Attendance Waiting Period

Waiting Period After Attendance (months)

[Update Waiting Period](#)

#### Registration

Event Fee Not Available

Register By Not Available

Required? Not Available

#### Hours/Credits/CEUs

2.00 Hours

#### Course Level

Clock Hour

#### Contact

[Tracy Blase \(Email\)](#)

#### Course Type

Online

## DESE Provided Trainings

You can search for the trainings provided by DESE by typing 'DESE OOC' in the training sponsor field. Most trainings created by DESE 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.

## Trainings not found 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. Exceptions are described under the [Individual Training Request](#) feature.

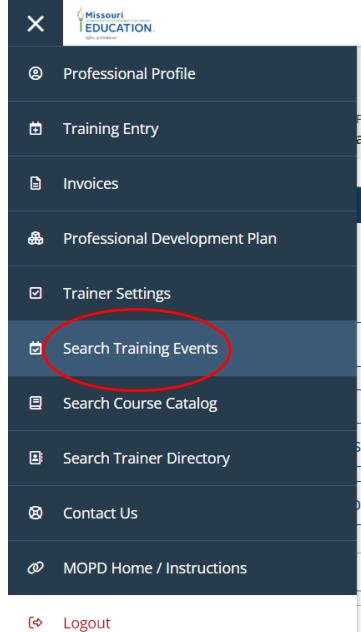
## First Aid/CPR Certification

- CPR/First Aid course certification cards must be uploaded by each user through their membership profile's education tab to be reflected on reports. The MOPD System Staff will review the uploaded certification in order to verify official documentation was issued by one of DESE's approved national models.
- To have First Aid/CPR counted for clock hours, the course needs to be found on the MOPD system and the trainer must record attendance.
- Professionals can search for First Aid/CPR trainers by using the 'Search Trainer Directory' or 'Search Course Catalog' or 'Search Training Events'.

## 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 interests (content, type, fees, etc.). Some trainings may not use MOPD's online registration so there is not an event fee listed until reaching the trainer's website to register.

### 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.

### Register:

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

#### 2. The Register button goes to the training organization's registration page.

- Register Online will go to register for the event within the MOPD system.

#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. Enter information, then scroll down to agree to the terms and conditions. Click Complete Registration for free events.

- For events with a fee, click Add Event To Cart and follow further instructions on the screen.
- 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](#)

\*If you are an administrator of an Organization Profile, you will have the opportunity to sign up other staff.

4. For free events, registration is complete.

- For events with a fee, after adding to your cart, click My Cart in the top right corner.
- Review the items in your cart and click Checkout.

Enter your payment information and click Submit Payment.

5. You can review registered trainings on the main Profile Page.

## Complete 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. Individuals who register to take an E-Learning course will receive an email confirmation. Once registered for the training and ready to complete it, follow the instructions below.

1. Access an e-learning course from the main MOPD profile page. Scroll down to the Training section and click the View All My Training button.

The screenshot shows the 'MY MEMBERSHIPS' section with 'Registry Profile Membership Applied' and 'Trainer Registered Trainer Not Set'. Below are buttons for 'View Trainer Info', 'Manage Memberships', and 'Apply for Membership'. To the right are three cards: 'Employment' (You do not have a primary employment set.), 'Education' (View All Education), and 'Professional Memberships and Contributions' (View All).

The screenshot shows the 'Upcoming Training Events' section for course #158182, 'Robert's E-Learning Course'. It includes the start date (05/07/2023), end date (05/07/2024), and hours (3.00). A red box highlights the 'View All My Training' button.

2. The Training Information page will appear with a list of upcoming training sessions and trainings that have been completed. Training sessions that are e-learning modules will show a small blue graduation cap icon.
3. Click the graduation cap icon to begin the e-learning module.

The screenshot shows the 'Training' page for user #1000016, Molly Flynn. It includes a note about the E-Learning classroom and a legend for evaluation status. A red box highlights the graduation cap icon for the 'Robert's E-Learning Course' entry.

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		

4. The “Classroom Registrant Detail” page loads. Scroll down to the Classroom Modules section.
5. Click “Start” (if there are multiple modules- use these steps for each module).

*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


[View All Trainers](#)
*Classroom Modules*

Transportation Safety Awareness (4/26)

**Not Started**

SCORM

 Start

**\*Important Note-** Please use a good internet connection and use a device that is larger than a phone to complete e-learning courses. There is a cost for most courses in the DESE Office of Childhood Training Library to cover the cost incurred by DESE for each user who begins a course. You will have 12 months to complete the course once it begins and you will not be able to complete the same course within the 12 months of completion for clock hours.

6. Click the right arrow to begin. Courses in the DESE Office of Childhood Training Library will have arrows to progress to next slides. Most slides cannot be skipped, and some slides require a manually click of the right arrow to continue. If the arrow does not appear, try another internet browser to complete the course.



7. As needed- press the play button to begin videos in each module. The play button is a triangle surrounded by a circle.



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

Module | 35c977de-9231-d81f-3f05-204b35195ff

Resources

Resources are files made available to you to assist with the completion of this module.

Transcript_Safe Sleep.pdf 406.73 KB	
References_Safe Sleep.pdf 293.89 KB	
Helpful Resources_Safe Sleep.pdf 278.48 KB	

8. Complete course module(s) until reaching the end and passing the quiz (see instructions below to go back to a training later to complete it).

- If you do not pass the quiz, you may retake it once. Click “Retake Quiz”. If you fail it the second time, you will need to retake the course.



- 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.

Painting for Infants

Total Time in Module: 00hr 00m 51s

Completed / Failed	SCORM
Completed 11/11/2020	

Score **67%**

**Retake**

9. Once you successfully complete all the course modules, you are finished with the course. If you pass the course, you will see the green icon noting your pass date. The course completion record will immediately appear on the learner's training record on your Registry profile.

10. Click the “Return to...” button in the top right corner to back to the MOPD main page.

INSIGHT

Classroom Registrant Detail

Registration #770056  
Classroom Registration

Passed	Rory Gilmore
Completed 02/04/2021	poweredbyinsight+rory@gmail.com

Completed 02/04/2021

Return to insightdemo.newworldnow.com

Rory Gilmore

poweredbyinsight+rory@gmail.com

Registered 11/18/2020  
Through newworldnow.com

Completion Deadline 02/18/2021

Classroom Detail

E-Learning Course / Course: Sample Course / Language: English

Trainer  
Mackenzie Abdinasirtest  
Mackenzie.Abdinasirtest@email.com

Email

View All Trainers

### 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 the training to resume later.

2. You can find courses that were started but incomplete on your Training Information page by clicking the View All My Training button (shown above). When you re-enter the classroom, you will see the course is incomplete. Click Continue to finish it.

Registration #5098571  
Classroom Registration

Incomplete  
Last Activity 09/01/2023

Rory Gilmore  
poweredbyinsight+rory@gmail.com  
Registered 09/01/2023  
Through mopds.org

Trainer  
DESE Office of Childhood  
mopd@desem.org  
[View All Trainers](#)

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

Classroom Modules  
ABCs of Safe Sleep: How to Reduce the Risk of Sleep-Related Infant Deaths  
Total Time in Module: 03hr 15m 56s

Continue

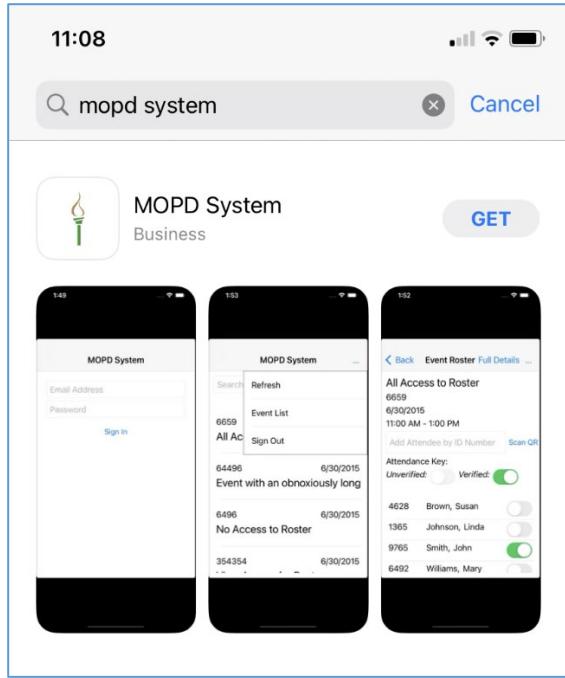
The Table of Contents will allow you to find where you previously ended the course. A checkmark next to a section means that video was watched and completed. Click the next incomplete section to finish the course.

## DOWNLOAD THE MOPD APP

The MOPD app may be used to take attendance quickly and easily at a training event. The app will show your MOPDID with a QR code. If a trainer requests that you download 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 and view your MOPDID.
5. It is a good idea to take a screenshot of your card to easily access it later.
6. Your trainer will scan your card when you arrive at a training.



## INDIVIDUAL TRAINING REQUESTS

If you have taken training that was not listed in the MOPD System, you may submit an Individual Request Approval. Approvals are based on eligible criteria described below.

1. From your profile page in the MOPD System, scroll down to the Training section, and click on the View All My Training button.

**Training Hours**

5.00

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

2. On the Training Information screen, click the Edit Training button.

### Training Information

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

[Return to My Profile](#)

#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	Communicable Disease in Child Care 2.0		Infant		2.00	Clock Hour	REGISTERED	
158175	Robert's Classroom Course		Preschool/Pre-K		1.00	Clock Hour	REGISTERED	

3. Read the eligible criteria for clock hours granted for professional development taken outside of the MOPD system before submitting a request. 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. Make a new request for each certificate unless it is a school PD log. 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/university credit may be considered for clock hours by uploading an unofficial transcript from the school. [Click here](#) for a list of pre-approved child-related college course samples. One (1) college credit equals fifteen (15) clock hours. Clock hours may not be carried over to the following year. The MOPD System will count college courses that are partially child-related for half credit. These courses include General Psychology, General Sociology, and Lifespan Human Development.

### DO NOT COMPLETE AN INDIVIDUAL REQUEST APPROVAL FOR TRAINING HOURS:

- Found within the MOPD System
- Taken in Missouri or online.
- CPR/First Aid is not eligible for clock hours unless credit was given by the trainer through the MOPD system. CPR/First Aid must be uploaded to the Education page to be reviewed.

1. If the training meets these guidelines, click 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](#)

2. The Edit Individual Training Request window opens. Populate the fields with the information requested. Required fields are marked with an asterisk.

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

3. Scroll down and complete all required sections. No more than two content areas per training hour are allowed. Content areas are described at [MOPD Content Areas | Early Connections](#).

Edit Individual Training Request X

Training Information

Title of Training \* \*

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

Location \* \*

Total Hours of Instruction \* \*  
  
Must be at least one hour

Content Area \* \*  
 Select an Option ▼  
Select an Option

Click [here](#) to determine which Content Area to select from the dropdown.

4. Next upload supporting documentation by clicking on the +Files button on the right.

Upload Supporting Documentation

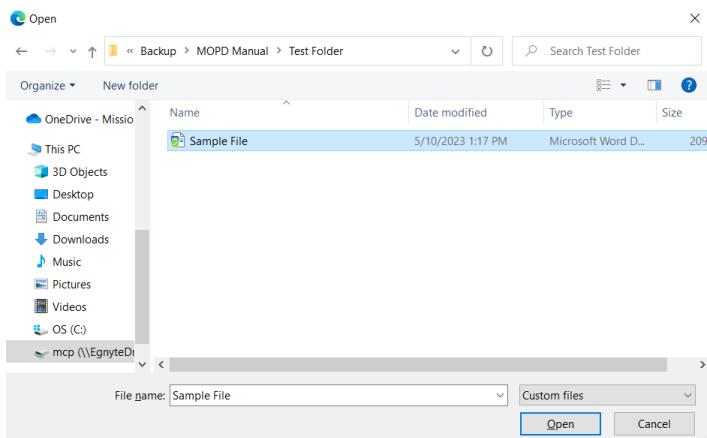
It is required to provide training documentation that verifies the content and hours (such as, signed certificate of completion, agenda, flyer).

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

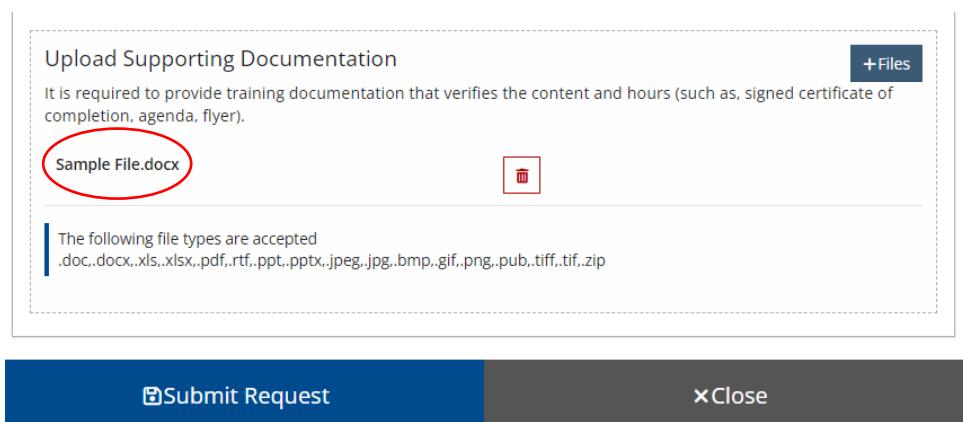
+ Files

Submit Request X Close

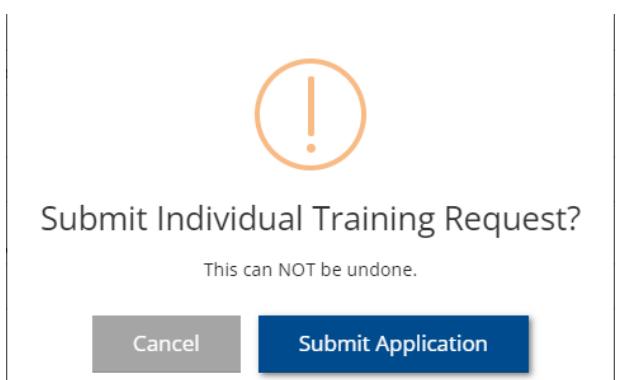
5. An Open window appears to select the document to attach. Select the correct file and click Open.



6. The attachment is now attached. Continue adding supporting documentation as needed. Once all documents have been uploaded, click Submit Request.



7. A confirmation box will appear. To make changes, click Cancel; otherwise, click the Submit Application button.



8. You will receive a message saying your Training Request has been submitted. Use the X at the top right corner or scroll down and click the Close button to exit.

Edit Individual Training Request

X

✓ Your training request has been submitted.

⚠ Next Steps

If you were unable to upload supporting documentation, email or mail an agenda or flyer for the event and a signed certificate of completion.

Training Sponsor

Training Sponsor Test Site

Trainer Details

Name of Trainer No Information Entered

Job Title No Information Entered

Agency No Information Entered

Training Information

Title of Training Test Training

Date 04/01/2024

Location St. Louis

Total Hours of Instruction 8

Content Area 6b: Know about and uphold ethical and other early childhood professional guidelines

Supporting Documentation

⚠ No Supporting Documentation has been uploaded

×Close

9. You are returned to the Training Information page. You will see the training you just entered reflected in the list, but it will not be verified yet. Once the training has been approved and marked as Verified, it will count as clock hours. Until then it was show as self-reported. PD System staff will review the request within 30 calendar days of receipt.

## Individual Request Approval

Filter by Qualification

-- NO Filter --

Clicking  will open the E-Learning classroom.

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	<input type="checkbox"/> Show E-Learning events only
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"/>	

10. 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.

**Finished Training**

#1000016  
Molly Flynn

Training

Professional Development Outside of the PD System

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

## Training Information

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

**Return to My Profile**

#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	

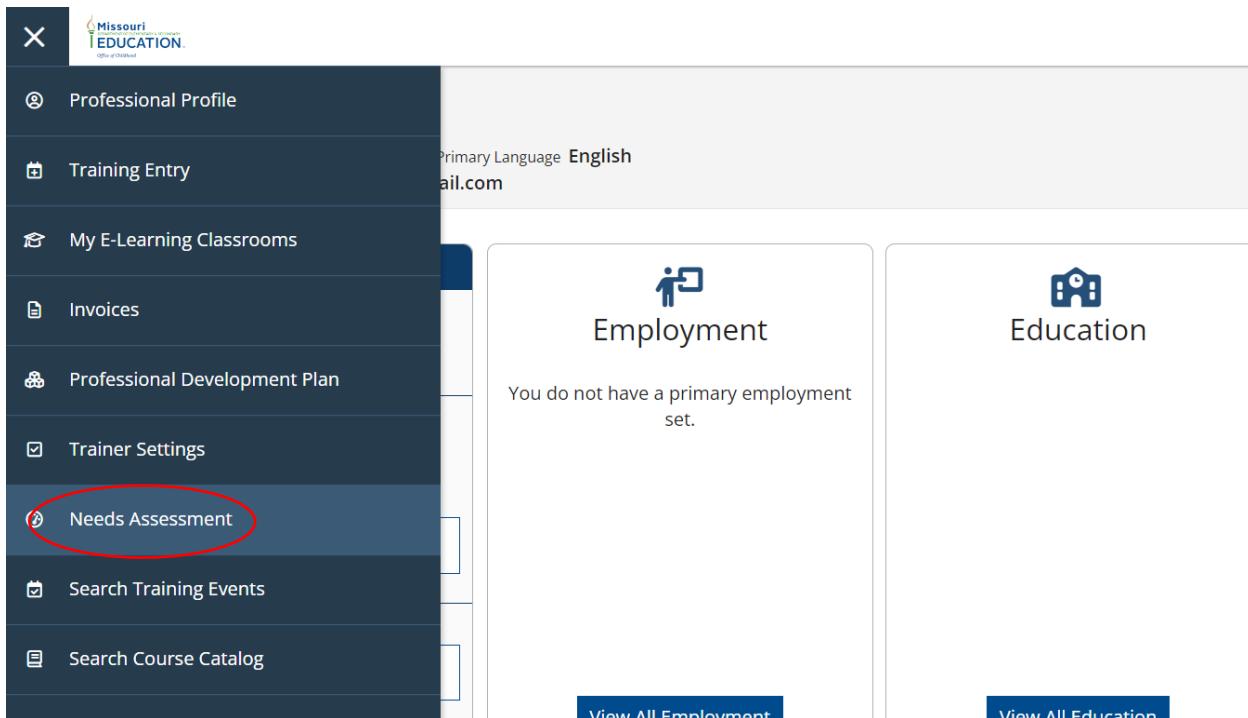
## Individual Training Needs Assessment

The Individual Training Needs Assessment (ITNA) is a tool to assess an individual's knowledge in Missouri's Content Areas that can help determine which training topic areas an individual should choose in the future. There are 32

questions on the assessment. For each question, choose your level of comfort with key concepts and your implementation of certain practices. This tool can help users develop a professional development plan and recommend which topic areas a user needs to increase knowledge in. The results are available to the user and their organization to assist with identifying training needs.

## Access the ITNA

1. From the MOPD profile page, select Needs Assessment from the menu on the left.



Primary Language English  
Primary Email.com

Employment

You do not have a primary employment set.

View All Employment

Education

View All Education

2. Once on the Needs Assessment screen, click the “+” symbol next to Individual Training Needs Assessment.



+

Individual Training Needs Assessment

3. Select Start to begin the assessment.



Individual Training Needs Assessment

No Assessments Taken

Self-Assessment  
Individual Training Needs Assessment (?)

Start

The ITNA window opens.

***You must complete all questions before submitting. If you close the window before submitting, the selections will be erased, and you must start over.***

The ITNA is intended as a self-reflection tool. Each question is an opportunity for you to reflect on your level of comfort with key concepts and your implementation of certain practices.

The results of this tool are intended to help you develop a professional development plan. The results will not be shared with your employer without your permission.

### Individual Training Needs Assessment

1. To what degree do I understand the developmental period of early childhood from birth through age 8 across physical, cognitive, social, and emotional, and linguistic domains?

- Beginning Knowledge
- Implements Knowledge/Content
- Analyzes/Evaluates Content
- Teaches/Instructs Others on Content

#### 4. After answering all questions, select Submit Assessment at the bottom.

32. To what degree do I actively participate in program planning and development?

- Beginning Knowledge
- Implements Knowledge/Content
- Analyzes/Evaluates Content
- Teaches/Instructs Others on Content

**Submit Assessment**

Close Assessment

#### 5. The assessment can be completed again at any time by clicking the Retake Assessment button. It is recommended to retake the assessment annually to reflect knowledge gained throughout your early childhood career. When complete, select Close Assessment.

32. To what degree do I actively participate in program planning and development?

- Beginning Knowledge
- Implements Knowledge/Content
- Analyzes/Evaluates Content
- Teaches/Instructs Others on Content

**Retake Assessment**

Close Assessment

#### 6. Once the window closes, the Review and Retake buttons will appear on the right of the screen.

- The Review button lets you view the choices you selected during the last assessment.
- The Retake button opens a new assessment window to take it again.

— Individual Training Needs Assessment

Last Assessment Taken: 07/18/23

Self-Assessment  
Individual Training Needs Assessment [?](#)

Completed 07/18/23 / Result Please see Reports tab

**Review** **Retake**

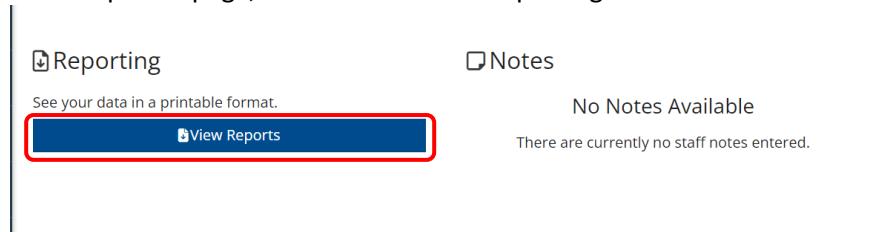
#### 7. When finished with the ITNA, click the Return to My Profile button on the upper right of the page to return to your profile page.

[Return to My Profile](#)

## ITNA Report

Once the training needs assessment is completed, you can run a report to see results.

1. From the profile page, scroll down to the Reporting section at the bottom. Click View Reports.



Reporting

See your data in a printable format.

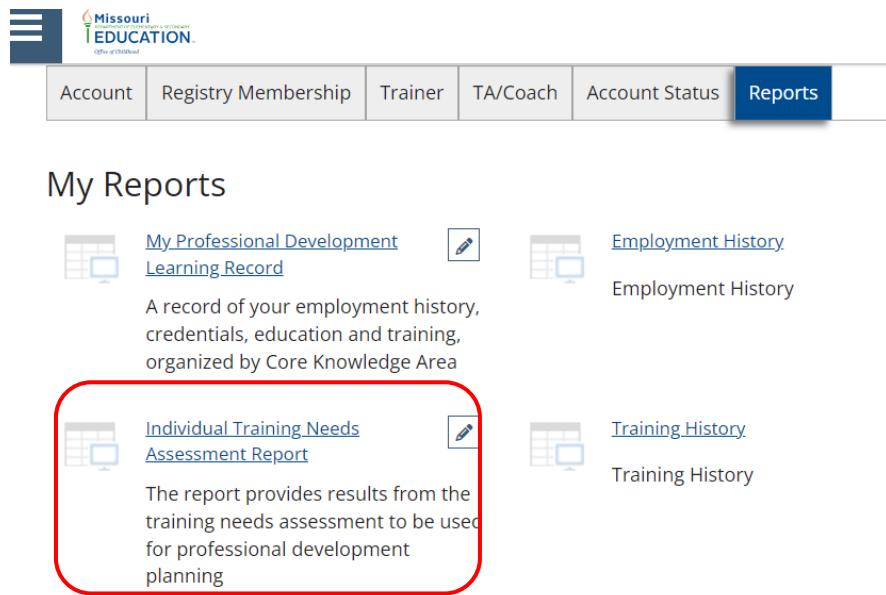
[View Reports](#)

Notes

No Notes Available

There are currently no staff notes entered.

2. On the Reports page, select Individual Training Needs Assessment Report hyperlink.



Missouri  
EDUCATION  
Office of Childhood

Account Registry Membership Trainer TA/Coach Account Status Reports

### My Reports

 <a href="#">My Professional Development Learning Record</a> 	 <a href="#">Employment History</a> Employment History
 <a href="#">Individual Training Needs Assessment Report</a> 	 <a href="#">Training History</a> Training History

3. The report opens in a new browser window. It will show your MOPD ID (shown as Registry ID) and name. In the Result column, you will notice one of the four levels you rated yourself for each assessment question. This result is an average of all 32 of your responses.

### Individual Training Needs Assessment Report

The Individual Training Needs Assessment is a companion tool to the Missouri Content Areas. The tool is designed for consideration of long- and short-term professional development goals and the creation of a professional development plan. The goal is for users to assess their knowledge in each area to help determine what future training areas would be beneficial. The report indicates the level at which the user believes they meet. Beginning Knowledge is the minimum standard followed by Implements Knowledge/Content, Analyzes/Evaluates Content, and Teaches/Instructs Others on Content. Use this report to plan which Missouri Content Area the user needs more professional development.

Registry ID: 1000014

Name: Mathias1, Test

Assessment	Result	Complete Date
Individual Training Needs Assessment	Implements Knowledge/Content Professionals begin to connect and apply the standards when working with children and families	7/13/2023

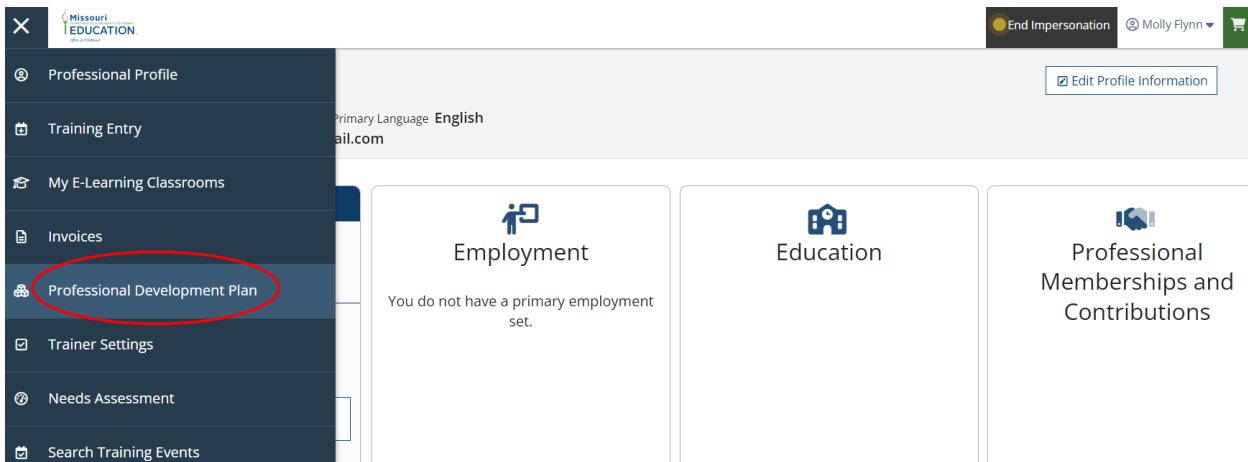
- Organization owners/directors will see a Summary of Staff Needs Assessment Reports, which provides results from staff training needs assessments to be used for professional development planning.

## PROFESSIONAL DEVELOPMENT PLAN

The Professional Development Plan can be used to create and track goals related to improving training knowledge, qualifications, or your overall career. It is a good idea to use the results from the Individual Training Needs Assessment when making a Professional Development Plan. Users can make short- or long-term goals. The user can decide if they want to make several smaller tasks to reach a goal or complete a larger overall goal. Some examples might be: earning a credential, degree, or certificate. Users may want to work with a mentor or coach to help set and reach goals. As progress is made on tasks, you can later go back to your Professional Development Plan and see all Open tasks. You can make updates or mark the task complete. Over time, users will be able to see progression of their goals if you sort by tasks completed. This is a great tool to use during annual performance reviews!

### Make a Professional Development Plan

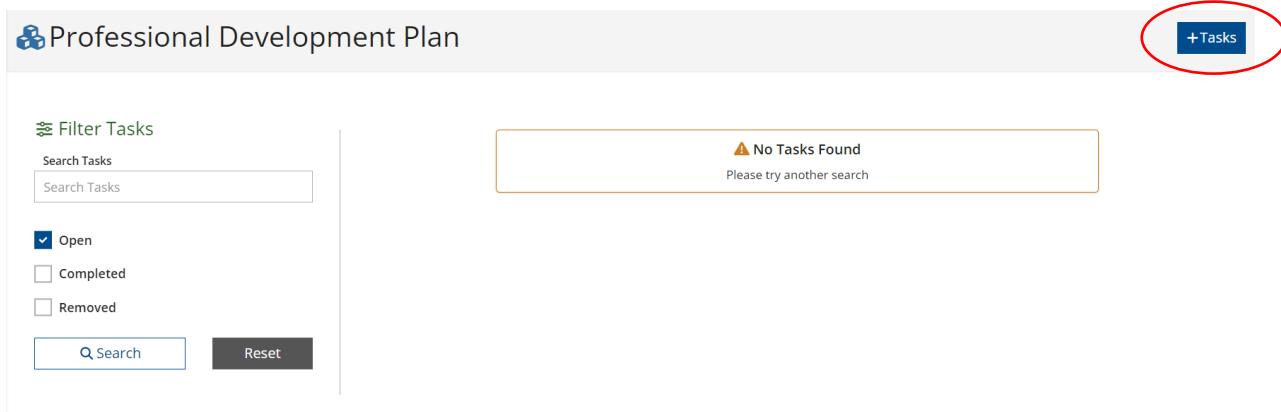
- From your profile page, go to the left menu and select Professional Development Plan.



The screenshot shows the Missouri Professional Development (MOPD) System profile page. The left sidebar menu includes options like 'Professional Profile', 'Training Entry', 'My E-Learning Classrooms', 'Invoices', 'Professional Development Plan' (which is circled in red), 'Trainer Settings', 'Needs Assessment', and 'Search Training Events'. The main content area displays three cards: 'Employment' (with the message 'You do not have a primary employment set.'), 'Education', and 'Professional Memberships and Contributions'.

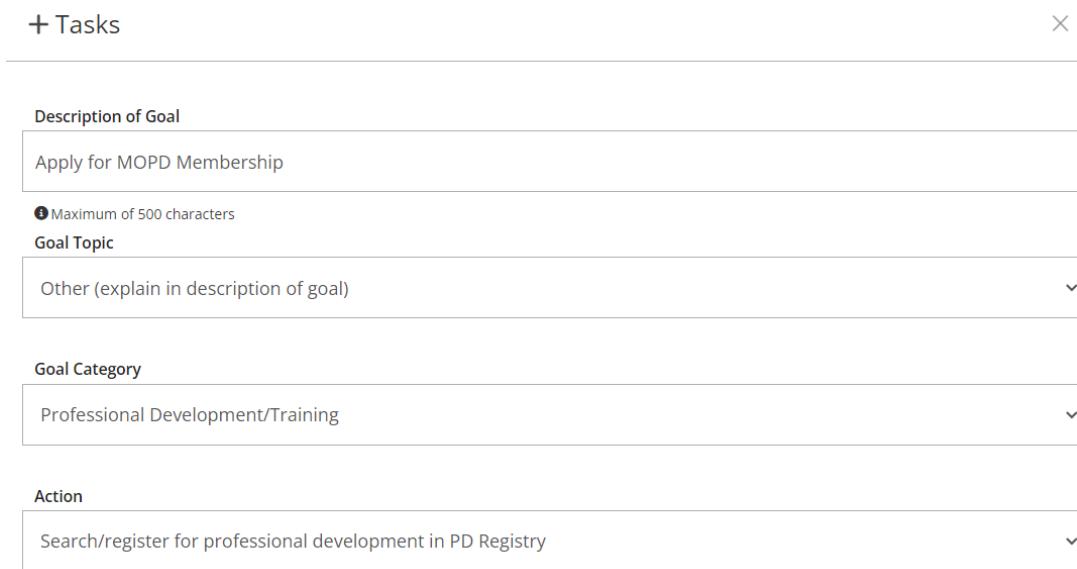
- The main view defaults to all Open tasks. The first time will show no tasks found.

3. Click the blue +Tasks (Add Task) button in the upper right.



The screenshot shows the 'Professional Development Plan' interface. On the left, there is a 'Filter Tasks' section with a search bar and checkboxes for 'Open', 'Completed', and 'Removed' status. Below these are 'Search' and 'Reset' buttons. On the right, a message box displays 'No Tasks Found' with the text 'Please try another search'. At the top right of the page, there is a blue button labeled '+Tasks' with a red circle drawn around it.

4. The Add Task window will open. Enter a goal description in the first field, then select Goal Topic, Goal Category, and Action from their respective dropdowns.



The screenshot shows the '+ Tasks' (Add Task) window. It has a header with a close button (X). The first field is 'Description of Goal' containing 'Apply for MOPD Membership'. A note below it says 'Maximum of 500 characters'. The next section is 'Goal Topic' with a dropdown menu showing 'Other (explain in description of goal)'. The following section is 'Goal Category' with a dropdown menu showing 'Professional Development/Training'. The final section is 'Action' with a dropdown menu showing 'Search/register for professional development in PD Registry'.

5. Once all fields have been completed, there are two options:

- Click Save & Add Another if you have another task to add. The Add Task window refreshes with blank fields and your previously added Tasks are listed at the bottom of the window. Repeat steps as needed to add additional tasks.
- Or click Save & Open

Action

Search/register for professional development in PD Registry

Save & Open   Save & Add Another

Saved Tasks

Apply for MOPD Membership Delete

Goal Category Professional Development/Training /

Action Search/register for professional development in PD Registry

6. Once all tasks have been added, click the Save & Open button. The Task Management screen will open for the most recent task/goal entered. In the Additional Task Details section, enter the task's expected completion date and any additional information or resources needed.

■ Task Management

#11

Description of Goal  
Gather information on CDA requirements

• Maximum of 500 characters

Goal Topic  
Child Development Associate Credential (CDA) ▾

Goal Category  
Credential/Certificate ▾

Action  
Gather information on credentials/certificates ▾

Completed Delete

Created 07/11/2023 / by Molly Flynn

Additional Task Details

Expected date  
Enter Expected date

Intended Outcome, Potential Barriers, and/or Additional Resources needed  
Define the Intended Outcome

7. If desired, you can attach documents relating to the task by clicking on the +File (Add File) button on the right.

Task Documentation

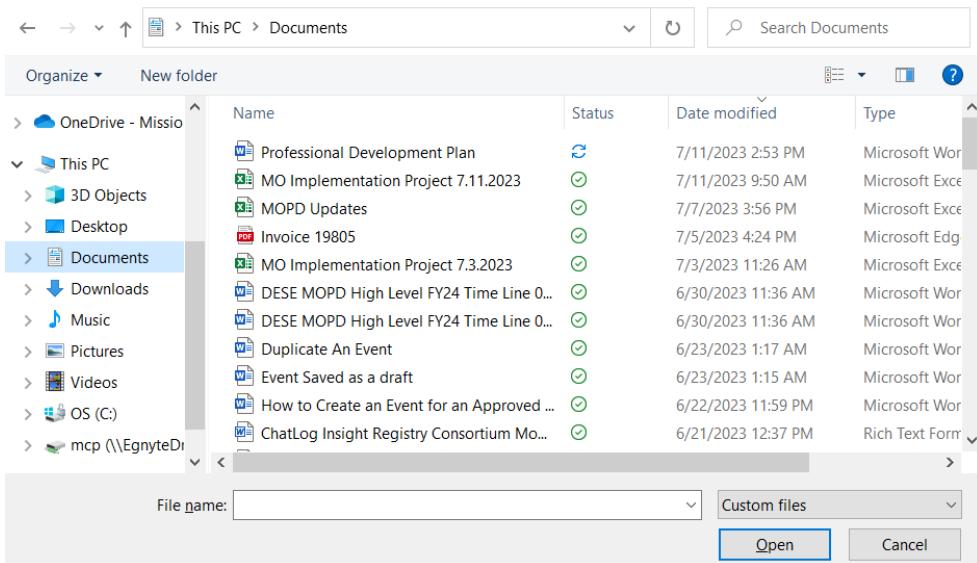
Supporting documentation for this task.

+ File

■ No documents have been added.

Click the "+File" button to upload documents.

8. This opens a file explorer window to choose a file. Select the file to attach and click Open.



9. Once the file has been uploaded, it will be reflected on the screen along with the delete button (trash can icon). Additional files can be added if needed. When finished entering information and attaching files, select the Save Task button at the bottom of the screen.



10. The task is saved; click OK.



Task Saved

Task has been saved successfully.

OK

11. Click Close to return to your Professional Development Plan page.

[+ File](#)

 MO Implementation Project 7.11.2023.xlsx  
 Size 22.14 KB

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

Save Task

Close

## Complete Tasks

1. As progress is made on tasks, go back to the Professional Development Plan page and see all Open tasks. Make updates or mark the task complete, click the Complete box on the right of each task.

SHOWING 1-5 OF 5

 Open	#9 Apply for MOPD Membership	<input type="checkbox"/> Complete
	Goal Professional Development/Training	
	 Documents 0	<a href="#">Manage</a>

2. A window pops up to ask to mark the task Complete. If you choose No, you will return to the Professional Development Plan page. Choose Yes to mark the task complete.



### Complete Task?

Are you sure you want to mark this task completed?

No

Yes

3. Once completion is confirmed, another window appears to say the task was completed. Click OK.



## Task Completed

The task is now completed.

OK

- Once the screen refreshes, the completed task will no longer show. This is due to the default filter of showing only Open tasks. Notice the task has a blue banner on the left that says Open.

Filter Tasks

Search Tasks

Open

Completed

Removed

Search

Reset

#11 Gather information on CDA requirements

Goal Credential/Certificate

Documents 1

Complete

Showing 1-1 of 1

Manage

- To see Completed or Removed Tasks, check the corresponding box in the Filter Tasks column. Notice the task has a green banner that says Complete. Tasks that are removed will have a red banner.

Professional Development Plan

+Tasks

Filter Tasks

Search Tasks

Open

Completed

Removed

#9 Apply for MOPD Membership

Goal Professional Development/Training

Documents 0

Complete

Showing 1-3 of 3

Complete

Manage

## Remove a Task

- To Delete a task once created, click on Manage button in lower right of task.

Open

#11 Gather information on CDA requirements

Goal Credential/Certificate

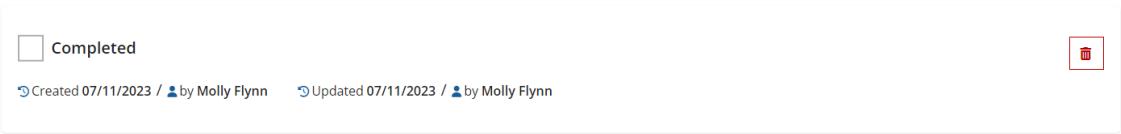
Documents 1

Manage

Showing 1-1 of 1

Complete

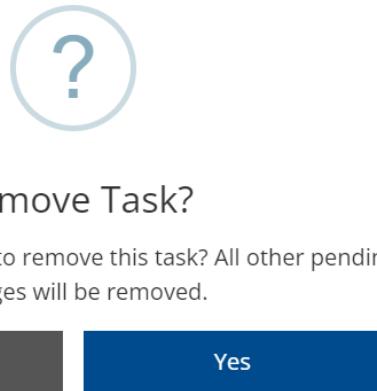
- Click the trash can icon to remove the task.



Completed

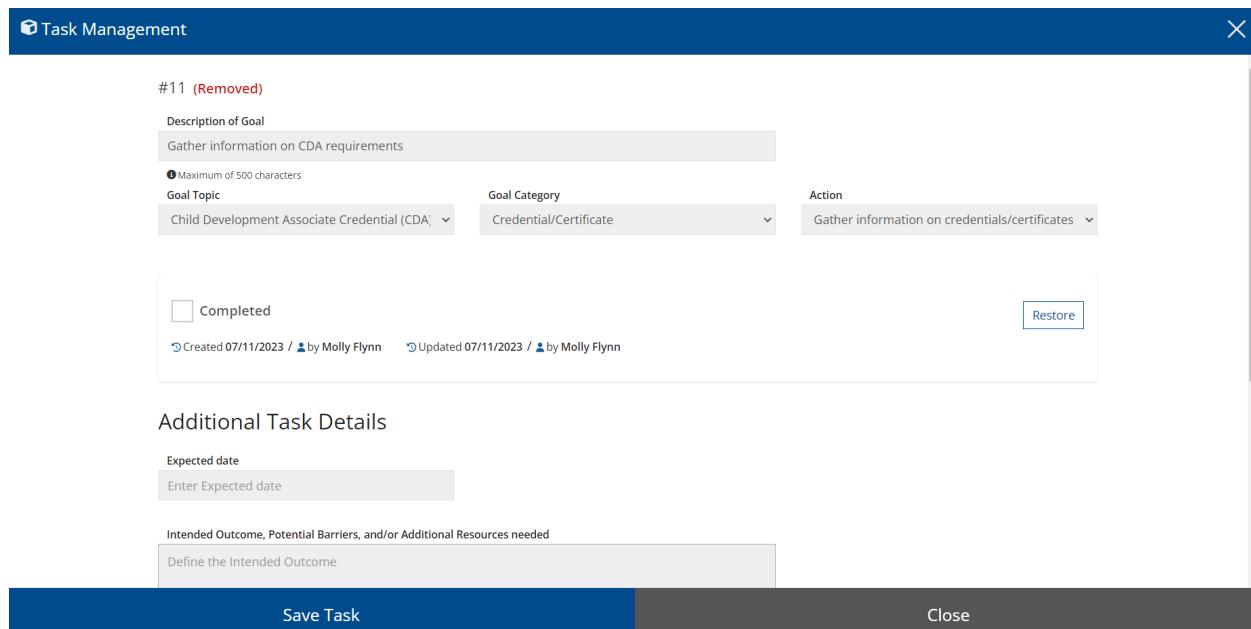
Created 07/11/2023 / by Molly Flynn Updated 07/11/2023 / by Molly Flynn

3. A windows pop-up confirming you want to remove the task. Click Yes.



4. After selecting yes, another pop-up will show the task was saved.

5. The pop-up window closes, and you remain on the Task Management page. The task can be restored if it was deleted in error, or the page can be closed by clicking on Close at the bottom.



#11 (Removed)

Description of Goal  
Gather information on CDA requirements

Goal Topic  
Child Development Associate Credential (CDA)

Goal Category  
Credential/Certificate

Action  
Gather information on credentials/certificates

Completed

Created 07/11/2023 / by Molly Flynn Updated 07/11/2023 / by Molly Flynn

Restore

Additional Task Details

Expected date  
Enter Expected date

Intended Outcome, Potential Barriers, and/or Additional Resources needed  
Define the Intended Outcome

Save Task Close

## Restore a Task

1. On the Professional Development Plan page, filter for Removed tasks by checking that box and then clicking the Manage button on the task to be restored.

Filter Tasks

Search Tasks

Open

Completed

Removed

[Search](#) [Reset](#)

Showing 1-1 of 1

#11 Gather information on CDA requirements

Goal Credential/Certificate

Documents 1

[Manage](#)

2. Click the Restore button on the right.

Task Management

#11 (Removed)

Description of Goal  
Gather information on CDA requirements

Maximum of 500 characters

Goal Topic Child Development Associate Credential (CDA)

Goal Category Credential/Certificate

Action Gather information on credentials/certificates

Completed

Created 07/11/2023 / by Molly Flynn Updated 07/11/2023 / by Molly Flynn

[Restore](#)

3. A pop-up window will appear to confirm you want to restore the task. Select Yes and a pop-up will confirm the task was saved.



Restore Task?

Are you sure you want to restore this task?

No

Yes

4. Click OK.

5. Update fields as needed and then click Save Task. Once completed and information saved, select Close at the bottom to return to your Professional Development Plan page.

#### Additional Task Details

Expected date

Enter Expected date

Intended Outcome, Potential Barriers, and/or Additional Resources needed

Define the Intended Outcome

[Save Task](#)

[Close](#)

# Missouri Professional Development SYSTEM INSTRUCTIONS FOR DIRECTORS & OWNERS



## CREATE/CLAIM AN ORGANIZATION

As an owner, director, or six or fewer provider of a child care program, you must claim the facility, known as an organization, in the MOPD System. To claim an organization that provides direct care to children, you will need the facility Departmental Vendor Number (DVN). A DVN is provided by the Missouri Department of Elementary and Secondary Education (DESE). If you are not sure what your DVN is or if your business has one, email [Childcare@dese.mo.gov](mailto:Childcare@dese.mo.gov) with the program name and address before continuing.

**Before continuing, complete these steps:**

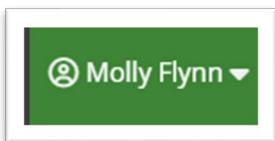
- [Create an Account](#)

*\*Note-* The person claiming a licensed or registered organization (has a DVN) must be on file with DESE Office of Childhood records. To update DESE records, please contact your Compliance Inspector. If you do not know who your Compliance Inspector is, contact [Childcare@dese.mo.gov](mailto:Childcare@dese.mo.gov). When an organization is claimed, the person who claimed the organization can grant permission to others to have administrative access as well. Then those employees may also use the instructions in the Director/Owner MOPD Instructions.

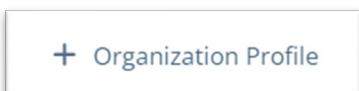
*\*Important note for 6 or fewer providers –* you will return later to Claim Your Organization after your program is added to the subsidy system. You will not be able to Claim Your Organization or verify your personal account until you are an approved subsidy provider.

*\*Non-direct care facilities should refer to those separate instructions when directed.*

1. From your main profile page, click in the upper right corner where you see your name in green. This is called the **context menu**. You will refer back to the context menu often to change between your personal profile and the organization profile. The organization profile has many more options available once your organization is approved.



2. Select + Organization Profile from the context menu.



3. Click the Create Profile button in the middle of the screen. Do NOT attempt 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

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](#)

4. On to the Contact Info page, verify contact information and enter a phone number if the field is blank.

5. Click "Yes, this organization provides direct care and/or education to children." \**If you work at a non-direct care organization, see instructions for how to [Create a Non-Direct Care/Training Organization Profile](#).*

6. 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 \*

MOPDSYSTEM+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 >](#)

7. The screen advances to Organization Identification. If the employer has a DVN, select Yes and enter the DVN. If you are not sure what your DVN is or if your business has one, email [Childcare@dese.mo.gov](mailto:Childcare@dese.mo.gov) with the program name and address before continuing.

## 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.**

Does your program or business have a DVN?

A Departmental Vendor Number (DVN) is provided by the Missouri Department of Elementary and Secondary Education (DESE). If you are not sure what your DVN is or if your business has one, email [Childcare@dese.mo.gov](mailto:Childcare@dese.mo.gov) with the program name and address before continuing.

Yes

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

Required

No

8. Answer the remaining questions:

- Are you a child care program in partnership with Head Start?
  - If yes, you'll enter your Head Start recipient/grantee.
- Are you a child care program in partnership with a School District?
  - If yes, you'll select the school district from the dropdown list.

Are you a child care program in partnership with Head Start?

Yes

Enter your Head Start grantee (required)

No

Are you a child care program in partnership with a School District?

Yes

Select your school district (required)

No

9. Once all questions have been answered, click the Next button at the bottom of the screen.

10. The system will search for programs with a DVN. The next page may display a message that a program was found. The message asks for confirmation that 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.

If the 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).

11. Next is the Organization Type section. If there are no updates needed on this screen, click the Next button.

- The Training Sponsor Organization should only be checked if the organization will offer trainings.
- If the program is accredited, select the accreditation from the dropdown list and click the Add button. Choose all that apply.

- If you select an accreditation, more fields open to enter an ID number, Effective Date, and Expiration Date. If these items are unknown, click Next and update later.

12. Next is the Program Capacity & Enrollment page.

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

## 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

- The number of children enrolled for each of the age groups listed may be added.

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 the organization is open and serving children. Enter a comment if the 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

13. From the Organization Address page, verify the Organization Name, physical and mailing addresses, and phone number displayed are correct. 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

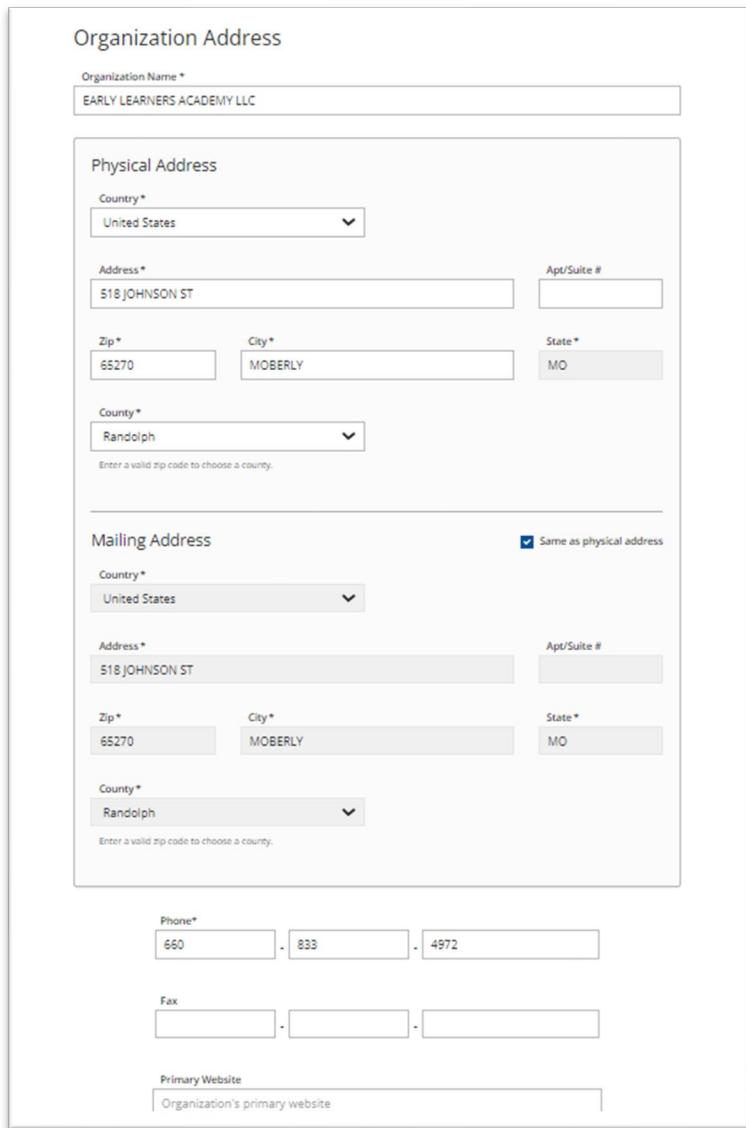
County \*  
Randolph

Enter a valid zip code to choose a county.

Phone \*  
660 - 833 - 4972

Fax

Primary Website  
Organization's primary website



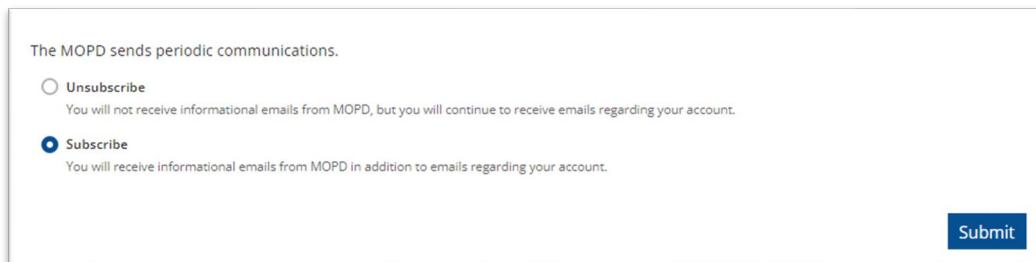
14. Communication Preferences will default to Subscribe to receive informational emails from MOPD. Click the Submit button.

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**



15. A message is received that states, "Thank You For Registering Your Organization!" The Organization Profile application will go into a queue for the MOPD System Staff to review and approve which may take 7-10 business days. This is to verify that the person attempting to claim the organization is a person who should have access to the program's information.

✓ Your application has been submitted for review.

Thank You For Registering Your Organization!

Your application will be reviewed and you will be notified via email within 4-6 days of your status. You will then be able to access your organization profile.

If you have any questions, or do not hear from us within the timeframe above, please use the Contact Us form to request assistance.

16. Next, be sure to Apply for a Registry Profile Membership and list your own employment at the facility you just claimed ownership of. You cannot access the Org profile until this step is complete.

17. While waiting for the organization approval, you will see the organization listed in your context menu with an exclamation point icon. This indicates either that the organization is still under review and/or that you have not listed your own employment at the facility.

The screenshot shows the MOPD system interface. On the left is a vertical sidebar with icons for navigation. The main area displays the user profile: MOPD ID #920117, Welcome, Minnie!, Primary phone number (573) 751-4431, Primary Language English, and Email MOPDSYSTEM+MinnieMouse@gmail.com. Below this is a 'MY MEMBERSHIPS' section showing 'Trainer' and 'Registered Trainer' roles, with a 'View Trainer Info' button. To the right are 'Employment' and 'Education' sections. A context menu is open on the right, listing 'End Impersonation', 'Minnie Mouse', 'Minnie Mouse', '#107059', 'Minnie's Marvelous School' (with an exclamation point icon, circled in red), 'Account Settings', 'Change Password', 'Organization Profile', and 'Logout'. The 'Memberships' and 'Contribution' sections are also visible at the bottom right.

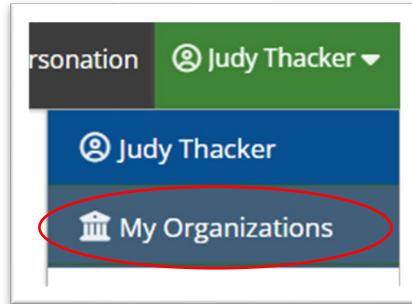
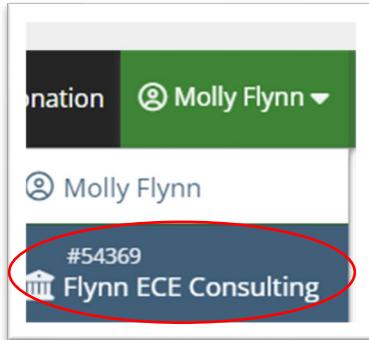
18. If the organization is approved, you will be notified by email. If you have claimed employment at the facility, you will see your organization listed in your context menu without the exclamation point icon. The Organization profile context allows you and others with administrative access to view employee training records and run Staff Reports. Continue to follow the instructions below to see full capabilities of the Organization profile context.

## ACCESS ORGANIZATION PROFILE

After your Organization Profile is claimed, complete the steps below to use the full capabilities of the Organization profile context.

1. Click your name in the top right corner to access the context menu. Select your Organization Profile.

- If you only have one organization listed, its name will appear on the menu.
- If you have multiple organizations, you may need to select 'My Organizations' and then a list of all organizations will appear. Select one from the list.



- The first time you change your profile context to access your Organization Profile, you will receive a pop-up notification that you need to agree to the terms of agreement and click Submit.

Missouri Professional Development System  
Organization Terms of Agreement

As a representative of your organization, you are responsible for:

- Reviewing the Organization Profile and verifying that the information, where provided, is accurate,
- Communicating with your employees and volunteers about how you use their private information.

Data collected through this system is used to administer and evaluate early childhood programs, to conduct research on early learning and school-age care, and to inform policy and programmatic decisions.

Sometimes the MOPD system shares information about your organization with other agencies. Information is only shared as needed and as allowed or required by law. For example, your information may be shared with the following types of agencies or persons:

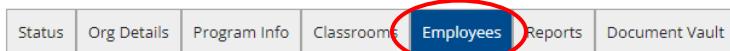
- Employees or volunteers with other state, county, local, federal, collaborative and nonprofit agencies associated with the Department;
- Personnel who require the data for Department functions e.g. child care compliance, child care subsidy program, etc.
- Anyone authorized by law to receive the information, including requests for documents under the Missouri Sunshine Law, Sections 610.010 to 610.030, RSMo.

The MOPD system is required to follow the terms of this notice, this policy may be updated in the future. This may be done, for example, because privacy laws change and require a change in practice. If updates are made, they will be shared at: <https://earlyconnections.mo.gov/MOPD>

I have read and agree to these terms

## Invite Employees to Connect to the Organization Profile

1. Inviting employees to connect to your facility is often easier than having employees find their employer. Inviting employees saves time for employees and allows administrators to confirm employment information rather than depending on staff to enter their correct start date and position title and other job information that you will need to confirm is correct (Training Organizations may partner with other trainers they wish to share courses with that may be considered a contractor or partner rather than an employee, but the MOPD System only has the category of employee). From your Organization Profile, click on the Employees tab.



### 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.

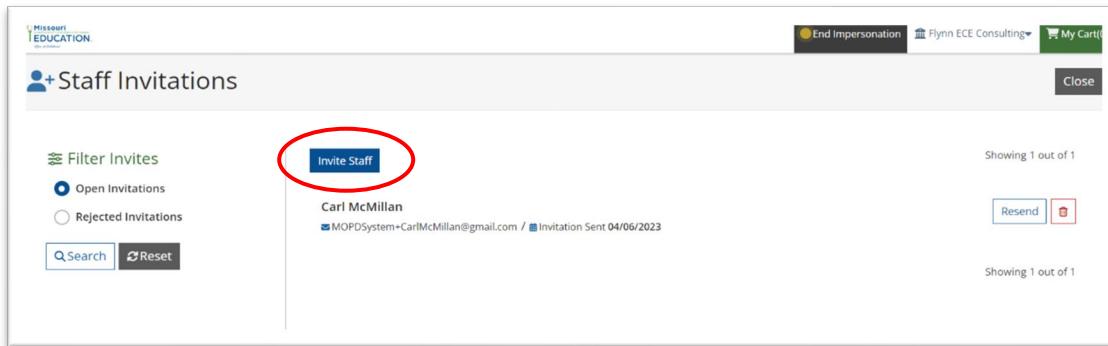
[View Employees](#)

Employees

2. Click the Manage Invites button on the right.

The Staff Invitations screen appears. On the left, you can filter invites. It defaults to Open Invitations.

- In the center, after you have invited employees, you will find a list of open (already sent) invites showing the name, email address, and date the invitation was sent.
- 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 to invite employees to the organization.

4. The Invite Staff window opens.

A screenshot of the 'Invite Staff' window. It contains fields for 'First Name' (Enter First Name, Required), 'Last Name' (Enter Last Name, Required), 'Email Address' (Enter Email Address, Required), 'Position/Title' (Select a Position/Title, Required), 'Start Date' (Enter Employment Start Date, Required), 'Hours Per Week' (Enter Hours, Required), and 'Months Per Year' (Enter Months, Required). The 'Employment Information' section is expanded.

- Enter staff information in the required fields. \*Be sure to enter the email your staff member will use to log into the registry. Confirm the staff member's intended email with them before entering here.
- Select all ages of children the staff member oversees or has knowledge of:

**Age or 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.

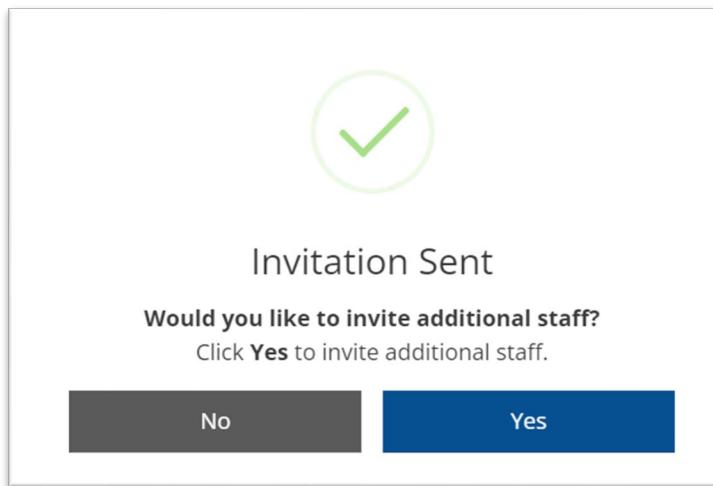
I receive an hourly wage  
 I receive an annual salary  
 I do not wish to provide this information

**Hourly Wage**

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



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



- If you choose Yes, another Invite Staff window appears, and you will repeat steps above.
- 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.

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

*\*\*Directors- please remember to include yourself when adding 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 during the Registry Membership application. \*\**

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

## Verify Employees

On the Employees tab of the Organization Profile, you will see a list of staff records of anyone who has created an employment record for your program. If staff added the employment record, it will be listed as Self-Reported until it is reviewed by someone with administrative privileges. If you invited the staff, the record should automatically change to Verified by Program after the staff accepts the invitation.

1. To verify an employee, click on the blue button with three white dots next to the employee record and select Update.

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

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

The screenshot shows the 'Update Employment Record' window. At the top, it displays the name 'Thacker, Judy' and the title 'Supervisor/Manager'. Below this, there is a radio button group for employment status: 'This individual is currently employed' (selected) and 'This individual is no longer employed'. A 'Start Date' field contains '2/2/2023'. An 'End Date' field is empty. A 'Status' dropdown menu is open, showing options: 'Verified by Program' (selected), 'Reviewed/Not Verified', and 'Denied'. At the bottom of the window is a blue 'Save Changes' button.

3. Select the Status from dropdown list.

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

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

5. Click the Save Changes button.

## Add Staff to Help Manage Organization Profile

It is often helpful to add more administrative users to an Organization to give them access to help with management tasks. While it is not required to have more than one person with organizational/administrative access at each facility, it is best practice to have at least 2 people. If someone is unexpectedly absent for an extended period of time, another individual can continue operations.

Staff added to help manage organization profile users can 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. (Training Organizations who grant this privilege to others allows those users to submit training courses for approval and schedule events.)

1. Click the Org Details tab.

# 29951  
A BRIGHT DAY EARLY LEARNING CENTER

**Org Details** (circled in red)

Status    Org Details    Program Info    Classrooms    Employees    Reports    Document Vault

Contact Information

Email Address\*  
Natasha.Beck@email.com

Send Message

First Name\*  
Natasha

Last Name\*  
Beck

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

Manage organization profile users (circled in red)

Communication Preferences

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.

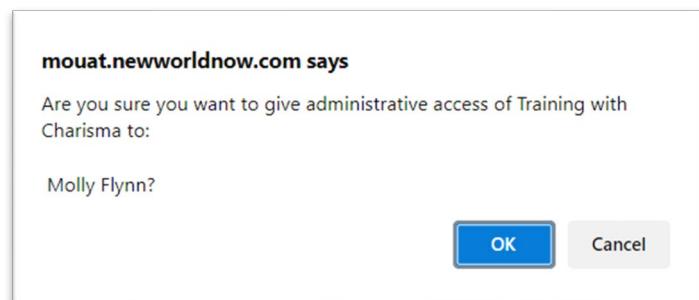
3. Select the staff you want to grant administrative access from the list on the screen by clicking the + button.

Add User

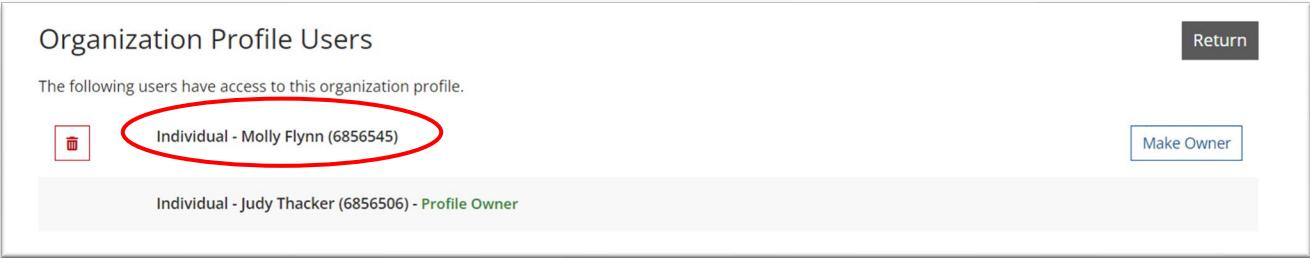
Add a user to give them access to this organization profile when they sign in. Only current employees are available to add.

**+** (circled in red)    Molly Flynn    Trainer

4. A pop-up window will appear asking for confirmation. Click the OK button to confirm.



5. After you click OK, the screen will refresh, and you will see that employee listed under the Organization Profile Users. You will still be listed as the Profile Owner, and they cannot remove you as the owner.



Organization Profile Users

The following users have access to this organization profile.

Individual - Molly Flynn (6856545) Delete

Individual - Judy Thacker (6856506) - Profile Owner

Return

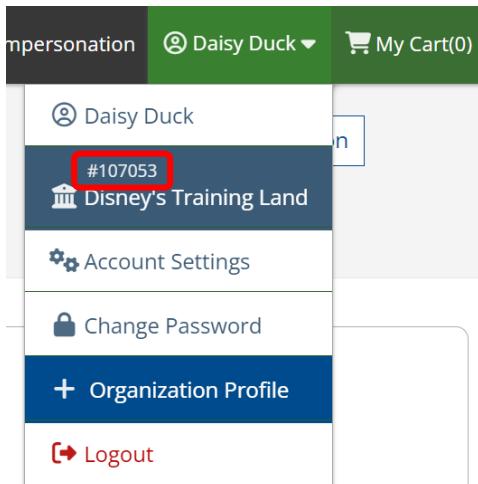
Make Owner

6. To remove an Organization Profile User, click the red trash can beside their name.

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

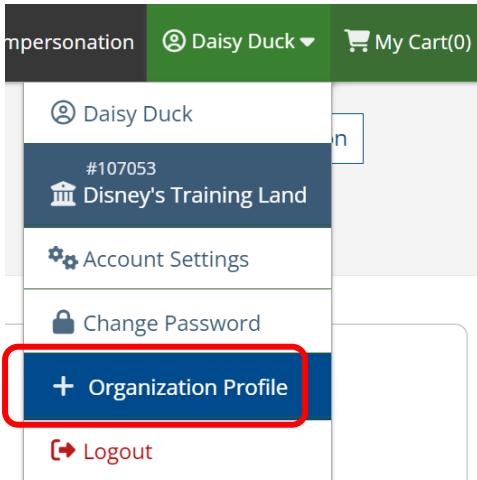
## Administrative Access to Already Claimed/Multiple Organizations

After an Organization has been successfully claimed and approved by DESE, it can be connected to by multiple people who need administrative access. The below steps are also the best way for an individual to easily connect to multiple Organizations. A person who needs administrative access should begin by asking the current Organization owner for the Organization ID number. This is found above the Organization name in the context menu in the right upper hand corner.



Once you receive this number from the current Organization owner:

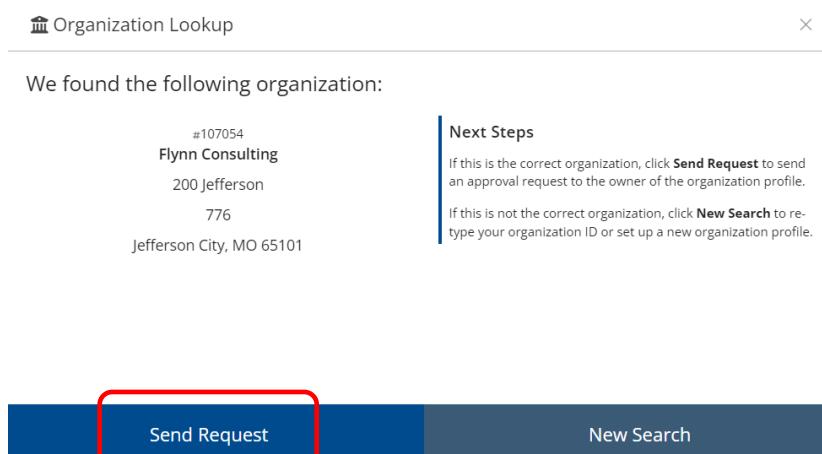
1. Go to the context menu and click on the + Organization Profile button.



2. Enter the Organization ID and click on the Find Profile button.

A screenshot of the 'Organization Profile Lookup' page. The title is 'Organization Profile Lookup' with a magnifying glass icon. Below it, a note says: '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 form field labeled 'Organization ID' with a placeholder 'Enter the Organization ID Number' and a 'Required' label. Below the field is a 'Find Profile' button, which is highlighted with a red rectangular box. Further down, there is a link 'Need to Setup your Organization Profile?' and a note: 'If your organization is not setup in our system, please click "Create Profile" to begin your organization profile setup.' with a 'Create Profile' button.

3. A pop-up will show the Organization identified by the number entered. If it is the correct facility, follow the onscreen instructions. Click Send Request- this goes to the owner to approve your access.



4. Upon clicking Send Request, a pop-up will confirm the Request Sent.



## Request Sent

An approval request was sent to the owner of this organization.

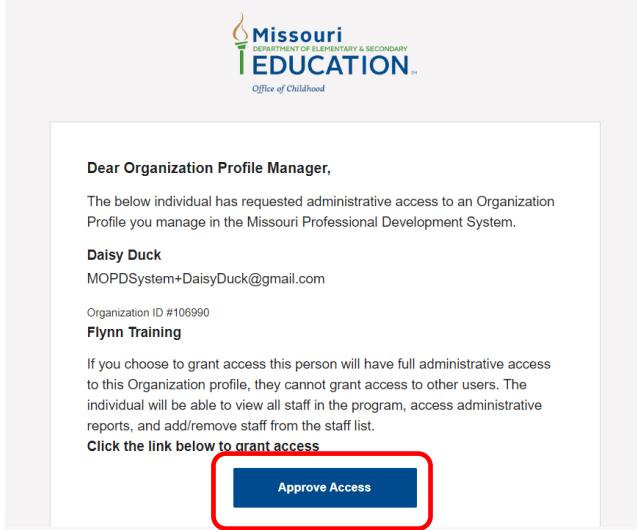
Once approved, you will have access to the requested organization profile.

- ⓘ You will receive a notification email confirming your access to the requested organization when your access request is approved.

[Search Again](#)

[Close Search](#)

## 5. The current Organization Profile Manager will receive an email such as this:



## 6. The current Organization Profile Manager must click Approve Access. This will automatically route the user to the MOPD system. Once logged in, the current Organization Profile Manager will click "Approve Request" to grant the request.

## Organization Request Confirmation

Please review the following organization access request.

 Daisy Duck  
✉ MOPDSystem+DaisyDuck@gmail.com  
🕒 Requested on 09/06/2023

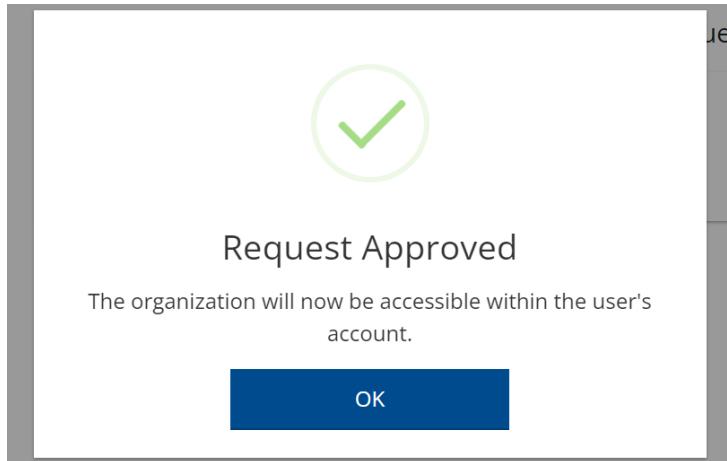
Access will be granted to:

#106990  
Flynn Training  
200 JEFFERSON ST  
STE 501  
JEFFERSON CTY, MO 65101-2902

 Approving this request will grant this user administrative access to this organization profile.

**Approve Request**

6. A confirmation pop-up appears. Click OK.



8. It may be necessary to log out of the MOPD system and log back in for this new approval to take effect.

9. The current Organization Profile Manager should ignore the Request email to deny granting administrative access rights.

## Update Ownership of An Organization

If you are listed as the owner of an Organization Profile in the MOPD System, and you need to update or transfer ownership of the organization to another individual, follow the steps below.

1. Use the context menu to select the Organization Profile.



2. Click the Org Details tab.

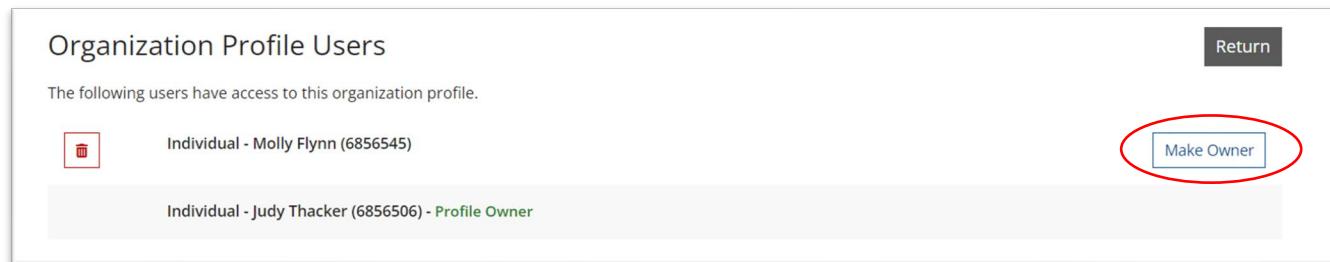


3. Click the Manage organization profile users button located beneath Contact Information.

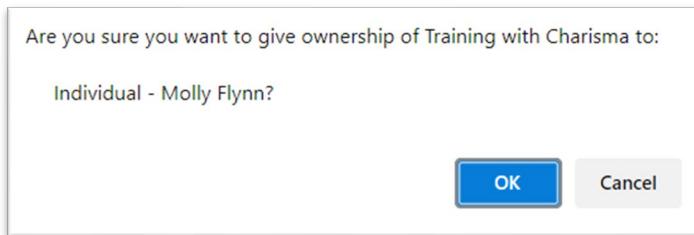
Manage organization profile users

- If you are the only individual listed, go back to [Add Staff to Help Manage Organization Profile](#).
- If you have other individuals listed, proceed to next steps.

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



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

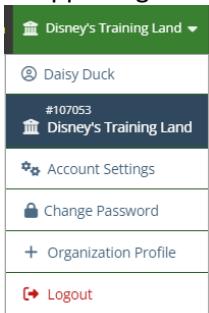


6. You will no longer see the Manage organization profile users button. You will still be listed as an organization profile user and have the ability to add, remove, and verify employees but you are no longer the Profile Owner. The new owner will need to update the contact information on the Org Details Page.

## View Past Employees

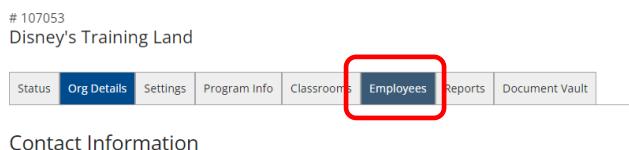
To see information on past employees, follow these steps:

1. Use the upper Right-hand corner Context Menu to select the organization.



2. Click Employees Tab.

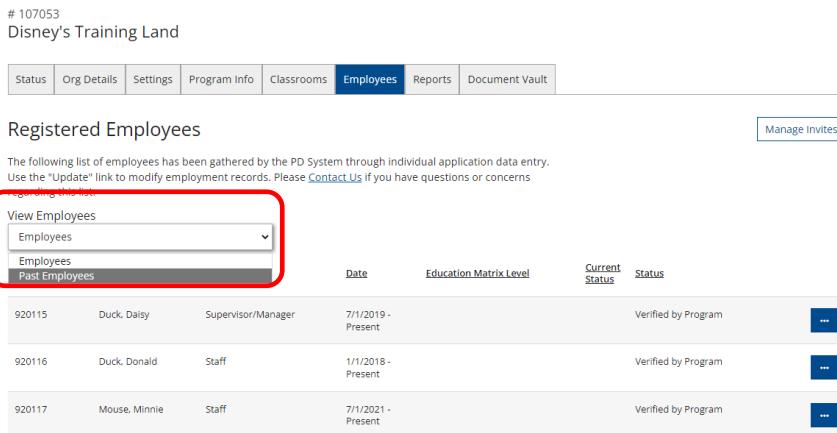
### Organization Profile



#### Contact Information

3. In the View Employees drop-down list, change to 'Past Employees'

### Organization Profile



## ORGANIZATION REPORTS

Those with administrative access to the organization can use reports check staff training records (clock hour history), employment information, and other required trainings that DESE monitors. Different organization types may have different reports available.

1. Select the Organization Profile from the drop-down context menu in the upper right-hand corner.

Rory Gilmore

#43567  
ABC Sample Program

#68748  
JS Consulting

#106994  
RG Training

2. Training records for staff will not show on reports correctly until:

- Each user completes their Profile Membership and has the employer on their employment tab;
- 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.

3. Before viewing reports, confirm that the above requirements are met. First go to the Employees tab of the organization and check the Status column. All staff should show Verified by Program in the column.

### Organization Profile

# 43567  
ABC Sample Program

Departmental Vendor Number (DVN) : 002813807

Status Org Details Program Info Classroom 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
1000083	Cooper, Emily	Teacher	1/1/2020 - Present			Self Reported
100009	Gilmore, Rory	Teacher	5/12/2023 - Present	Member	Current-Expires 5/31/2024	Verified by Program

4. If anyone shows Self-Reported, their clock hour compliance will NOT show on staff reports. Go back to those instructions to verify each staff person.

- If an employee is changed to 'Verified by Program', they will not show on reports until the following day.

Next, check to see if employees have made a Profile Membership. On the Employees tab of the organization, the Current Status column will have an expiration date for staff who have completed this required step. Blanks in this column mean the user has not created a Profile Membership. If the employee has not completed their Membership Profile, advise them to complete that step as soon as possible. Reports will not function correctly until that step is completed.

# 43567

## ABC Sample Program

Departmental Vendor Number (DVN) : 002813807

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
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

5. After you have confirmed that all employees are verified and each employee has made a Profile Membership, click on the Reports tab of the organization. You may see some or all of the report types below.

# 43567

## ABC Sample Program

Departmental Vendor Number (DVN) : 002813807

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

### Program Profile

 [Staff Report](#)   
This report is used to show if staff have met DESE Compliance requirements and the previous year's clock hours.

 [Subsidy Staff Report](#)   
This report is used to show if a program has met the requirements for Subsidy. It can also be used by all programs to see a running tally of the current year's training hours.

 [Staff List](#)   
This report lists all current staff and their current clock hours for the calendar year.

 [Multiple Organization Report Access](#)   
Access reports for all authorized organizations.

 [Summary of Staff Needs Assessment Reports](#)   
The report provides results from staff training needs assessments to be used for professional development planning.

6. Licensed programs will often use the Staff Report. (Registered programs that accept Subsidy but are not licensed should see next section of instructions for 'Subsidy Staff Report/Staff List Report').

7. Click the Staff Report hyperlink to view. A new web browser tab will open with the report. The Staff Report shows the **previous year** of training records history to check compliance for licensed programs. To see clock hours for the **current year**- go to 'Subsidy Staff Report/Staff List Report'.

The top portion of the staff report shows Program (Organization) Information. The rest of the report shows the previous year of training records history. 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)



**Staff Report**

Program Information											
DVN	002813807	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="#">Gilmore_Rory</a>	Teacher	05/12/2023	Verified by Program	2022	8.50	<a href="#">Out of Compliance</a>				
163265	<a href="#">Smith_Sam</a>	Lead Educator/Teacher/Facilitator/Practitioner	11/03/2022	Verified by Program	2022	0.00	<a href="#">In Compliance</a>				12/08/2025
132996	<a href="#">Smith_Judy</a>	Owner/Operator	02/03/2020	Verified by Program	2022	5.75	<a href="#">Out of Compliance</a>				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	<a href="#">In Compliance</a>	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	<a href="#">Out of Compliance</a>	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	<a href="#">In Compliance</a>	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	<a href="#">In Compliance</a>	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. This is what DESE will review to see if staff members are in compliance for training records.

8. Click a staff person's 'Out of Compliance' hyperlink to see the detailed compliance report for an explanation of why someone is out of compliance.

9. The first page of the detailed compliance report shows employment and CPR records for the staff person. Click the blue arrow at the top toolbar to go to page 2.

Professional Development Learning Record

Name: Rory Gilmore  
MOPD ID: 1000009

Missouri  
EDUCATION.  
Office of Childhood

Employment History:							
Program Name	DVN	Position Title	Age Group(s)	Hours/Week	Start Date	End Date	Verified
ABC Sample Program	002813007	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

10. Page 2 shows the user's detailed compliance report showing multiple years (if applicable). Scroll down to the bottom of this report to see how compliance was calculated.

Completed Clock Hour Training List						Includes all Training			
<b>2023</b>									
<b>Clock Hour</b>									
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				
<b>Clock Hour Total Verified</b>			5.00						
<b>2023 Total Verified Credits/Hours (All Tier Levels)</b>			5.00						
<b>2022</b>									
<b>Clock Hour</b>									
Event ID	Course Title	Date	Hours	Sponsor	Verified				
158376	Child Development	12/31/2022	22.50	University of Missouri	Yes				
<b>Clock Hour Total Verified</b>			22.50						
<b>2022 Total Verified Credits/Hours (All Tier Levels)</b>			22.50						
<b>Grand Total Verified</b>			27.50						

## Clock Hour Compliance Calculations

Clock hour compliance is calculated automatically for users in licensed programs. If a person did not complete the required number of clock hours in a previous year, the system automatically applies completed hours to prior year(s) of employment until the user has met their required hours. The calculation goes back as far as 2019 in accordance with the employee's start date. Once in compliance with prior years, the system will begin calculating clock hours for the current year. Staff will show 0 hours in the Clock Hours needed column when they have met their requirement.

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

### **Important Notes:**

- Compliance does not calculate for employees with a start date of the current year.
- 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.
- Staff who do not supervise children will be manually ignored by the compliance inspector during inspections.
- Clock hours are only applied to current or previous years. They cannot move forward.

In the below example, this employee did not complete any clock hours in 2020 or 2021. They completed hours in 2022 and 2023, but all of these hours were automatically counted for previous years because this employee has to make up missing hours before accruing hours for current years.

**\*The column labeled Clock Hours Needed is the number of total hours that will bring the employee into compliance. If a 0 is in this column, the hours were either fulfilled that year or automatically reassigned from subsequent years.**

Calendar Year	Months Of Employment	Clock Hours Required	Clock Hours Completed	Clock Hours Needed	Status
2020	12	12.00	0.00	0.00	In Compliance
2021	12	12.00	0.00	0.00	In Compliance
2022	12	12.00	22.50	8.50	Out of Compliance
2023			5.00		N/A

12 hours were taken from 2022 to meet requirements for 2020

10.5 hours were taken from 2022 and 1.5 hours were taken from 2023 to meet requirements for 2021

1.5 hours from 2023 were counted to 2021. 3.5 hours from 2023 were counted to 2022. Hours must be accrued for 2022 before accruing for 2023.

12 hours from 2022 were counted to 2020, 10.5 hours from 2022 were counted to 2021. No hours are left available to be counted for 2022 since they all count for previous years. 3.5 hours were taken from 2023 to count for 2022 but they have 8.5 hours to complete for a total of 12 hours for 2022.

1. 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 based on the date that person last took a training.

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

2. 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 Subsidy staff report or the Staff List report. Those reports can be used to see training hours for a specified time period. The Staff List report functions the same as the [Subsidy report- see those separate instructions.](#)

3. If an employee has a start date of the current year, there will be a dash mark under Clock Hours Met because it is not calculating for compliance.

4. When you have completed checking compliance for one employee, click the blue arrow in the bar at the top of the page to navigate back to main Staff Report.

MOPD ID	1000009	NULL
<span style="border: 1px solid red; padding: 2px;"> </span> <span style="border: 1px solid red; padding: 2px;"> </span> <span style="border: 1px solid red; padding: 2px;"> </span>		
MOPD ID	Last Name	First Name

5. Click the blue underlined name or MOPD ID of a person to open their individual learning record. (See [INDIVIDUAL REPORTS](#) )

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="#">100009</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	

6. 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.

7. To check reports for multiple organizations, see the Multiple Organization Report.

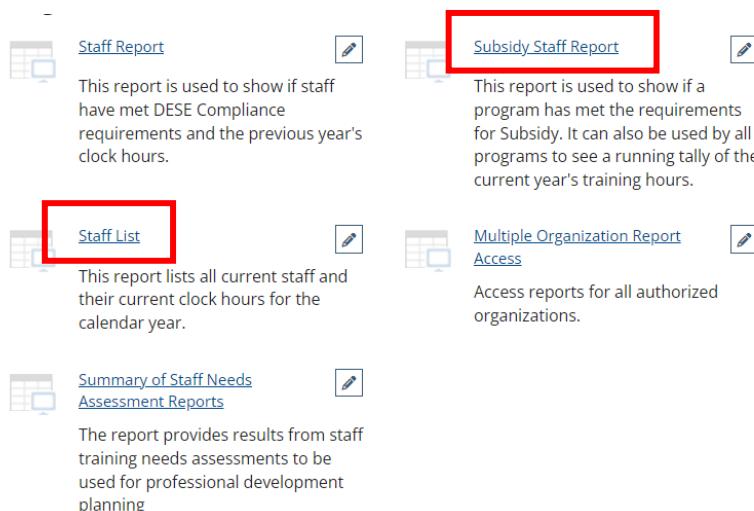
8. Blank fields on reports could mean that:

- The staff person has not taken the training,
- The employee has not been Verified by the Program, or
- The user has not completed a registry membership.

## Subsidy Staff Report/Staff List Report

For programs that receive DESE child care subsidy, a specific Subsidy Staff Report is available to verify all employees in your program are compliant with subsidy-specific training requirements. The Staff List Report can be used in the same way by licensed programs or any organization to see training hours for a specified time period- including the current year's hours. **These instructions will instruct how to retrieve and interpret both the Subsidy Staff Report and the Staff List Report because they function in the same way.**

1. On the Organization's page, go to the reports tab and click the hyperlink for either the Subsidy Staff Report or the Staff List Report.



2. The report defaults to the previous 12-month period of training records history. The timeframe can be changed by entering a different date range at the top. Click View Report on the far-right side.

The screenshot shows a search interface with the following fields:

- Training Completed After:** 7/6/2022
- Training Completed Before:** 7/6/2023
- View Report** button (highlighted with a red box)

Below the search bar, there are navigation buttons (Back, Forward, Home, Find, Next) and a search input field.

3. The report will display with a list of all employees and their training hours completed for the date range chosen, along with expiration dates for specific required trainings. Trainings that are expired are shown in red. Fields that are blank mean either that the staff person has not taken the training or that the employee has not been Verified by Program.

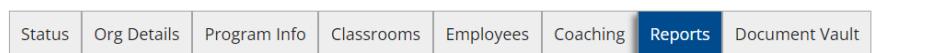
The report lists all staff in alphabetical order and which trainings each staff has completed. The columns on the report include dates and information about training including:

- Employment Verification- self reported employment will not show 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)

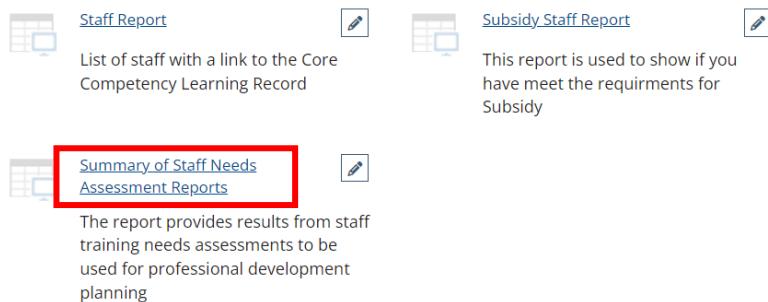
Position	Employment Start Date	Employment Verification	Training Hours	CPR Exp Date	First Aid Exp Date	Subsidy Orientation Training	CCDF Health &Safety
Teacher	11/07/2011	Verified by Program	7.00	07/15/2025	07/15/2025	05/13/2017	06/30/2018
Teacher	08/06/2002	Verified by Program	10.00	10/29/2023	10/29/2023	04/29/2017	05/15/2018
Teacher	09/14/2008	Verified by Program	3.00	07/15/2025	07/15/2025	05/13/2017	05/05/2018
Director/Administrator	08/31/1980	Verified by Program	13.00	07/15/2025	07/15/2025	02/15/2017	07/18/2022
Other Direct Care Staff	08/18/2010	Verified by Program	5.00	07/10/2023	07/10/2023	05/13/2017	05/05/2018
Classroom or Child Care Aide	10/16/2017	Verified by Program	5.00	11/06/2023	11/06/2023	05/13/2017	05/05/2018
Teacher	08/14/1997	Verified by Program	9.25	07/15/2025	07/15/2025	03/25/2017	02/25/2018
Teacher	06/19/2022	Verified by Program	7.00	04/15/2025	04/15/2025		07/27/2022

## Summary of Staff Needs Assessment Report

Another report called Summary of Staff Needs Assessment Reports may be available. Results will only show if staff have completed a training needs assessment. The report allows Organization owners/directors to see a summary of staff Individual Training Needs Assessment (ITNA) reports. Click the report's hyperlink to view the staff member's ITNA results.

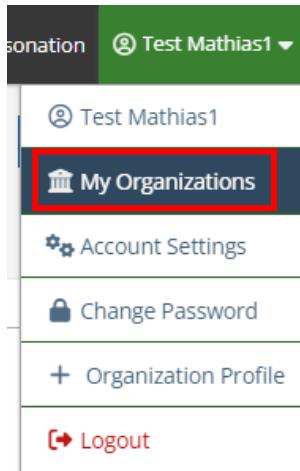


### Program Profile



## Multiple Organizations Report

1. If you have administrative access to multiple organizations, you should have a Multiple Organization Report. Begin by selecting My Organizations from your Context Menu on the upper right-hand side under your name.



2. Select any Organization using the button on the right side.



3. Click the reports tab of the organization. Choose Multiple Organization Report Access.



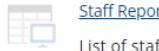
## Organization Profile

# 68779

Mathias Test Org1

Status    Org Details    Employees    **Reports**    Document Vault

### Program Profile



Staff Report

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



[Multiple Organization Report Access](#)

Access reports for all authorized organizations.

4. You will see multiple organizations on this report based on which reports are available. If the report is available, it will be hyperlinked by clicking View Report.

Organization: Mathias Test Org1, Org Agreement1    Report Type: Program Profile

Reports: Staff Report, Subsidy Staff Report, :    1 of 1

Find | Next

### Multiple Organization Access

Missouri Department of Education

#### Organization Report List

		Staff Report	Subsidy Staff Report	Summary of Staff Needs Assessment Reports
45897	Test Org Kansas City	<a href="#">View Report</a>	X	X
68779	Mathias Test Org1 Annada	<a href="#">View Report</a>	X	X
106955	Test1 - Licensed Child Care Center Florissant	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>
106956	Test2 - Licensed Grp Home Florissant	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>
106957	Test3 - Licensed Family Child Care Florissant	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>
106958	Test4 - Exempt Child Care Center Saint Charles	<a href="#">View Report</a>	<a href="#">View Report</a>	<a href="#">View Report</a>
106959	Test5 - School District / LEA Saint Charles	<a href="#">View Report</a>	<a href="#">View Report</a>	X

5. An X in the column means that the report is not available. Subsidy Staff Reports are only available to organizations that accept subsidy. The Summary of Staff Needs Assessment Reports is only available if employees have completed their Individual Training Needs Assessment.

## Register Staff for Training

1. Those with administrative privileges to an Organization may register staff for trainings. When logged in with your context menu as the Organization, go to a training Event you wish to register staff for using normal instructions for '[Search For Training And Register](#).' You will see the event registration page as normal.

## Event Registration

[Return](#)

Daisy's Delightful training

Friday, August 25, 2023

[view full event details](#)

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

3. If staff are not already registered, click the checkbox in the Register column to register one or more staff. Then click the bottom Register Staff button.

Add Staff to Event

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

[Register Staff](#)

4. You will go through a screen to confirm attendee details. Choose the Next Staff button to review more staff 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

Please review your attendee details.

[Next Staff >](#)

Attendee Minnie Mouse  
Individual ID 920117

Email Address  
MOPDSystem+MinnieMouse@gmail.com

5. Choose the Continue button to confirm all staff registered for the training.

## Attendee Details

[◀ Previous Staff](#) [Continue ▶](#)

Please review your attendee details.

Attendee	Daisy Duck
Individual ID	920115

Email Address

MOPDSystem+DaisyDuck@gmail.com

6. Then review registration choices in the Registration Summary. Staff can be edited with the pen on paper icon or removed with the trash can icon.

## Registration Summary

 Minnie Mouse	<a href="#"></a> <a href="#"></a>
 Daisy Duck	<a href="#"></a> <a href="#"></a>
<b>Total: --</b>	

7. Next, agree to the course Terms and Conditions on behalf of the staff attending.

## 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](#)

8. Then click Complete Registration.

9. 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. Staff will receive an email to confirm registration of 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:** --

# Missouri Professional Development SYSTEM INSTRUCTIONS FOR TRAINERS



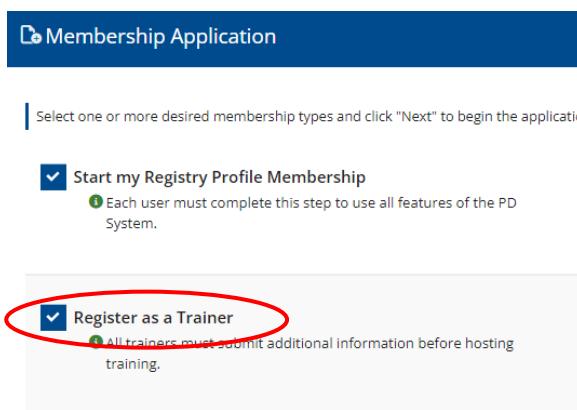
# REGISTER AS A TRAINER

The State of Missouri does not have specific criteria to approve trainers in the MOPD system, with the exceptions of First Aid, CPR or asynchronous courses. 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 asynchronous courses will have to submit additional documentation before they can teach those courses.

## Before continuing, complete these steps:

1. Create an Account

2. Apply for a Registry Profile Membership and choose Register as a Trainer.



The screenshot shows a blue header bar with the text "Membership Application". Below it is a text input field with the placeholder "Select one or more desired membership types and click "Next" to begin the application". Underneath is a list of checkboxes. The first checkbox, "Start my Registry Profile Membership", is checked and has a note: "Each user must complete this step to use all features of the PD System.". The second checkbox, "Register as a Trainer", is also checked and has a note: "All trainers must submit additional information before hosting training." A red oval highlights the "Register as a Trainer" checkbox.

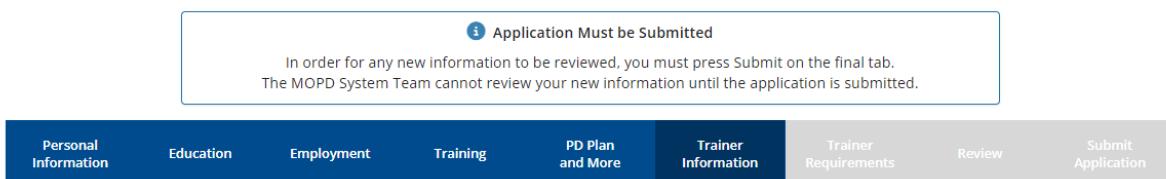
Follow normal instructions above for applying for membership but read notes below before adding employment, reviewing, and submitting Profile application. The Trainer Membership application will allow you to submit training courses for approval.

**\*Employment for trainers-** see "Create a non-direct care organization" instructions. 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 the Review and Submit steps** of the Registry Profile Membership Application, the Trainer Information and Trainer Requirements tabs must be completed. See those instructions below.

## Trainer Information

Most of this information on the Trainer Information tab is optional to enter. The details can help trainees find and select trainers based on what characteristics they are looking for in trainings.



The screenshot shows a tab navigation bar with the following tabs: Personal Information, Education, Employment, Training, PD Plan and More, Trainer Information (which is the active tab and highlighted in blue), Trainer Requirements, Review, and Submit Application. Above the tabs, there is a note: "Application Must be Submitted" with an info icon. Below it, a message says: "In order for any new information to be reviewed, you must press Submit on the final tab. The MOPD System Team cannot review your new information until the application is submitted."

- Trainers may select Schedule Availability and preferred Time of Day from the dropdown lists.
- Trainers may enter the number of miles willing to travel to host trainings.

Schedule Availability	Time of Day
-- Select One --	-- Select One --
Miles Willing to Travel	
<input type="text"/>	

- Trainers may select which counties they are willing to travel to deliver training or check the box of “Check All that Apply,” to select all Missouri counties.

Training Counties

<input type="checkbox"/> Check All that Apply
<input type="checkbox"/> Adair
<input type="checkbox"/> Andrew
<input type="checkbox"/> Atchison
<input type="checkbox"/> Audrain
<input type="checkbox"/> Barry
<input type="checkbox"/> Barton
<input type="checkbox"/> Bates
<input type="checkbox"/> Benton

- Select language(s) used in your trainings.

Training Languages

<input checked="" type="checkbox"/>
-------------------------------------

- To be included in the public trainer directory, check the applicable box. Then populate the Trainer Profile field to list a few keywords that will help attendees find your trainer profile.

**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

- If entering keywords- press the space bar to end a 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.

Trainer directory keywords

**ASL**  **SignLanguage** 

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

- Select your Age Group Expertise. This is a required field. 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

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



- Trainers **not certified** to train CPR or First Aid, click the Save and Continue button to progress to the Review tab.
- Trainers **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. (see full instructional document for CPR or First Aid trainers if needed)*
  - Once the document is uploaded, a File Type field appears. Select the certifying organization from the dropdown list.
  - You may also enter a description of the document in the File Description field.
  - Click Save and Continue.

## Review

The Review tab will list each tab of the application and show a summary for that tab. Review and if changes are needed, use the Previous Step buttons at the bottom of each 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 a 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:**

Acknowledge you have reviewed the agreement by checking the box at the bottom of the screen. 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.



Instructions then appear on the Submit Application tab. Read the instructions carefully, so you know the process and how to follow up if you have questions. If no changes need to be made, submit by clicking the Submit Application button.

Personal Information	Education	Employment	Training	PD Plan and More	Trainer Information	Trainer Requirements	Review	Submit Application
----------------------	-----------	------------	----------	------------------	---------------------	----------------------	--------	--------------------

### 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 student's 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	Fee*
Trainer	None - Initial	N/A	

[Return to My Profile](#)

[< Previous Step](#)

[Submit Application](#)

Thank you for registering as a trainer! You will receive an email once the Profile membership is reviewed. You can [Submit A Training Course For Approval](#) (except for CPR/ First Aid, or asynchronous) immediately!

- Trainers who wish to teach asynchronous (online on-demand) courses must contact [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov) to discuss that approval process.

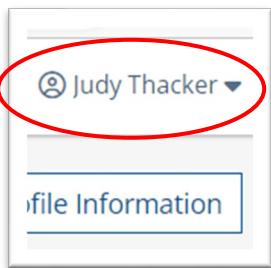
CPR and First Aid certified instructors must see the separate instructions specifically for [CPR & First Aid Trainer Instructions](#).

## SUBMIT A TRAINING COURSE FOR APPROVAL

After receiving a confirmation email stating your Trainer Membership was approved for the MOPD System, follow the steps below to submit a training course for approval. Each course must have separate approval, which may take up to 30 days. Multiple events (different dates/times) can be created from the same course (after content is approved).

### 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, you can click on your training organization in the top right context menu. \*Read information at [Training Sponsor Organization Specifics](#) to ensure you create a course with the correct permissions. 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.

The screenshot shows the user profile at the top with the name 'Molly Flynn'. Below the profile, a list of training entries is displayed. The entry 'Lily's Kids' is circled in red, indicating it is the target for step 1.

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

The screenshot shows the 'Training Entry' menu item circled in red. The menu also includes 'Professional Profile', 'Invoices', 'Professional Development Plan', and 'Registry Reports'. To the right, there is a section for 'Employment' showing 'Primary Employer'.

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

The screenshot shows the 'Training Entry' screen with the 'Courses' tab selected (circled in red). Below the tabs, there is a 'Filter Courses' section with dropdown menus for 'Course Status', 'Course Type', and 'Core Competency'. A 'New Course' button is located in the top right corner of the filter section.

3. Click the New Course button.

The screenshot shows the 'Training Entry' screen with the 'Courses' tab selected. The 'Filter Courses' section is visible, and the 'New Course' button is highlighted with a red circle.

Continue through the following 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.

Course Information	Course Content	Instructional Plan	Additional Details	Authorized Trainers	Submit for Approval
<p>Title*</p> <input type="text"/>					
<p>Course Type*</p> <input type="text" value="Clock Hour Course"/>					
<p>Course Level*</p> <input type="text" value="Clock Hour"/>					
<p>Description*</p> <input type="text"/>					
<small>Please provide a course description. (This description will be made public)</small>					

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
<input checked="" type="checkbox" value="Safe Sleep"/>	<input type="text" value="Licensing"/>
Name	Type
<input checked="" type="checkbox" value="Safe Sleep"/>	Licensing
<input type="button" value="Save And Continue"/>	

4. Click the Save and Continue button.

## Course Content

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



The screenshot shows the 'Course Content' tab selected in a navigation bar. The course details are as follows:

- Course ID:** 37807 (highlighted with a red oval)
- Title:** Sleep Like a Baby
- Entered By:** 5/12/2023 10:59 AM  
Molly Flynn
- Address:** 200 JEFFERSON ST  
STE 101  
JEFFERSON CTY, MO 65101-2902

1. For course category, select the general category addressed that most pertains. If the course covers multiple topic areas, it is suggested to list Preschool/Pre-K.

Course Category\* Choose the primary course category.



A dropdown menu showing the following options:

- Toddler
- Make Selection --
- Infant
- Toddler
- Preschool/Pre-K
- School Age
- Business

2. Enter the total number of clock hours participants will receive upon completion of your course. A course must be at least one hour.



Clock Hours\*

3. Enter the number of hours learners will spend on each MO Content Area in the course. Leave the field blank if that MO Content Area is not addressed in the course. Each MO Content Area must be addressed for at least 30 minutes with the course training objective and **no more than two content areas 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 entered on the MO Content Areas 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 are 2 hours and each scenario shows how many MO Content Area 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 MO Content Areas selected will automatically be cross-walked to the CDA Content Areas. Scroll to the bottom.

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 to provide details about the course. The more information provided, the more likely the course will be approved without requiring revisions.

1. Use the info icon with a question mark circled to read more instructions for each section.

Course Information	Course Content	Instructional Plan
Course ID 48637		
Minnie's course		
Entered By 4/10/2024 1:48 PM Minnie Mouse		
123 Epcot Shelburne, VT 05482		
Prerequisites 	Prerequisites	
	List any prerequisites or advanced preparation required for participants of this training.	

2. Each section provides a text box to enter information 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 if needed.

<b>Prerequisites</b> 	<div style="border: 1px solid #ccc; padding: 10px; height: 100px; margin-bottom: 10px;"></div> <div style="border: 1px solid #ccc; padding: 10px; height: 100px; margin-bottom: 10px; text-align: right;">  </div> <p>➤ <a href="#">Click here to Upload Documents/Files</a></p>
<hr/> <b>Diversity/Inclusion</b> 	
<div style="border: 1px solid #ccc; padding: 10px; height: 100px; margin-bottom: 10px;"></div> <div style="border: 1px solid #ccc; padding: 10px; height: 100px; text-align: right;">  </div> <p>➤ <a href="#">Click here to Upload Documents/Files</a></p>	

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

▼ 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.

 ▲

[Cancel](#)

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

The screenshot shows a Windows File Explorer window. The address bar indicates the path: 'Documents > MOPD Manual > Test Folder'. The left sidebar shows a tree view of the file structure, with 'Documents' selected. The main pane lists a single file, 'Sample File', with details: Name, Date modified (5/10/2023 1:17 PM), and Type (Microsoft Word Document). At the bottom, there is a 'File name:' input field and a 'Custom files' button. The 'Open' button at the bottom right is highlighted with a red circle.

5. 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. 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 Delete

Show to Public

Upload

Cancel

Sections on the Instructional Plan tab are:

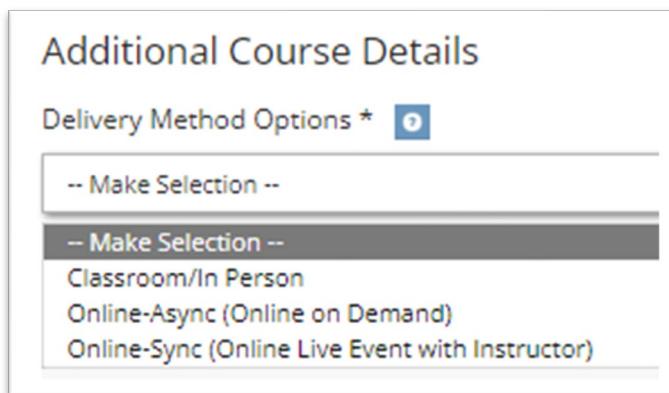
- Prerequisites
- Diversity/Inclusion
- Outline of Training Content, Training Methods, and Training Timeline **(required)**
- Training Activity
- Assessment of Learning Objectives **(required)**
- Course Approval Rubric
- Major Resources Used to Develop The Training
- Upload Participant Handouts

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

- Administrators
- After School Staff
- Child Care Center Staff
- Coaches
- Directors
- Early Childhood Mental Health Staff
- Early Childhood Special Education Staff
- Early Interventionists
- Family Home Staff
- Group Home Staff
- Head Start/Early Head Start Staff

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

Ages Addressed

- Prenatal
- Infants (0 to 11 months)
- Young Toddlers (12 to 23 months)
- Older Toddlers (2 to 3 years)
- ... . .

4. Click the Save and Continue button.

## AUTHORIZED TRAINERS

\*The step is optional. There is no need to add yourself as an authorized trainer. Most trainers will keep the default choice selected 'No'. Then click Save and Continue to progress to the Submit for Approval tab.

Course Information	Course Content	Instructional Plan	Additional Details	Authorized Trainers	Submit for Approval
--------------------	----------------	--------------------	--------------------	---------------------	---------------------

Course ID 48637  
Minnie's course

Entered By  
4/10/2024 1:48 PM  
Minnie Mouse  
123 Epcot  
Shelburne, VT 05482

### 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.

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

If using Authorized Trainers- this feature allows trainers to share a course with others (*with limited options*). If a large list of trainers is needed or if authorized trainers will frequently be updated, consider [Creating a Training Organization](#) and using other available options explained in those instructions.

1. By clicking 'Yes', the Add Trainer button becomes enabled. If desired, Click Add Trainer.

### 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.

ID	Name	City	Authorization / Date	Expires
932613	Mouse.Minnie	Shelburne, VT	Owner 4/10/2024	--

2. The Add Trainer window appears. Enter the trainer's MOPD ID or Name and click Search.

Add Trainer

Search by Trainer's MOPD ID or Name

Search for Trainers:

Donald Duck

[Search](#) [Cancel](#)

- The trainer will need to already have an MOPDID created, or the Authorized Trainer cannot be assigned and you will see an error message of 'No Trainers Found'.

## Add Trainer

Search by Trainer's MOPD ID or Name

Search for Trainers:

Donald Duck

Search

Cancel

⚠ No Trainers Found

No trainers were found using the search criteria.

### 3. Select the correct name by clicking their name's hyperlink.

## Add Trainer

Search by Trainer's MOPD ID or Name

Search for Trainers:

Test

Search

Cancel

MOPD ID	Name	City, State
100850	<a href="#">Heather_jackson</a> test	, MO
108028	<a href="#">Shravani Aarontest</a>	, KS

### 4. The screen refreshes and you will now see the trainer you selected in the list of Authorized Trainers, pending authorization. Authorized Trainers need reviewed by DESE which may take up to a week.

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

Course ID 48637

Minnie's course

Entered By  
4/10/2024 1:48 PM  
Minnie Mouse

123 Epcot  
Shelburne, VT 05482

#### 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.

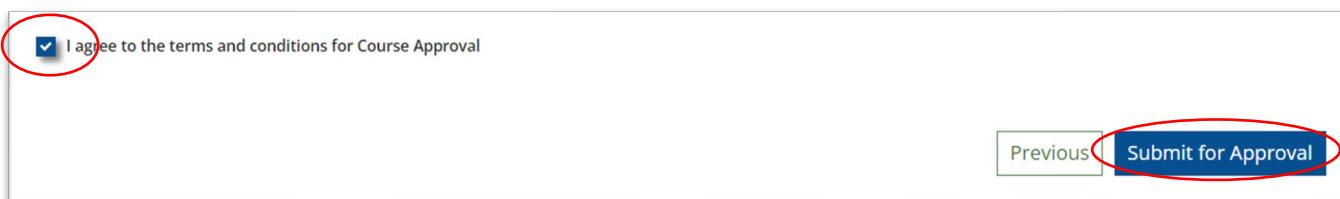
ID	Name	City	Authorization / Date	Expires	...
100850	<a href="#">jackson</a> Heather	--	Pending 4/10/2024	--	
932613	<a href="#">Mouse_Minnie</a>	Shelburne, VT	Owner 4/10/2024	--	

Previous

Save And Continue

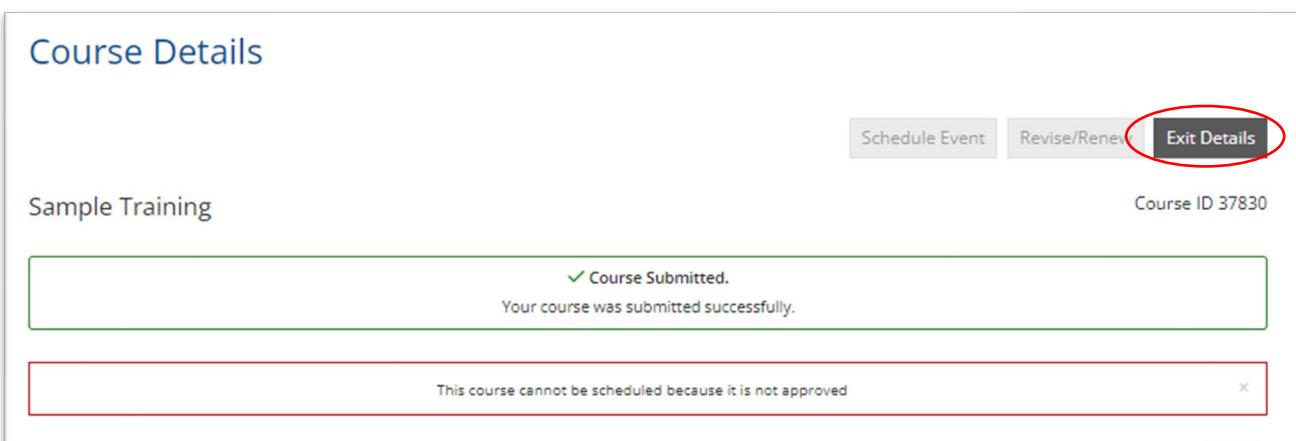
## Submit for Approval

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



The screenshot shows a form for course approval. At the top, there is a checked checkbox labeled "I agree to the terms and conditions for Course Approval". Below the form are two buttons: "Previous" and "Submit for Approval". The "Submit for Approval" button is highlighted with a red oval.

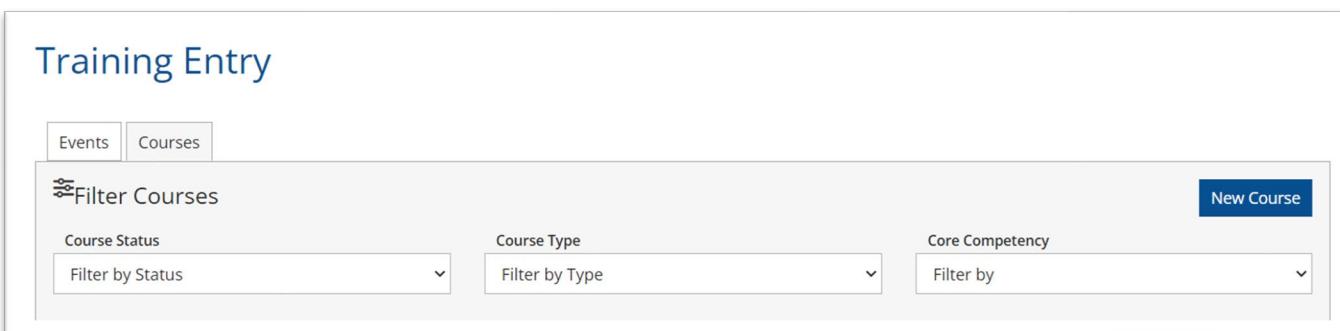
3. The screen refreshes to show a Course Submitted message and that you cannot schedule events because the course is not approved. Click the Exit Details button.



The screenshot shows the "Course Details" page for a course titled "Sample Training". The course ID is 37830. At the top, there are buttons for "Schedule Event", "Revise/Renew", and "Exit Details", with "Exit Details" highlighted with a red oval. A green message box displays "Course Submitted. Your course was submitted successfully." Below it, a red message box displays "This course cannot be scheduled because it is not approved".

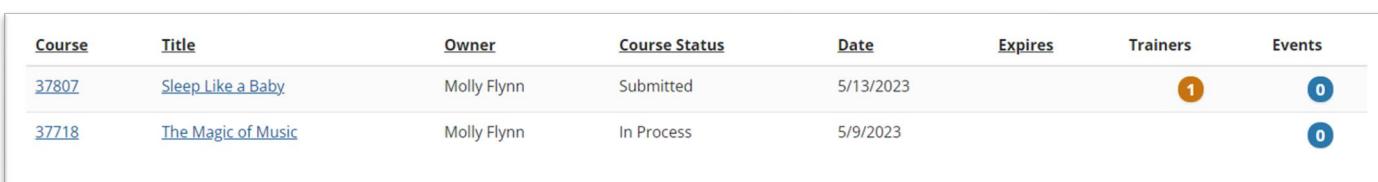
You will receive an email when the course is approved or if additional steps are required.

If desired- You can view the status of courses under Training Entry, under the Courses tab.



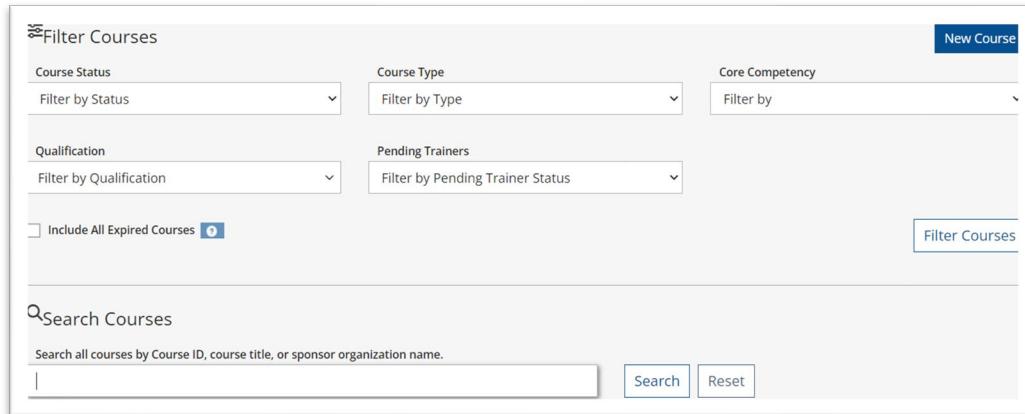
The screenshot shows the "Training Entry" page. At the top, there are tabs for "Events" and "Courses", with "Courses" selected. Below the tabs is a "Filter Courses" section with dropdowns for "Course Status", "Course Type", and "Core Competency", and a "New Course" button. The main area displays a list of courses.

At the bottom of the Courses tab screen, a list of courses can be seen. The list provides the status, date of the current status, expiration date, number of other trainers authorized, and the number of events scheduled.



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

If the list of courses is long, you can filter courses using fields on the Training Entry page.



Filter Courses

New Course

Course Status Course Type Core Competency

Filter by Status Filter by Type Filter by

Qualification Pending Trainers

Filter by Qualification Filter by Pending Trainer Status

Include All Expired Courses

Search Courses

Search all courses by Course ID, course title, or sponsor organization name.

## CREATE AN EVENT FOR AN APPROVED COURSE

You will receive an email if a course is approved, denied, or needs revisions. Once your course is approved, you can begin scheduling events. 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.

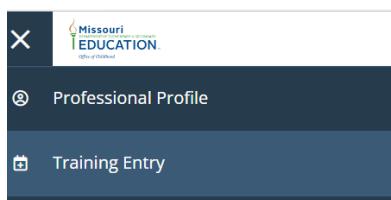


If you submitted it for approval under a Training Organization, click the Training Organization name in the context menu located at top right.



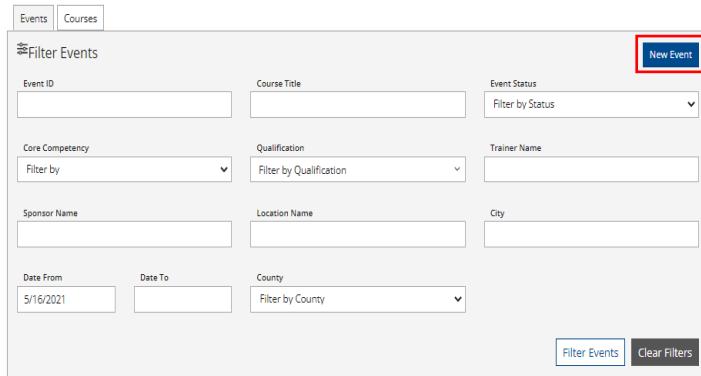
## Training Entry

1. Using the correct context menu, go to the left navigation menu to select TRAINING ENTRY.



2. The Training Entry page has two tabs labeled Events and Courses. The EVENTS tab is selected by default. Click on NEW EVENT.

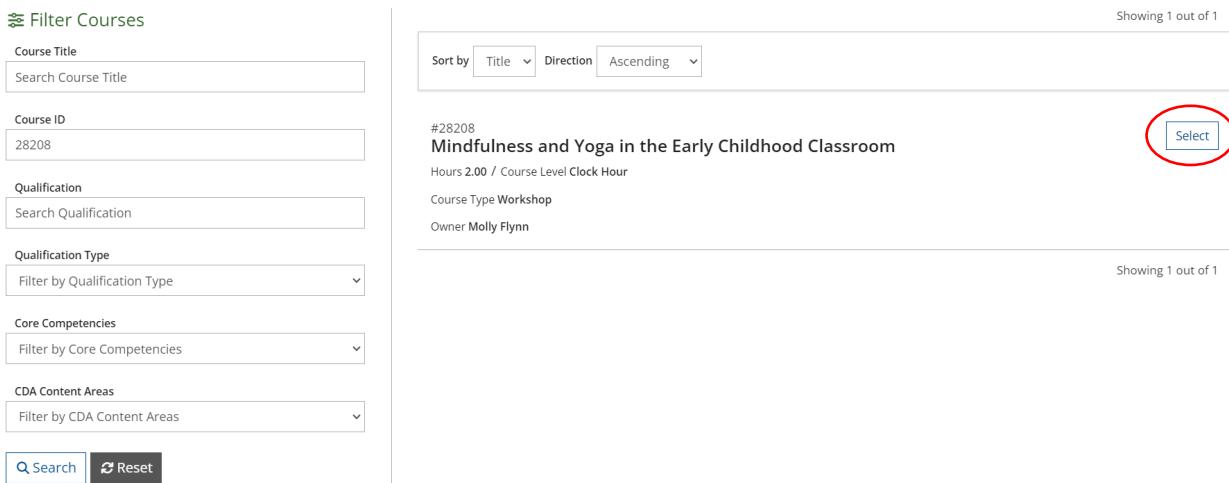
### Training Entry



The screenshot shows the 'Events' tab selected on the Training Entry page. The 'New Event' button is highlighted with a red box. The page includes a 'Filter Events' section with various input fields for filtering events.

### Select a Course

1. Search for the training course you want to schedule using the Filter Courses fields on the left or by scrolling down the page to find the course you want. Click SELECT once you find the course.



The screenshot shows the 'Courses' tab selected on the Filter Courses page. The course details for 'Mindfulness and Yoga in the Early Childhood Classroom' are displayed, including the course ID, hours, type, and owner. The 'Select' button is highlighted with a red circle.

2. The course will populate. Scroll down and click CONTINUE to proceed to the next tab.

The screenshot shows a course selection interface with the following sections:

- COURSE** tab is selected.
- TRAINER & SPONSOR**, **ASSESSMENTS & DELIVERY**, **EVENT**, and **REGISTRATION** tabs are visible but not selected.
- Course Selection** section:
  - Course ID: #37815
  - Course Name: **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** section (empty box).
- Description** section:

This is a test course.
- Delivery Method Options** section:
  - Classroom/In Person
- Core Competencies** section:
  - 1a: Understand the developmental period of early childhood from birth through age 8 (2.00 hr)
- CDA Content Areas** section:
  - Growth and Development (2.00 hr)
- Select a Course** button.
- Save as Draft** button.
- Continue >** button (highlighted with a red box).

\*If you need to save this event as a draft at any point in the process and return to it later- [click here](#).

## Trainer & Sponsor

- If creating this event under your personal account, you will see yourself listed as the Primary Trainer. You can add an additional trainer if needed by clicking +TRAINER.
- If creating under an organization's account, you must click +TRAINER to add a trainer to the event.

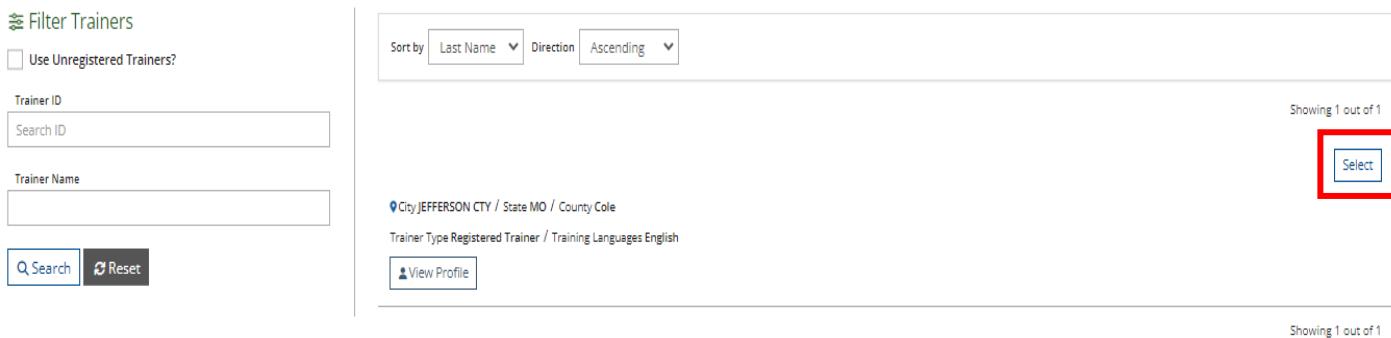
The screenshot shows a trainer & sponsor entry interface with the following sections:

- COURSE** tab is selected.
- TRAINER & SPONSOR**, **ASSESSMENTS & DELIVERY**, **EVENT**, and **REGISTRATION** tabs are visible but not selected.
- Trainer Entry** section:
  - Trainer ID: #920118
  - Trainer Name: **Molly Flynn** (Primary Trainer)
  - Administrative Access
- +Trainer** button (highlighted with a red box).
- Training Language** section:

Select Language

English

1. Enter search criteria on the left to find a trainer. Select the trainer you would like to add from the search results.



Filter Trainers

Use Unregistered Trainers?

Trainer ID

Search ID

Trainer Name

Sort by Last Name Direction Ascending

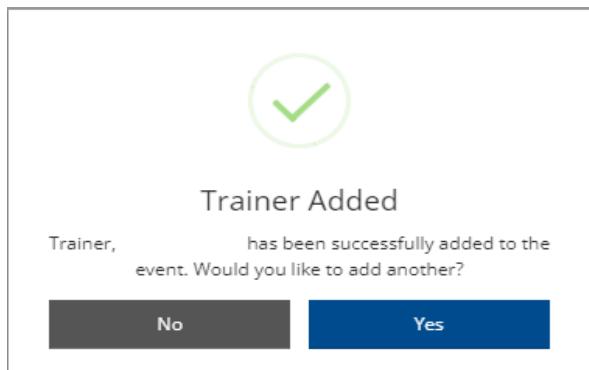
Showing 1 out of 1

Select

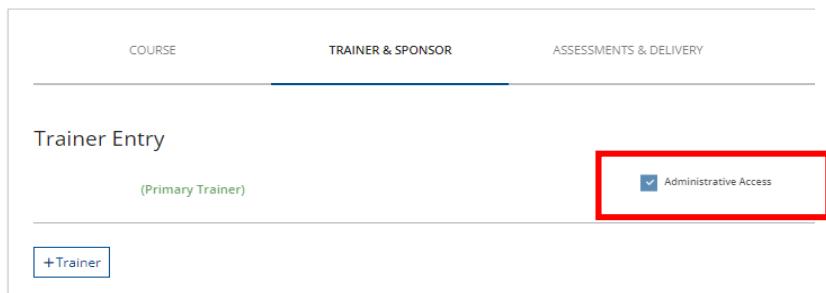
View Profile

Showing 1 out of 1

2. 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.



3. 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.



COURSE

TRAINER & SPONSOR

ASSESSMENTS & DELIVERY

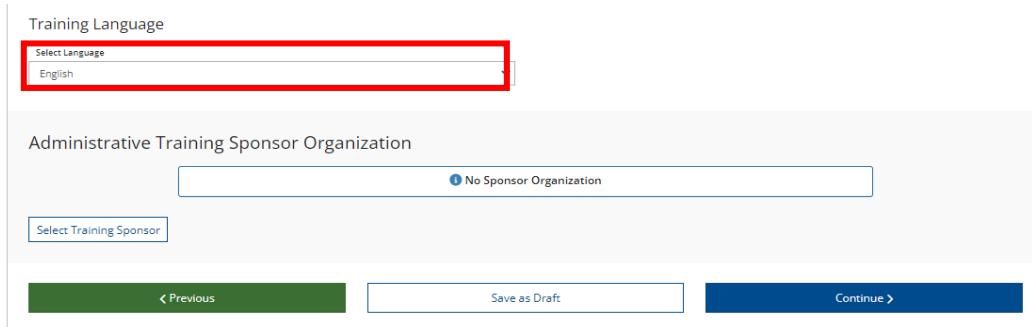
Trainer Entry

(Primary Trainer)

Administrative Access

+Trainer

4. Next Select the Training Language.



Training Language

Select Language English

Administrative Training Sponsor Organization

No Sponsor Organization

Select Training Sponsor

Previous Save as Draft Continue >

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

Administrative Training Sponsor Organization

No Sponsor Organization

Select Training Sponsor

◀ Previous Save as Draft Continue ▶

*\*If the event is created by a Training Organization, you will not have this button. Click CONTINUE and proceed to Assessments & Delivery.*

6. Use the Search Organization fields on the left to search by the organization name or ID.

Select Sponsor Organization

Search Organizations

Organization ID: Search ID

Organization Name: Search Name

Q Search R Reset

Sort by: Name Direction: Ascending

Showing 1-29 out of 29

#46018 A GALAXY OF STARS CHILD CARE CENTER, LLC Select

Status Registered / Created 06/01/2023

City COLUMBIA / State MO

#46097 BIRDSALL HOUSE Select

Status Registered / Created 06/01/2023

City KANSAS CITY / State MO

#46016 Child Care Compliance Training Team Select

Status Registered / Created 06/01/2023

7. Click SELECT to add the sponsor to the training event.

Showing 1 out of 1

Sort by: Name Direction: Ascending

#68758 Missouri Department of Elementary and Secondary Education Office of Childhood Select

Status Registered / Created 05/09/2023

City Jefferson City / State MO

Showing 1 out of 1

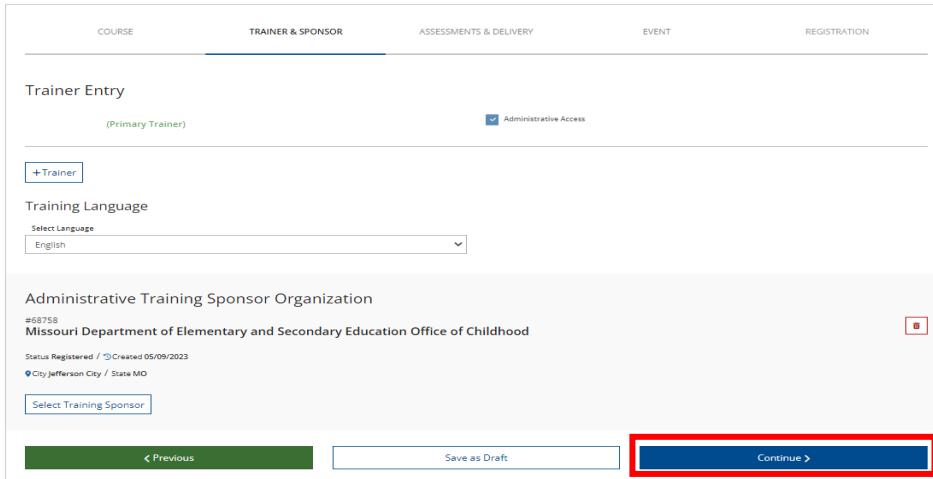
8. Click OK to confirm organization has been added to the event.

Organization Added

Your selected Organization has been added to this event.

OK

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



COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

Trainer Entry (Primary Trainer)  Administrative Access

+ Trainer

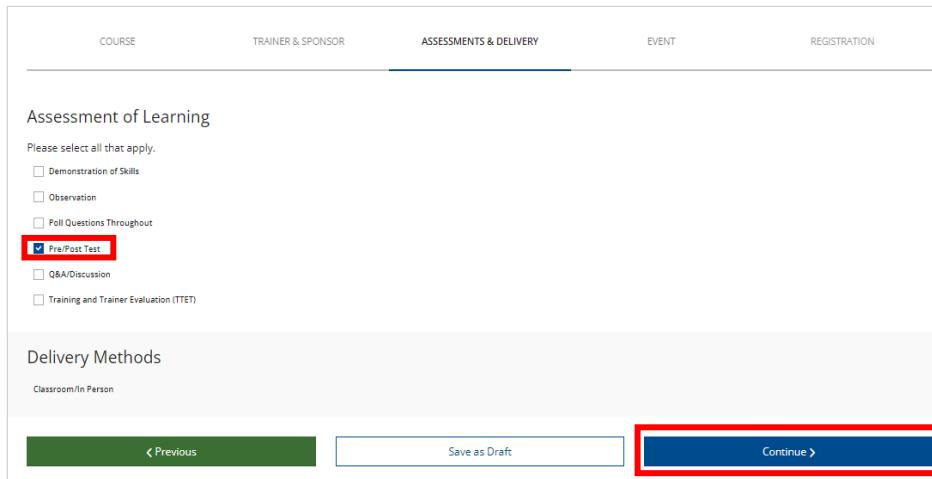
Training Language Select Language English

Administrative Training Sponsor Organization #68758 Missouri Department of Elementary and Secondary Education Office of Childhood Status Registered / Created 05/09/2023 City Jefferson City / State MO Select Training Sponsor

< Previous Save as Draft Continue >

## Assessments & Delivery

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



COURSE TRAINER & SPONSOR ASSESSMENTS & DELIVERY EVENT REGISTRATION

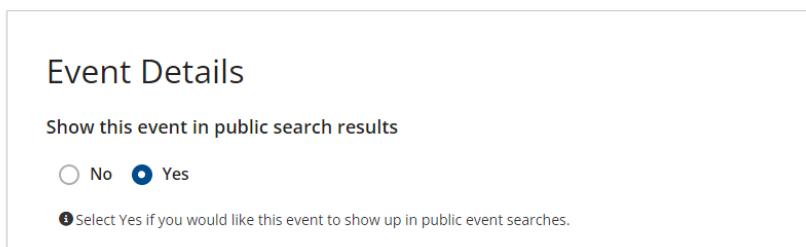
Assessment of Learning Please select all that apply.

Demonstration of Skills  
 Observation  
 Poll Questions Throughout  
 Pre/Post Test  
 Q&A/Discussion  
 Training and Trainer Evaluation (TTET)

Delivery Methods Classroom/in Person

< Previous Save as Draft Continue >

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



### 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.

3. Next, add the location by clicking on the + LOCATION button.

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

Search Saved Locations

Required to submit

**+Location** **Saved Locations**

(If you have previously created events in the system and saved locations, you can begin typing in the Search Saved Locations box. If a location was saved, it will appear in a dropdown menu, and you can select from the list. Or you may click the SAVED LOCATIONS button to search for previously added locations. Then choose Select and skip to EVENT DATE & TIME)

**Saved Locations** X

---

**Manage Locations** **Map Locations**

**+ Location**

River Region Community Room  
501 Broadway Street  
City Jefferson City / State MO / Zip Code 65101 / County Cole

**Select** **Print** **Print** **Print**

Showing 1 out of 1

4. After clicking the +LOCATION button, type the name of the location in the LOCATION NAME box, locations typically appear in a dropdown menu (based on postal service information), 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, enter all needed information.

Location Name

**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		Apt/Suite #
205 Jefferson Street		Enter Apt, Unit, Suite
Zip Code	City	State
65101	Jefferson City	MO
County		
Cole		
<small>• Enter a valid zip code to choose a county.</small>		

5. If the capacity of the location is known, you may enter the maximum number of participants the location can hold. You can also 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.	
<small>• General location information</small>	
<input checked="" type="checkbox"/> Add to saved locations	
<a href="#">Q Saved Locations</a> <a href="#">S Saved Locations</a>	

6. Fill in Start and End Date and Time information for the training event.

Event Date & Time	
Online/On-Demand	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
<small>• Select Yes only if this event has unique start and end dates for individual participants.</small>	
Multiple Sessions	
<input checked="" type="radio"/> No <input type="radio"/> Yes	
Start Date	End Date
<input type="text"/>	<input type="text"/>
<small>Required to submit</small>	
Start Time	End Time
<input type="text"/>	<input type="text"/>
<small>Required to submit</small>	
<small>• The total length of the event and/or sessions must be greater than or equal to the total length of the course.</small>	
Addl. Date/Time Info	
<input type="text"/> Enter Addl. Date/Time Info	

7. The Contact Info defaults to the owner of the trainer or organization creating the event. This can be changed if needed by updating the fields. Click Continue to proceed.

Contact Info

Contact Name: Molly Flynn

Email Address: MOPDSYSTEM+MollyFlynn@gmail.com

Country: United States

Address: 200 Jefferson

Zip Code: 65101

City: Jefferson City

State: MO

Phone: (281) 844-2478

Fax: e.g. (201) 555-0123

Website: Enter Web Address

Additional Contact Info: Enter Additional Contact Info

• Maximum of 500 characters

[◀ Previous](#) [Save as Draft](#) [Continue ➤](#)

8. 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.

## New Training Event

### Event Registration

Registration Required

Yes  No

Registration Fee

Yes  No

9. 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. See [Online Registration](#) for more information.

## Event Registration

Registration Required

Yes  No

Registration Deadline

06/23/2023

Registration Web Address

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

Registration Fee

Yes  No

Fee (US\$)

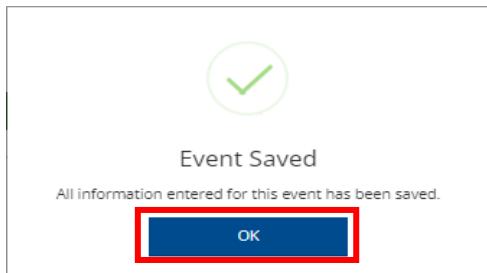
\$ 1.00

◀ Previous

Save as Draft

Save & Review

11. Click OK to confirm the event saved.



## Submit Event

1. Review the training event information and click SUBMIT 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.

**Submit Event**

Event

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

[View Course Details](#)

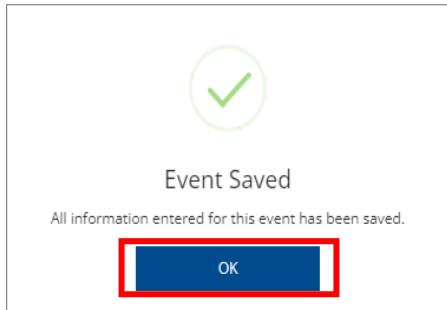
Event Not Submitted  
This event is in Draft status.

Status Draft

Created 05/23/2023 / by

Roster [Manage](#)  
Attendees 0  
Messages Sent 0

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



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

#164890  
Overcoming ACES

06/23/2023 Event

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 PM - 11:00 PM  
Clock Hours 2.00 / Course Level Clock Hour

[View Course Details](#)

Status Approved (circled)

Updated 06/23/2023 / by Molly Flynn

Created 06/23/2023 / by Molly Flynn

Roster Manage

Attendees 0  
Messages Sent 0

## MANAGE AN EVENT AND ADD ATTENDANCE

Trainers may make event updates and communicate with attendees before an event. After hosting a training event, trainers need to add attendees to issue clock hour credit. Use the left navigation menu and select Training Entry. Scroll to the bottom of the page or populate the fields to find the event.

### Training Entry

Events Courses

Filter Events

Event ID	Course Title	Event Status
Core Competency	Qualification	Trainer Name
Sponsor Name	Location Name	City
Date From	Date To	County

[New Event](#) [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.



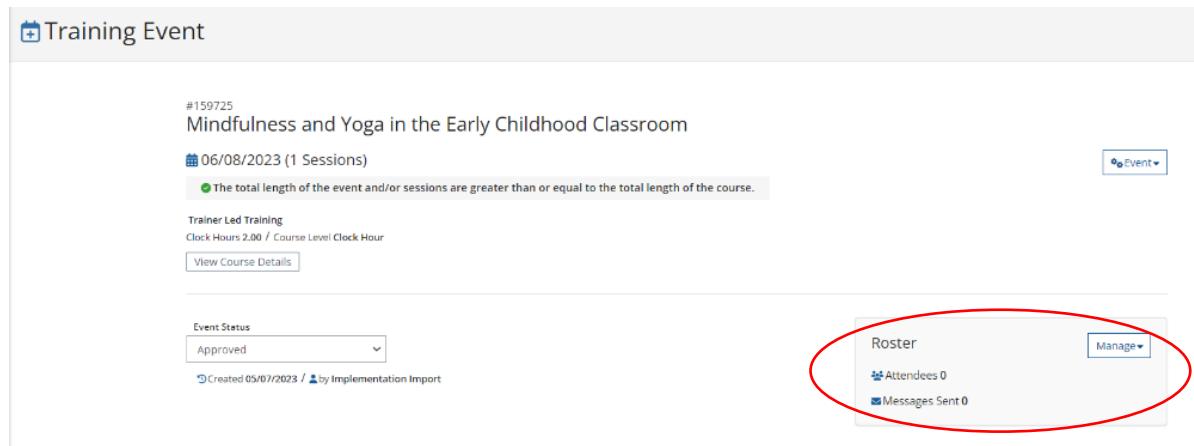
▲ Expired   ● Not set   ▲ Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status	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	

Click on the event name to update or add attendees. You are brought to the Training Event page.

## Manage Roster

On the right side of the screen, there is 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.



The screenshot shows the 'Training Event' page for event #159725, titled 'Mindfulness and Yoga in the Early Childhood Classroom'. It includes session details (06/08/2023, 1 Session), a note about total length, and course details. Below this is the 'Event Status' section with 'Approved' selected. To the right is a 'Roster' box with a red oval around it, showing 0 attendees and 0 messages sent, with a 'Manage' button. A tooltip for the 'Manage' button lists options: 'Attendees', 'Poster', 'Import Attendees' (which is highlighted with a red oval), 'Message Roster', and 'Message History'.

## Import Attendees

If you keep a paper sign in sheet, there are multiple ways to add attendance. One of the fastest solutions to enter a large list of attendees is to select Import Attendees under the Manage button.



The screenshot shows the 'Import Attendees' dropdown menu from the previous screenshot. The 'Import Attendees' option is highlighted with a red oval. Other options in the menu include 'Poster', 'Message Roster', and 'Message History'.

The Import Attendees window appears.

1. **\*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

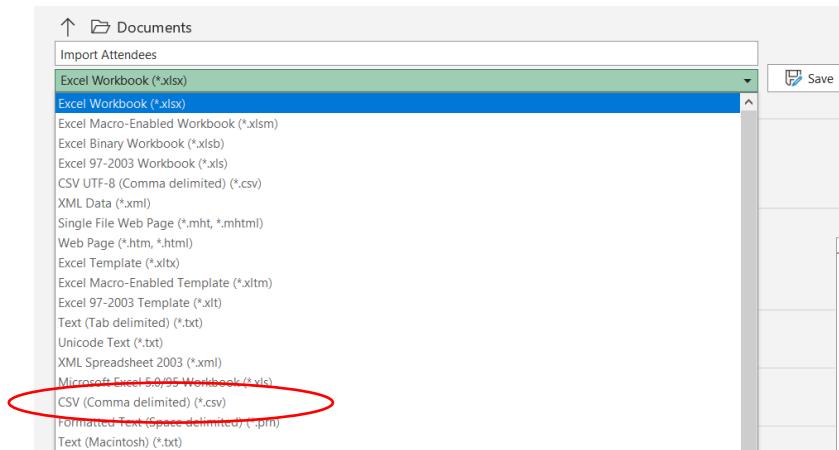
In order for your import to be successful please review the following tips for a successful import.

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:

- o Registry ID, First Name, Last Name
- o Registry ID, First Name, Email Address
- o Registry ID, Last Name, Email Address
- o First Name, Last Name, Phone
- o First Name, Last Name, Zip
- o Email Address, First Name, Last Name
- o Email Address, Last Name, Phone
- o Email Address, Last Name, Zip

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

2. Transfer the information from your paper sign-in sheet to an Excel file. The uploaded file must be in a .csv format. Be sure to make any edits necessary before converting to a .csv format because changes will not be saved once converted. Change the file format by creating an Excel spreadsheet, then going to Save As, enter the file name and in the field below, select the Comma Delimited format.



3. The columns to be uploaded must be as they appear in the Sample Import below. At least 3 of these items must match entirely to the person in MOPD to issue them credit.

	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		MOPDSYSTEM+DaisyDuck@gmail.com			

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

## Import Attendees

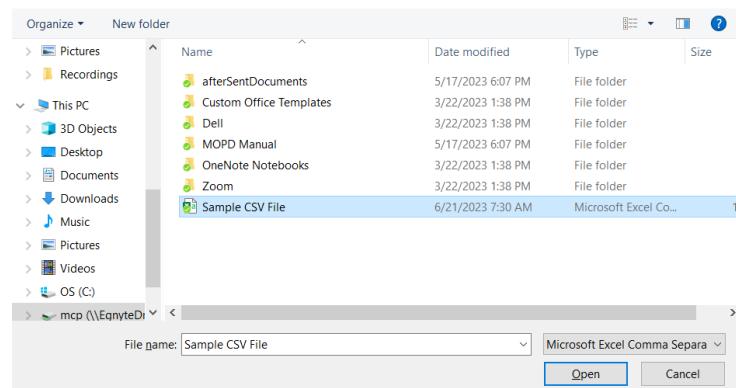
#159725  
Mindfulness and Yoga in the Early Childhood Classroom  
Date Thursday, June 8, 2023 (1 Sessions) / Location Not Set

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

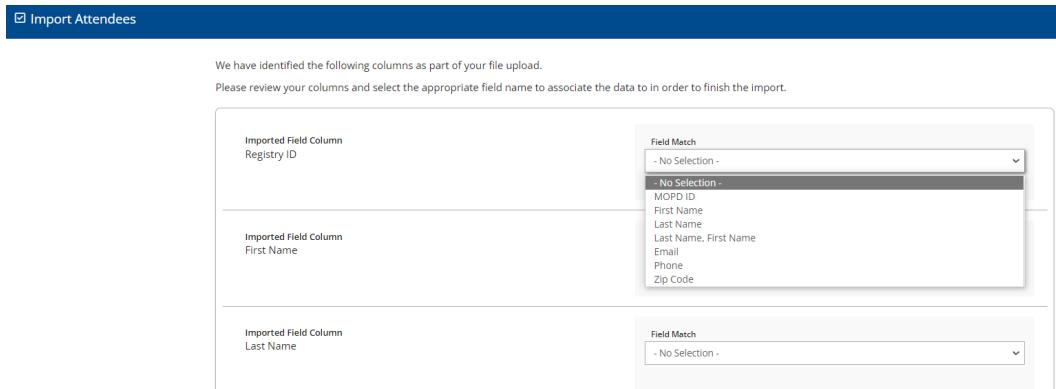
Select File

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

### 5. Locate the file on your computer and Open to attach it.



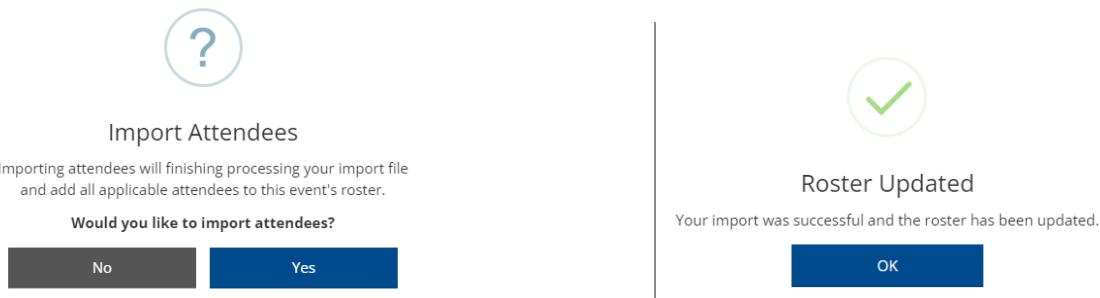
### 6. A screen will appear asking you to match fields with columns in your spreadsheet. For example, in the first field dropdown, select MOPD ID because that's the ID number in the registry.



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



8. 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.



9. Now metrics regarding the success of the import are seen. Matched means it was successful. Unmatched was unsuccessful in issuing attendance. An Import Results button is also available. Click this button.

Below are some general metrics regarding the success of this import.

The roster for this event has been updated with the total matched accounts.

**Import Results**

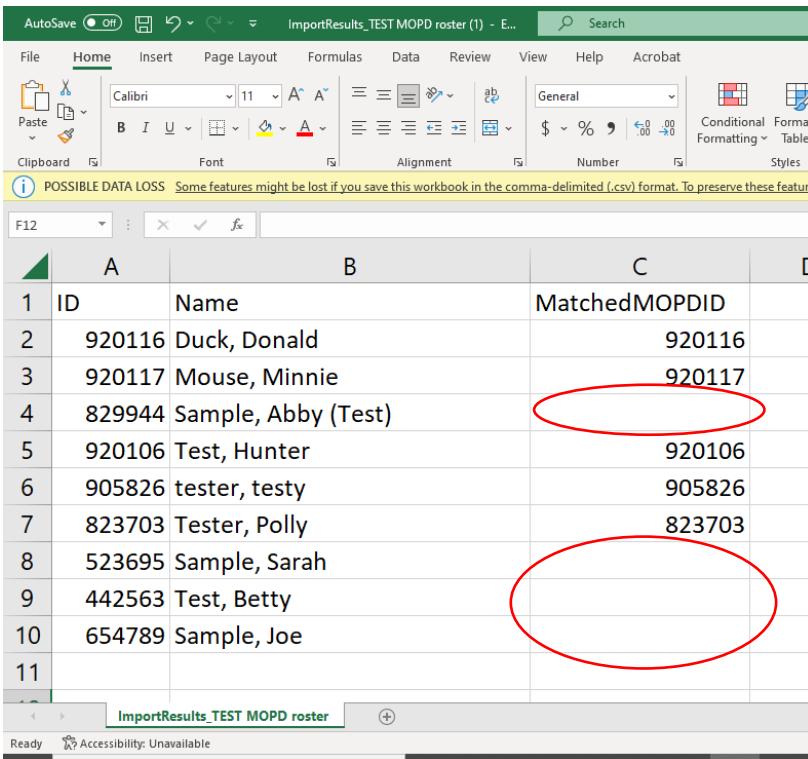
Total Rows 9 **Total Matched 5 / Total Unmatched 4**

We used the following selected columns to match import records to existing user records.

- ✓ ID
- ✓ Name

**Manage Roster**

10. The system will download the Import Results. Open the downloaded file and review.



	A	B	C	D
1	ID	Name	MatchedMOPID	
2	920116	Duck, Donald	920116	
3	920117	Mouse, Minnie	920117	
4	829944	Sample, Abby (Test)		
5	920106	Test, Hunter	920106	
6	905826	tester, testy	905826	
7	823703	Tester, Polly	823703	
8	523695	Sample, Sarah		
9	442563	Test, Betty		
10	654789	Sample, Joe		
11				

11. The Matched MOPID column will be empty for attendees who did not get credit for the training. This means that there was a problem with the data such as their MOPID didn't match their name. Most often this is because they have a legal name different than the name they used to register for the training. Please 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 MOPID, full name that is registered with MOPD and you can attempt to upload attendance again with the corrected information.

12. After reviewing the Import Results, click the Close button in the upper right to get back to your Event page. If you are able to update attendance later with correct results, you may find the number of Attendees increased in the Roster box.



## Roster

Another way to issue attendance and give clock hour credit to trainings is by manually adding each person (attendee). This roster option is useful for several reasons:

- to add updates for unmatched attendees after you have verified the corrected information
- if Online Registration was used, attendees must be manually verified after the event
- if you do not wish to use the Excel/CSV file upload option to Import Attendees

On the Training Event page, find the Roster box. The Roster box allows trainers to: view and verify the current roster, view any attendees that were removed from the roster, add attendees individually, and email attendees (*you may see the Roster has confirmed Attendees if you already used the Excel import option*).

## Training Event

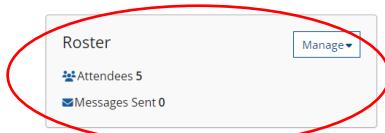
#164973  
Test Course  
04/02/2024  
The total length of the event and/or sessions are greater than or equal to the total length of the course.  
Trainer Led Training / 08:00 AM - 11:00 AM  
Clock Hours 3.00 / Course Level Clock Hour  
View Course Details

Event ▾

### Status Approved

Updated 04/11/2024 / by Minnie Mouse  
Created 04/11/2024 / by Minnie Mouse

Roster  
Attendees 5  
Messages Sent 0  
Manage ▾



1. Within the Roster box, click Manage to see a dropdown of options. Click Roster.

Roster  
Attendees 5  
Messages Sent  
Manage ▾  
Roster  
Import Attendees  
Message Roster  
Message History

2. The Training Event Attendance window opens. This option of entering attendance allows you to search for an attendee based on information you collected from them during sign-in or registration.

3. Click the +Attendee button to issue attendance for those who are not yet on the Roster (you may see the Roster has attendees listed at the bottom if you already used the Excel import option).

## Training Event Attendance

◀ Exit Roster

### Test Course

EVENT ID:164973  
CLOCK HOUR

Tuesday, April 2, 2024  
8:00 AM to 11:00 AM  
(3.00 Hours)

#### Location

Jefferson City, MO

#### Primary Trainer

Minnie Mouse

#### Active Roster

Removed Attendees (0)

Print Roster

+Attendee

Search by MOPD ID  
[ ]

Search by Name or Email Address  
[ ]

MOPD ID	Name Address	Phone	
920116	Duck, Donald 205 JEFFERSON ST JEFFERSON CTY, MO 65101-2901	(573) 751-4431	
920117	Mouse, Minnie 205 JEFFERSON ST JEFFERSON CTY, MO 65101-2901	(573) 751-4431	

4. Trainers 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 or Search button. The most accurate way to search is by MOPDID. \*If the attendee had a different spelling of their name (ex. Jenn instead of Jennifer), that could have prevented them from being issued attendance through the imported excel file.

#### 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 »**

5. If there is a match to information in the MOPD System, the attendee should be displayed. Click the Complete Registration button to finalize their registration. If this is not the correct attendee, click Return to search again.

#### 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**

6. You receive a pop-up to show the person was added to the roster.

✓ Added to Roster  
App 920161 has been added to the roster

If there was NOT a match to information in the MOPD System, you receive a pop-up saying that the account was not found. You could try searching using other information provided by the attendee or you may need to contact the attendee to confirm their information to issue attendance.

**⚠ None Found**

No accounts were found using the information you provided. If the information entered is correct, click Enter By Name.

7. 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 »](#)

8. If needed, you can search for attendees who are already on the Active Roster. Enter their MOPD ID, name or email address in the corresponding field and click Search. Searching here may be useful if there is a long list of attendees and you need to find a particular person to edit because their information did not match and issue them credit.

**Active Roster**

Search by MOPD ID  
23978

Search by Name or Email Address

[Search](#) [Reset](#)

9. To edit an already added attendee's information, click the pencil icon on the right side.

**Active Roster**

[Removed Attendees \(0\)](#)

[Print Roster](#)

Search by MOPD ID

Search by Name or Email Address

MOPD ID	Name Address	Phone	
920116	Duck, Donald 205 JEFFERSON ST JEFFERSON CTY, MO 65101-2901	(573) 751-4431	
920161	MOLogin_Test 1564 Main St Boyden, IA 51234	(331) 212-2444	

10. This brings a window to Edit. If needed, click Change.

**Edit Attendee**

Registry ID	920161	<b>Change</b>
First Name*	Test	
Last Name*	MOLogin	
Email Address	nwninsighttest+molastlogin@gmail.com	
<input checked="" type="checkbox"/> Attended this Event		
<input type="button" value="Save Changes"/>		

11. This changes the window to allow Edits. Search again to find the correct person.

**Edit Attendee**

<input checked="" type="radio"/> Search by Registry ID <input type="radio"/> Search applicant name, city name, or email address	<b>Search</b>	<b>Cancel</b>
--	---------------	---------------

12. When complete, click on Exit Roster to get back to the Training Event page.

**Training Event Attendance**

Test Course	<input type="button" value="Exit Roster"/> <small>EVENT ID:164973 CLOCK-IN</small>
<input checked="" type="radio"/> Tuesday, April 2, 2024 <input type="radio"/> 8:00 AM to 11:00 AM <small>(3.00 Hours)</small>	
Location	Primary Trainer
Jefferson City, MO	Minnie Mouse
<b>Active Roster</b>	
<input type="button" value="Removed Attendees (0)"/>	<input type="button" value="Print Roster"/>
<input type="button" value="+Attendee"/>	
<input type="button" value="Search by MOPD ID"/>	<input type="button" value="Search by Name or Email Address"/>

## Complete an Event

Completing an event is the essential final step to issue credit for attendance. Be sure you have added all attendees before completing an event. Once an event is complete, attendance cannot be edited.

1. Click on the Event dropdown in the top right and select Complete Event.

**Training Event**

#164973  
Test Course

04/02/2024

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

Trainer Led Training / 08:00 AM - 11:00 AM  
Clock Hours 3.00 / Course Level Clock Hour

[View Course Details](#)

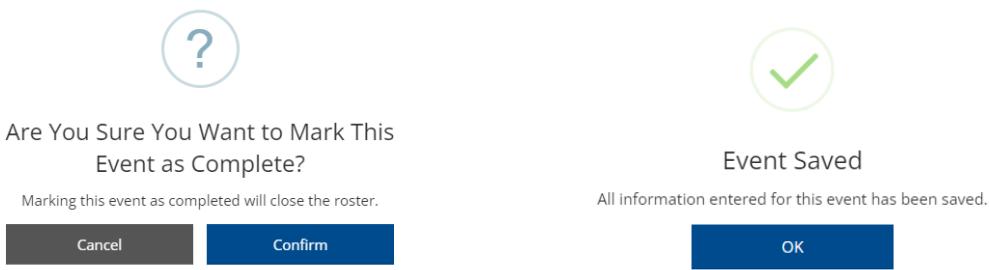
**Complete Event** (button circled in red)

**Status Approved**

Updated 04/11/2024 / by Minnie Mouse  
Created 04/11/2024 / by Minnie Mouse

**Roster** [Manage](#)  
Attendees 6

2. 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.



## REVISE/RENEW A TRAINING COURSE

All courses need to be renewed every 3 years or they will automatically expire. Trainers may also revise course content during that timeframe. Revised/renewed courses must be reapproved and once approved will issue a new course ID. To revise/renew a previously approved training course, use the following steps:

1. Use left navigation menu to go to Training Entry

The screenshot shows the MOPD system interface. On the left, a navigation menu is open with several options: 'Training Entry' (highlighted with a red box), 'Invoices', 'Professional Development Plan', 'Trainer Settings', 'Needs Assessment', 'Search Training Events', 'Search Course Catalog', and 'Search Trainer Directory'. On the right, there is a 'Professional Profile' section with fields for 'Primary Language' (English) and 'Email'. Below that is an 'Employment' section with fields for 'Primary Employer' (Disney's Training Land), 'Title' (Supervisor/Manager), and 'Current Wage' (Not Provided). A 'View All Employment' button is at the bottom of this section. The date 'Last Updated 06/26/2023' is at the very bottom.

2. Select Courses on the Training Entry page.

3. Choose an approved training that needs revision/renewal.

The screenshot shows the 'Courses' tab selected in the top navigation bar. Below the navigation are several filter dropdowns: 'Course Status' (Filter by Status), 'Course Type' (Filter by Type), 'Core Competency' (Filter by), 'Qualification' (Filter by Qualification), and 'Pending Trainers' (Filter by Pending Trainer Status). There is also a checkbox for 'Include All Expired Courses' and a 'Filter Courses' button. A search bar with placeholder text 'Search Courses' and a 'Search' button are at the bottom. The main content area displays a list of courses with columns for Course ID, Title, Owner, Course Status, Date, Expires, Trainers, and Events. One course, '38847 Daisy's Delightful training', is highlighted with a red box around its title.

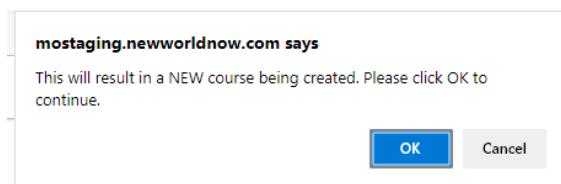
4. Click the course title brings you to Course Details.

5. Click the Revise/Renew button.

Course Details

The screenshot shows the 'Course Details' page for 'Daisy's Delightful training'. It includes a 'Course Details' tab and an 'Events' tab. Below the tabs, there is a history section with 'Created' and 'Last Updated' details. A 'Course Owner' box displays the owner's information: Organization ID: 107053, Disney's Training Land, MOPDSystem+DaisyDuck@gmail.com, address: 205 madison st, JEFFERSON CTY MO 65101-2901, and an edit icon. At the top right, there are buttons for 'Schedule Event', 'Revise/Renew' (highlighted with a red box), and 'Exit Details'. The course ID is listed as Course ID 38847.

6. A pop-up message will appear saying 'This will result in a NEW course being created. Please click OK to continue.' (Note- this will issue a new course ID so plan accordingly if marketing materials will need adjusted)



7. Make the desired changes to the course following instructions for 'HOW TO SUBMIT A TRAINING COURSE FOR APPROVAL' if needed.

# Optional Features for Trainers

## CREATE A NON-DIRECT CARE/TRAINING ORGANIZATION PROFILE

**\*This section is only for organizations that DO NOT provide direct care to children. All organizations should begin with instructions for: [Create/Claim An Organization](#).**

The owner of a non-direct care/training organization should be the person who will oversee the work conducted in the MOPD system. Responsibilities typically include creating and offering trainings, granting permissions to other trainers, and adding attendance for trainings. After the Organization Profile is approved, the profile owner can then add employees, trainers, or others with administrative access to the Organization Profile.

After completing initial steps for [Create/Claim An Organization](#), continue with the instructions below:

1. Select that the 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 >**

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

Contact Info	Organization Type
--------------	-------------------

### Organization Type

Please indicate your organization's primary purpose.

-- Select Type From List --

-- Select Type From List --

Government Agency  
Higher Education  
Local Public Health Agency  
Professional Association  
Trainer/Training Organization

- If NOT choosing Trainer/Training Organization from the Organization Type dropdown list, continue to next step.
- If choosing Trainer/Training Organization from the Organization Type dropdown list, you may also want to select the Training Sponsor Organization box. A Training Sponsor Organization can create courses and assign or allow multiple trainers access to share courses created by a training organization. If the Training Organization plans to host conferences, email [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov) to request that the ability to host conferences be turned on.

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

3. Next, add the Organization Name and required information including address and contact info.

Contact Info	Organization Type	Address
--------------	-------------------	---------

Organization Address

Organization Name \*  
Disney's World

Physical Address

Country \*  
United States

Address \*  
[Address Field]

Apt/Suite #  
[Apt/Suite # Field]

Zip \*  
[Zip Field]

City \*  
Jefferson City

State \*  
MO

County \*  
Cole

Enter a valid zip code to choose a county.

Phone\*  
[Phone Field] - [Phone Field] - [Phone Field]

Fax  
[Fax Field] - [Fax Field] - [Fax Field]

Primary Website  
Organization's primary website

Additional Info  
[Text Area]

Enter any additional information about your organization that you would like to appear on this web site.

Communication Preferences

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**

4. Click Submit to request approval of the organization.

5. A message is received to confirm submission.

✓ Your application has been submitted for review.

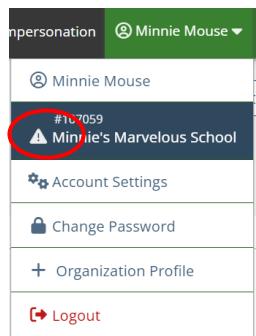
Thank You For Registering Your Organization!

Your application will be reviewed and you will be notified via email within 4-6 days of your status. You will then be able to access your organization profile.

If you have any questions, or do not hear from us within the timeframe above, please use the Contact Us form to request assistance.

6. Next, Apply for a Registry Profile Membership and list employment at the facility you just claimed ownership of. You cannot access the Org profile until this step is complete.

7. While waiting for the organization approval, you will see the organization listed in your context menu with an exclamation point icon. This indicates either that the organization is still under review and/or that you have not listed your own employment at the facility.



8. If the organization is approved, notification is sent by email. If you have claimed employment at the facility, you will see your organization listed in your context menu without an exclamation point icon.

9. After an Organization Profile is claimed, continue to any of these sections for more organization features:

- [Access Organization Profile After Approval](#)
- [Invite Employees to Connect to the Organization Profile](#)
- [Verify Employees](#)
- [Add Staff to Help Manage Organization Profile](#)

## Training Sponsor Organization Specifics

Organizations who chose the 'training sponsor organization type' have additional features to consider related to making trainings. A training sponsor organization allows multiple trainers to join the Organization and share courses. There are multiple options of sharing courses.

- After a trainer joins the Organization, they can create courses under the Organization's context menu so multiple trainers within that Organization have access to the trainings. Administrative Users of the Organization will have access to host courses made by the organization or courses whose owner is changed to the organization.
- Authorized Trainers could also be used to grant certain courses to certain trainers.
- If a trainer does not want others in the Organization using their trainings, there are no additional steps needed.

## TRAINING SPONSOR ORGANIZATION OPTIONS TO SHARE COURSES

Training organizations have several options on who can train the organization's approved courses. Use the chart below to determine how to set up the Training Organization and courses. Before receiving access to teach the organization's approved courses, each person must be a Registered Trainer.

I want to...	To achieve this ...	Find instructions for this step here...	Notes
Allow trainers to train all of my organization's courses	Each trainer needs to be listed as an employee.  Give organization profile access for full abilities to train a course.	<ol style="list-style-type: none"> <li>1. Invite Staff or have trainer Add Employment to the organization</li> <li>2. Verify Employment</li> <li>3. <u>Grant administrative access</u></li> </ol>	<p>This option allows trainers with administrative access the ability to invite and confirm other employees in the organization, create new courses, edit courses, and revise/renew courses.</p> <p>This option is not ideal for direct care organizations.</p>
Limit a course to specific trainers	When creating a course for approval, mark "Yes" for Authorized Trainers and list each trainer to be able to train this course.	<ol style="list-style-type: none"> <li>1. Invite Staff or have trainer Add Employment to your organization</li> <li>1. Verify Employment</li> <li>2. <u>Grant Authorized Trainers</u></li> </ol>	<p>Once trainer employment is confirmed in the organization, you can list them as an <u>Authorized Trainer</u> to some or all your courses.</p> <p>This is time intensive for each course and not ideal if sharing multiple courses with multiple trainers.</p>
Be the only person that can train a course.	List only myself as the trainer if using the Training organization context to make trainings. Or use the personal profile context menu to make trainings.	Create a Course for Approval	Do not grant organization profile access or authorized trainers to any employees.

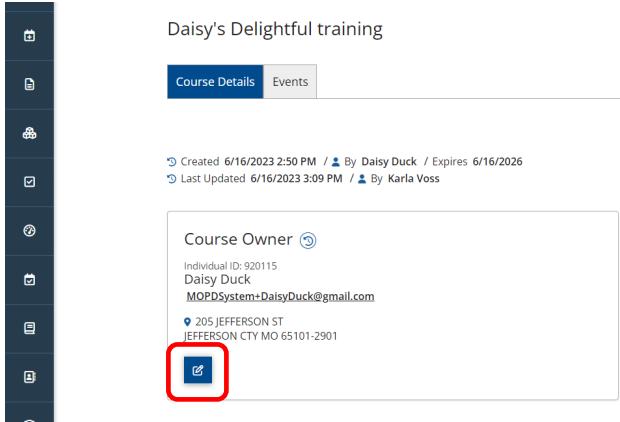
## CHANGE COURSE OWNER

A course owner is most often changed if it was created by an individual trainer that later joins an organization and wishes to share the course with other trainers. Changing a course owner could also be useful if a trainer knows they plan to change employment- they could give someone else access to the course to be used in the future.

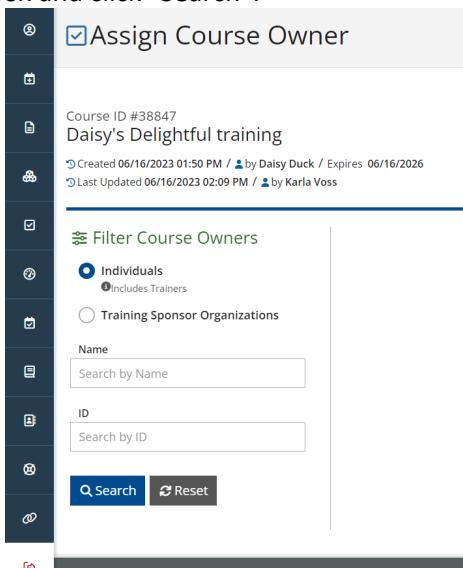
1. In Training Entry, go into the Course you need to change ownership for.



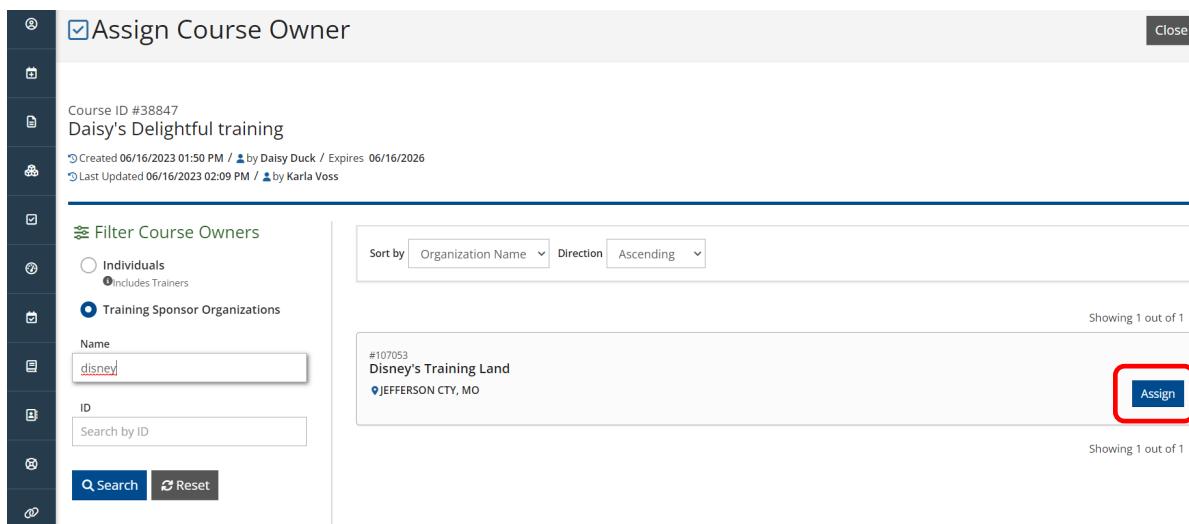
2. Click the Edit button below the address of the current course owner (box with pen writing on paper)



3. This takes you to the Assign Course Owner page. Type the name of the individual, organization, or org ID in the search box and click "Search".



4. Assign the trainer/org to the course with the Assign button on the right side of the page.



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:

ID:

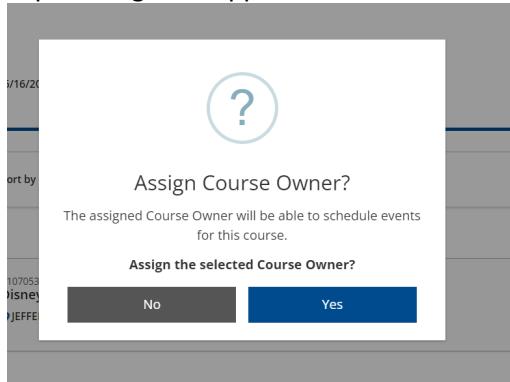
Sort by: Organization Name  Direction: Ascending

#107053  
Disney's Training Land  
JEFFERSON CTY, MO

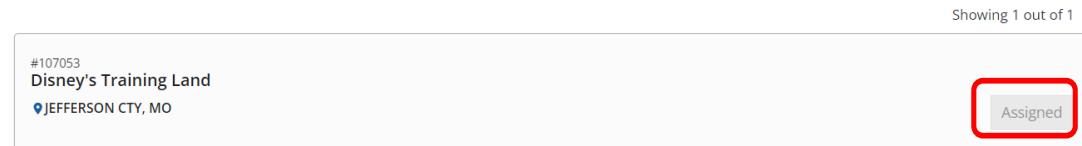
Showing 1 out of 1

Assign

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



6. Confirmation that this new org/trainer has been assigned ownership of the course can be found in the training entry tab.



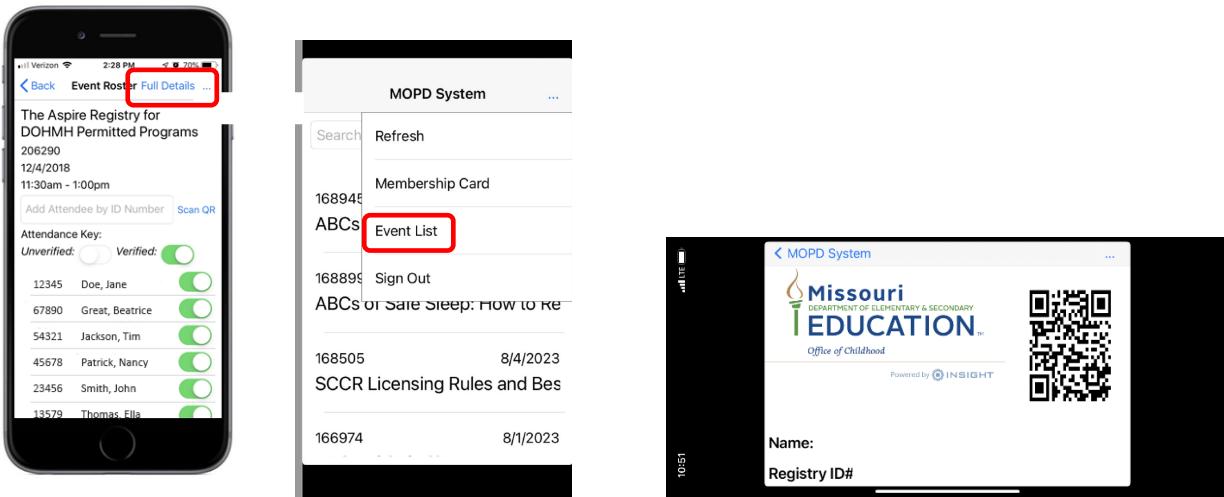
#107053  
Disney's Training Land  
JEFFERSON CTY, MO

Assigned

## 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. Use the 3 dotted lines at the top right corner to see more options. Then click Event List to find the training event you are hosting. Ask attendees to open their MOPD app and go to their Membership Card (they may want to take a screenshot).



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 later to give attendees credit. You can alternatively ask attendees for their MOPDID and enter them manually into the MOPD app to verify their attendance.

## ONLINE REGISTRATION/STRIPE ACCOUNT SET UP

### Background

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 and skip this section of instructions.
- Trainers choosing to use online registration through the MOPD system must first setup a Stripe Account.

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

### To Setup a Stripe Account:

You must be a registered trainer before any of the following steps.

1. Login to the MOPD system. Confirm your name is displayed in the top of the right navigation.
2. Use the top left menu to select Trainer Settings.

The screenshot shows the Missouri Professional Development (MOPD) System interface. On the left, a vertical navigation menu is visible with the following items: Professional Profile, Training Entry, Invoices, Professional Development Plan, Trainer Settings, Search Training Events, Search Course Catalog, Search Trainer Directory, and Contact Us. The 'Professional Development Plan' item is currently selected. On the right, a main content area displays a message: 'Online training registration.' with a 'View Terms' button. Below this, another message says: '...ed to display your training events on a public website.' At the bottom of the right panel, there is an orange box containing a warning icon and the text: '⚠ Additional Action Needed' followed by the instruction: 'Please agree to the terms and conditions below to complete activation.'

### 3. Read and agree to the Online Registration Terms and Conditions.

The screenshot shows a 'Online Registration Terms and Conditions' pop-up window. The window title is 'Online Registration Terms and Conditions'. Inside, there are two sections: 'Acceptance of Terms' and 'Event Attendees'. The 'Acceptance of Terms' section contains a detailed text about the Missouri Professional Development (MOPD) System's Terms of Service (TOS). The 'Event Attendees' section contains a text about the responsibility of event attendees for payments. At the bottom of the window, there is a checkbox labeled 'I agree to the registration terms and conditions' with a checked box. Below the checkbox is a 'Continue' button. The background of the main interface shows the 'Trainer Settings' page with sections for 'Edit your trainings', 'Embed Trainer', 'Show Events on Your Website', 'Online Registration', and 'Stripe Account'.

### 4. Scroll down to the section titled Stripe Account. Click on Link Stripe Account. This routes to the website for Stripe, which is a company outside of the MOPD System that handles financial payments.

Missouri Education

Missouri Education partners with Stripe for secure payments.

[← Return to Missouri Education](#)

Powered by  [Stripe](#)

[Terms](#)

[Privacy](#)

[English \(US\) ▾](#)



### Get started with Stripe

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.

Email

Have a Stripe account? You can use the same email.

[Continue →](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

5. To set up a Stripe account, 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.
6. The following information will need to be entered: Business Location (i.e. United States), Type of Business (individual, company, or nonprofit). Click Continue.
7. 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.
8. Page will return to the MOPD System displaying a message that Stripe Account Connected.
9. 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](#).

## 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?'

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

---

**Event Registration**

**Registration Required**

Yes    No

**Register Online**

Manage online registration settings under Event Settings.

Max Number of Participants

Registration Starts      Registration Ends

06/15/2023       06/15/2023

Hide Listing Until Registration Start Date

**< Previous**      **Save as Draft**      **Save & Review**

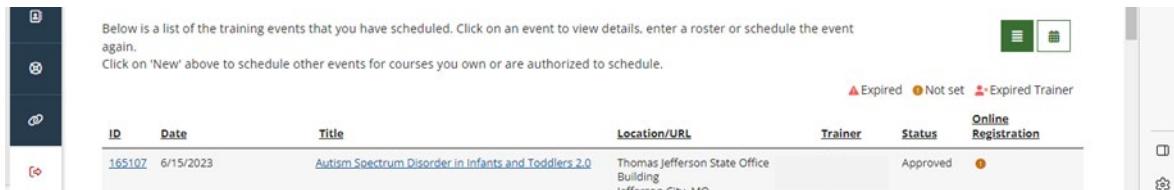
If you select the option to 'Register Online', you must enter the 'Registration Starts' and 'Registration Ends' Dates. Entering the 'Max Number of Participants' is optional. Then click 'Save & Review'.

**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 An 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		Approved	<span style="color: orange;">!</span>

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'.

#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

**Save Changes**

**<< Previous** **Next >>**

5. 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.



**Event Activation**

This is the last step to completing your event registration. Click the Preview Registration button to test your event registration settings and make sure everything is working as you intended. Once you are ready, please accept the terms and conditions and verify the registration start and end dates before activating this event.

**Preview Registration**

---

**Registration Settings**

**Max Number of Participants**

**Registration Starts**  **Registration Ends**

Hide Listing Before Registration Start Date

---

6. 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.

7. You also have the option to click 'Hide Listing Before Registration Start Date'.

8. 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'.



**Terms and Conditions**

Please agree to the following terms and conditions and designate an online registration start and end date in order to complete the online registration setup process. Please note that this event must be approved by Missouri in order for it to appear in the statewide training calendar and be available for online registration.

**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 terms and conditions as defined above [Print Terms](#)

[<< Previous](#) Activate

9. 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'.



Information Collection
Text & Emails
Activation

**Event Activation Complete**

This event is available for online registration beginning on 6/14/2023

[Preview Event Registration](#) [View Event Dashboard](#)

**Registration Page Link**  
<https://mopds.org/register.aspx?evid=165107>

[Copy to clipboard](#)

#### 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.

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	Approved	Approved

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'.

## FINISH 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.

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](#).

## DUPLICATE AN EVENT

Duplicating an event can save a few steps, but for each new event created, details are needed for date, time, location, assessment, and registration options. To duplicate an event, 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.
4. The Training Event page will populate with your event's information. Select Duplicate Event from the Event dropdown on the right.

Missouri EDUCATION

End Impersonation

Professional Profile

Training Entry

Invoices

Professional Development Plan

Trainer Settings

Search Training Events

Search Course Catalog

Search Trainer Directory

Contact Us

MOPD Home / Instructions

Logout

Filter Events

New Event

Event ID:

Course Title:

Event Status:

Core Competency:

Qualification:

Trainer Name:

Sponsor Name:

Location Name:

City:

Date From:

Date To:

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
164888	6/23/2023	Mindfulness and Yoga in the Early Childhood Classroom	Thomas Jefferson State Office Building Jefferson City, MO	Molly Flynn	Approved

#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

5. 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

6. 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

Submit

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

Trainer Led Training / 05:00 PM - 07:00 PM  
Clock Hours 2.00 / Course Level Clock Hour

[View Course Details](#)

Event Duplication

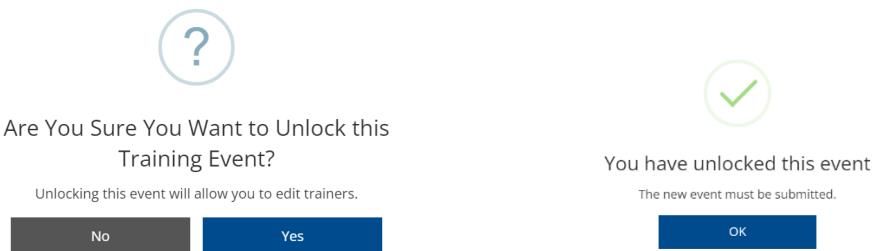
Enter date, location, and registration options.

This is a locked event; trainer cannot be changed.

Click "Unlock" to make changes.

Unlock

7. 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.



8. 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)	<input checked="" type="checkbox"/> Administrative Access
#920115 Daisy Duck	<input type="checkbox"/> Administrative Access

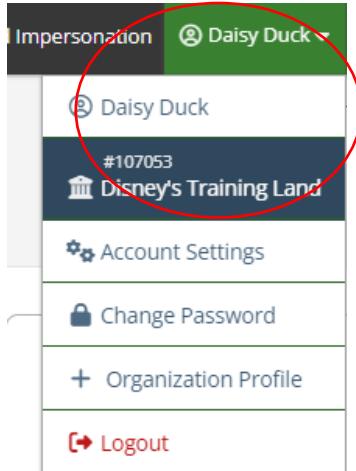
# Host a Conference

## Enter a Conference

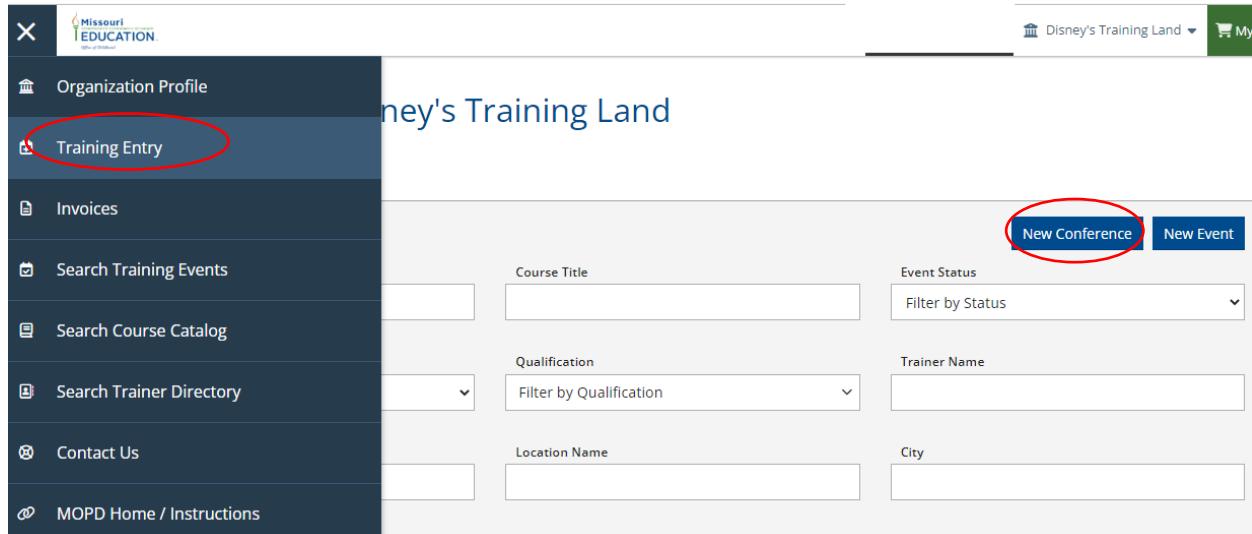
Before you begin, complete these steps:

- [Register As A Trainer](#)
- Create (or have administrative access of) a [Training Organization](#) and wait for approval.
  - If the Training Organization has never hosted a conference in the MOPD System, email [MOPD@dese.mo.gov](mailto:MOPD@dese.mo.gov) to request the ability to host conferences.

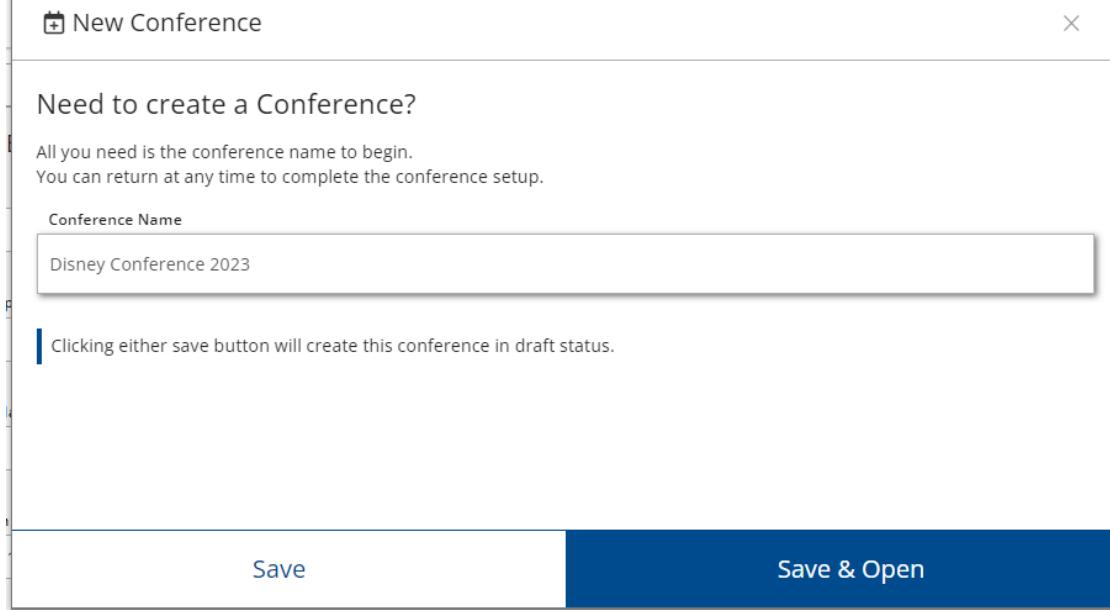
1. From your main profile page, click in the upper right corner where you see your name in green. This is called the context menu. The organization name will be included within the drop-down of your context menu.
2. Select your organization that is providing the conference. This switches your context to be acting as the organization instead of your personal account.



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



4. 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 to request this feature.
5. 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

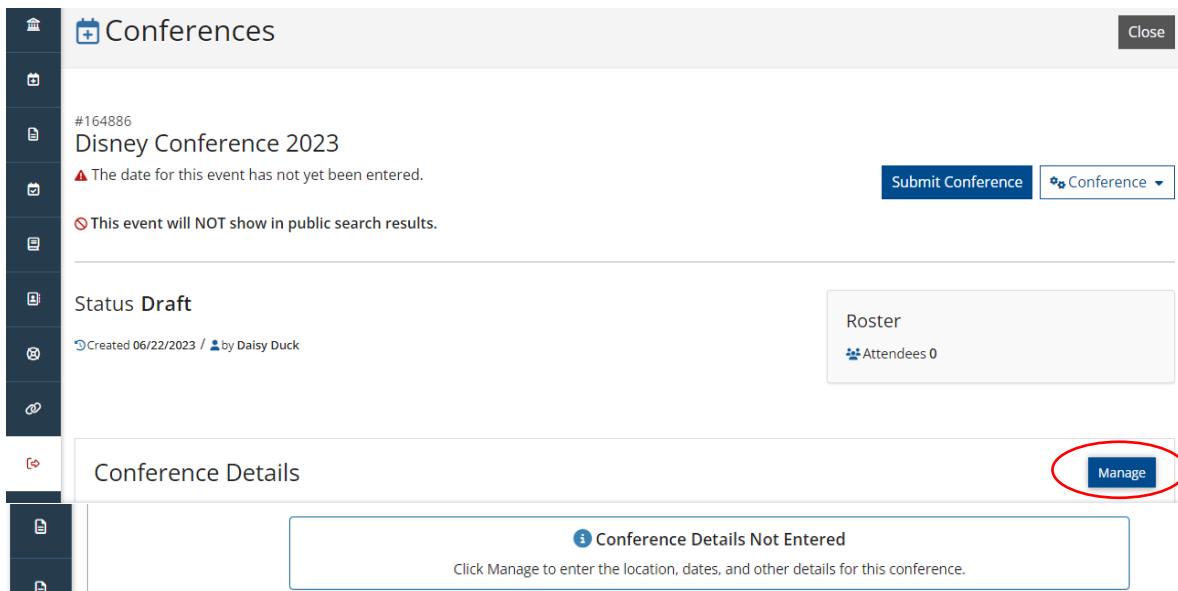
Disney Conference 2023

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

Save

Save & Open

6. Scroll down and click the first Manage button on the right side of the Conference Details section.



Conferences

#164886  
Disney Conference 2023

The date for this event has not yet been entered.

This event will NOT show in public search results.

Submit Conference

Conference

Status Draft

Created 06/22/2023 / by Daisy Duck

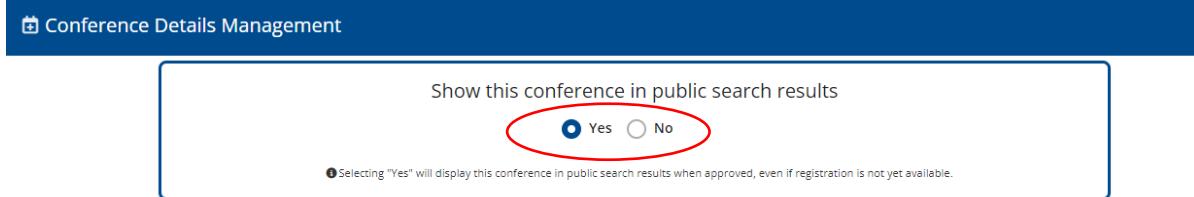
Roster

Attendees 0

Conference Details

Manage

7. Select the option to have your conference show in the public search.



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.

8. Enter the conference start and end dates.

Start Date	End Date
06/26/2023	06/27/2023

9. Enter overview of the overall conference. Specific conference sessions will be submitted separately later. \*If this is a virtual conference, please also describe:

- Will the conference be delivered live, or will it be pre-recorded?
- Please explain how you will know who attends each session? Will the trainer have a way to confirm who is in the session or that they are there the entire time?
- Describe the assessment of learning of the participants

Overview [\(i\)](#)

**B** **I** **U** **¶** **≡** **≡** **Tx**

Enter overview of the overall conference. Specific conference sessions will need to be submitted separately. If this is a virtual conference, please describe:

Will the conference be delivered live or will it be pre-recorded?  
 Please explain how you will know who attends each session? Will the trainer have a way to confirm who is in the session or that they are there the entire time?  
 Describe the assessment of learning of the participants

10. Next, add a Location.

- For an in-person conference, choose the + Location button. See more details on adding a location in the Trainer instructions section: [Assessments & Delivery](#).
- For a virtual conference check the Virtual Conference checkbox and add the web address.
- For a hybrid conference, enter both location type information.

Location

Virtual Conference

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

Search Saved Locations

Search saved location

[+ Location](#) [Saved Locations](#)

**Save** **Close**

- Your contact information automatically populates. Make edits if desired.

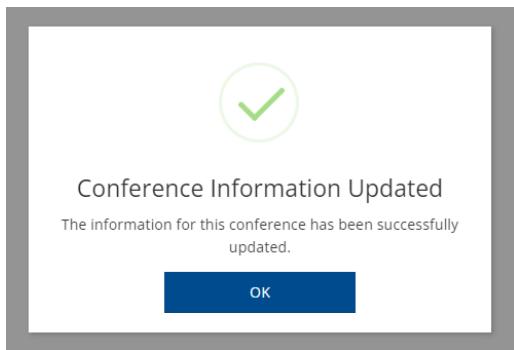
Conference Details Management

Contact Information

Contact Name	Email Address				
Daisy Duck	MOPDSYSTEM+DaisyDuck@gmail.com				
Country					
United States					
Address	205 madison st				
Zip Code	65101-2901	City	JEFFERSON CTY	State	MO
Phone	e.g. (201) 555-0123	Fax	e.g. (201) 555-0123	Website	Enter Website URL
Additional Contact Information					
Enter Additional Contact Information					
<small>Maximum of 500 characters</small>					

**Save** **Close**

- Click Save.



- Then, click Ok. You have completed the first step of entering conference details.

11. Next, Registration must be configured. Scroll down and click the second Manage button on the screen- in the Conference Registration section.

Friday, April 12, 2024 **Submit Conference** **Conference**

This event will show in public search results.

---

Status Draft

Updated 04/04/2024 / by Daisy Duck  
Created 04/04/2024 / by Daisy Duck

**Roster**  
Attendees 0

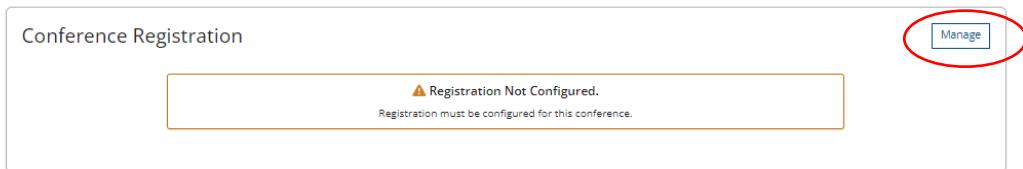
**Conference Details**

**Virtual Conference**  
Details such as the virtual conference app can be found by clicking the link below.  
<http://test@test.com>

**Contact Information**

Daisy Duck  
MOPDSYSTEM+DaisyDuck@gmail.com  
Address 205 madison st / City JEFFERSON CTY / State MO / Zip 65101-2901

**Manage**



12. Enter the Registration Deadline and the web address where participants register (if applicable).

### Conference Registration Management

#### Registration

**Online Registration Not Available**  
Registration must be facilitated by a site other than the PD System.  
Please connect a valid STRIPE account to your organization profile or enable alternate payment in order to collect registration fees for conferences.

Registration Deadline  
Enter Registration Deadline Required

Conference Web Address  
Enter Conference Web Address

Registration for this conference may take place on another website.

**Save** **Close**

- If you would like to offer online registration for the conference, refer to instructions on using the MOPD System's 'Online Registration' to setup a Stripe Account.
  - After a Stripe Account has already been created, you will have different options to complete. Add the max number of conference attendees allowed.

### Conference Registration Management

#### Registration

Is Online Registration Required?

Yes  No

Select "No" if you would like attendees to register through a site other than Missouri PD System.

Registration Page Link:  
<https://mopds.org/v7/conferenceevents/181207/register>

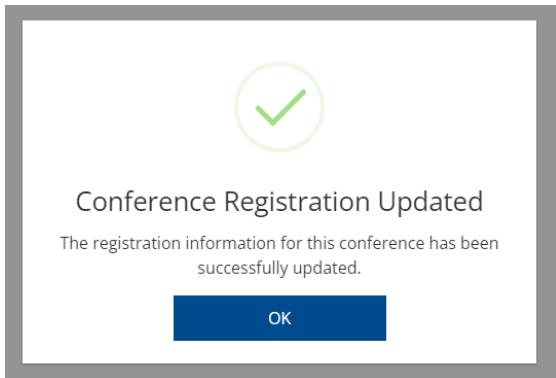
Max Number of Attendees  
Enter Max Number

Registration options for this conference will be set up separately.

**Save**

*(optional step for online registration)*

13. Click Save.



14. A pop up is received confirming that conference registration is set. Click Ok.

15. The system goes back to the main conference screen. Conference registration is now set. Edits can be made later if needed by using the Manage button.

16. Next, add Conference Sessions for approval. Scroll down and Click + Session to add a conference session.

17. Select the conference session type from the drop down.

- Choose Training Session for any session that should receive clock hour credit, such as keynotes and breakout presentations.
- Choose No Credit for any time blocks that should not receive credit, such as end of day social hours, lunches, exhibitor visiting, etc.

18. Enter the name of the conference session, date, and times.

## Session Detail

Name  
 Required

Virtual Session

Location  
 Required

Date  Start Time  End Time  Required

Session Description (i)  
 Required

*Describe the conference session content to be covered. If this is a virtual conference, please describe:*

Save Close

## 19. Enter a location.

- If the conference is in person- this location can be the room number if known, or the overall conference location if the room assignment of the session is not known yet.
- If the conference is virtual- click the Virtual Session checkbox and enter the meeting/webinar platform.

Virtual Session

## Web Address

(i) Link to virtual session website or meeting link Required

## 20. In Session Description, describe the conference session content to be covered. Each session should be entered separately.

*\*If this is a virtual conference, please also describe:*

- Will this training be delivered live, or will it be pre-recorded?
- Please explain how you will know who attends each session? Will the trainer have a way to confirm who is in the session or that they are there the entire time?
- Describe the assessment of learning of the participants

Session Description (i)  
 Required

*Describe the conference session content to be covered. If this is a virtual conference, please describe:*

Save Close

\*If offering a virtual conference, another box for Attendance is present. Check the box to indicate if Verified Attendance is Required and enter a capacity. If not offering a virtual conference, this box is not present.

#### Session Management

Required

#### Attendance

Verified Attendance Required?

Yes  No

>Select "No" if this session does not require attendance tracking.

#### Capacity

Enter Capacity

Registration fee for this session will be set up separately.

21. Next, Click + Trainer to add the session's trainer. (If offering a Non-Training Credit Session, a trainer is not needed - skip to next step.)

#### Trainer

##### ⚠ Trainer Required

At least one trainer is required for training sessions.

+ Trainer

22. Search by Trainer ID or Trainer Name. Click Select if you find the correct trainer.

#### Select Trainer

Filter Trainers

Use Unregistered Trainers?

Trainer ID:

Trainer Name:  donald duck

Sort by:

#920116  
Donald Duck  
City JEFFERSON CTY / State MO / County Cole  
Trainer Type Registered Trainer

Showing 1 out of 1

Select

Showing 1 out of 1

Cancel

- If you choose to use an unregistered trainer (not applied in MOPD as a trainer with an MOPDID), enter all fields of information to have them approved for this conference session.

**Select Trainer** X

**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

23. To allow the Trainer associated with this session to enter attendance, the box may be checked to give them Administrative Access to this event. The trainer will not be able to change session information or see additional conference information.

**Session Management** X

**Trainer**

#920116  
Donald Duck (Primary Trainer)  **Administrative Access** **Change**

**+ Trainer**

24. Next, select the Training Language and enter the Course Details. The course type and level are pre-selected and cannot be changed. For details on these steps, see [For Trainers: How To Submit A Training Course For Approval](#)

**Course Detail**

Attendees of training sessions will have the hours entered for the session applied to their training hours.

Course Type	Course Level	Course Category
Clock Hour Course	Clock Hour	Select Course Category <small>Required</small>

**Training Hours**  Required

**Applies Toward**

Qualifications are a great way to identify subject matter of a given course. Please assign any qualifications that apply to this training session.

Safe Sleep

**Content Areas**

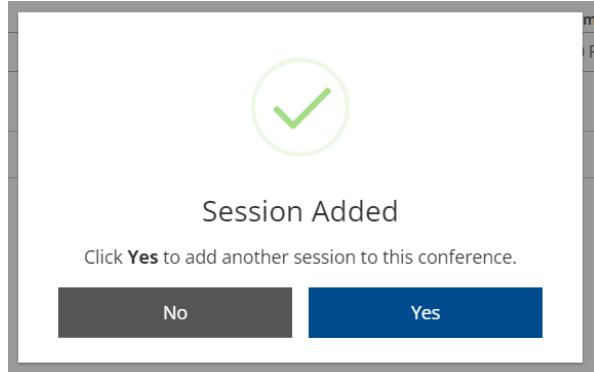
Choose the Content Area(s) covered in this training. Only 2 content areas are allowed per hour of training. Read more about MO Content Areas at: <https://earlyconnections.mo.gov/media/pdf/mopd-content-areas>

1a: Understand the developmental period of early childhood from birth through age 8 <small>?</small>	Hours <input type="text"/>
1b: Understand and value each child as an individual <small>?</small>	Hours <input type="text"/>
1c: Understand the ways that child development and the learning process occur in multiple contexts <small>?</small>	Hours <input type="text"/>

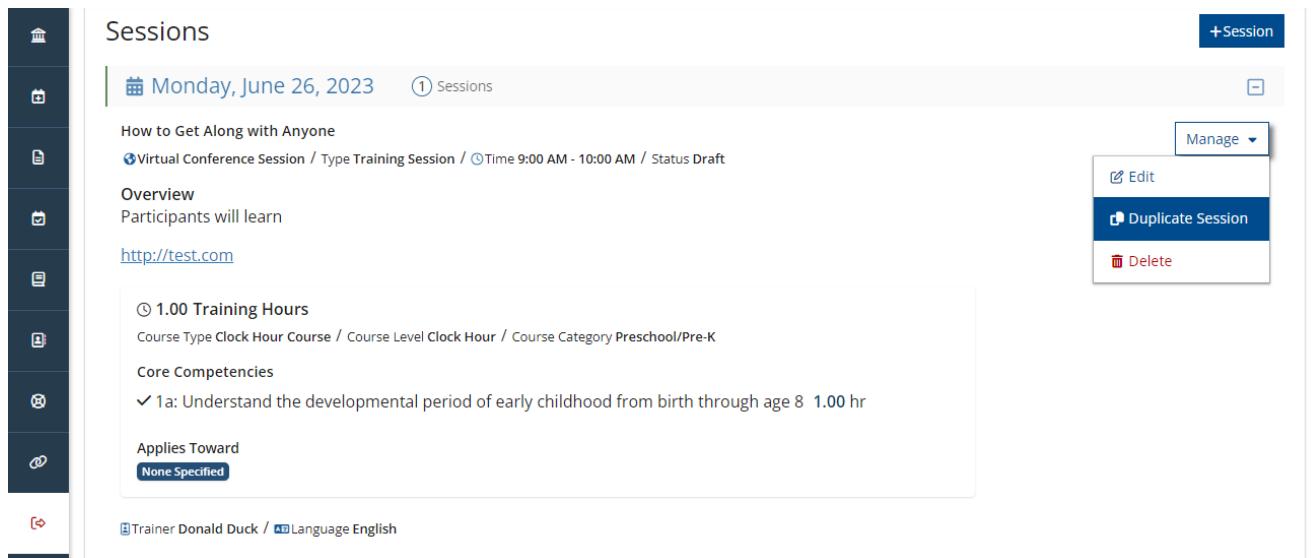
**Save** **Close**

25. Click Save.

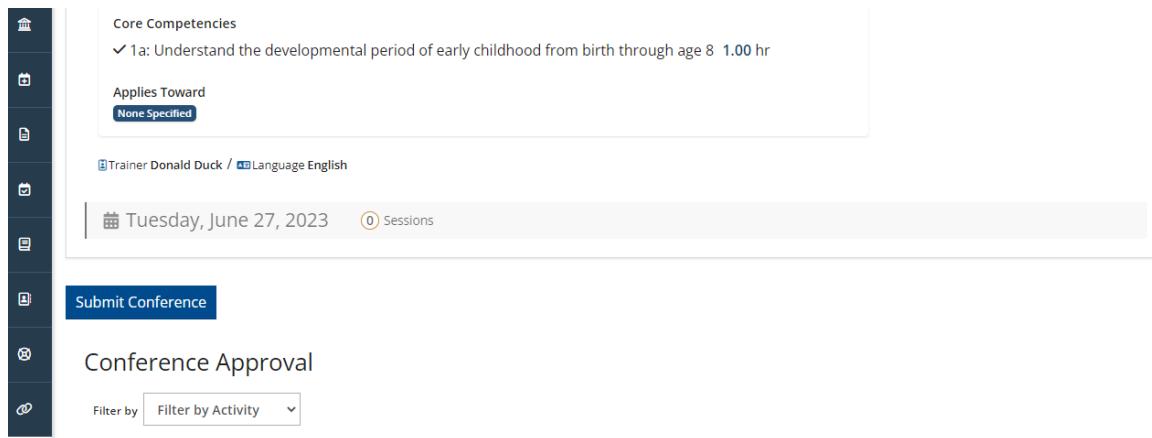
26. Click Yes to add another conference session or No if you are finished or want to add more sessions later.



- If Yes, repeat steps above for all conference sessions.
- If No, click Ok.
- \*A Duplicate session may be offered. If needed- go to the Manage button next to the session offering, click Duplicate Session, and fill in the details.

A screenshot of the "Sessions" page. On the left is a vertical sidebar with various icons. The main area shows a session for "Monday, June 26, 2023" with the title "How to Get Along with Anyone". Below the title are session details: "Virtual Conference Session / Type Training Session / Time 9:00 AM - 10:00 AM / Status Draft". To the right of the session details is a "Manage" dropdown menu with options: "Edit", "Duplicate Session" (which is highlighted in blue), and "Delete". Below the session details are sections for "Overview", "Participants will learn", and "http://test.com". Under "Core Competencies", there is a listed competency: "1a: Understand the developmental period of early childhood from birth through age 8 1.00 hr". Under "Applies Toward", it says "None Specified". At the bottom of the session card are "Trainer Donald Duck / Language English".

27. After submitting all conference sessions, scroll down and click Submit Conference.

A screenshot of the "Submit Conference" page. On the left is a vertical sidebar with icons. The main area shows session details for "Tuesday, June 27, 2023" with "0 Sessions". Below the session details is a "Submit Conference" button. Under "Conference Approval", there is a "Filter by Activity" dropdown menu.

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

Conference Terms and Conditions X

You must agree to the Missouri PD System conference terms and conditions in order to submit this conference for approval.

**Acceptance of Terms**

The Missouri Professional Development (MOPD) System along with the Missouri Department of Elementary and Secondary Education (DESE) provides this course approval process to you 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. Amended terms are effective 7 days after posting.

**Obligations of Course Owners**

You must be legally able to offer the course that you create on our site. You must accurately describe your course and all content that will be covered. If you indicate that this course has an approved trainer list, you are obligated to maintain that list. If you grant a trainer permission to train on this course, you are responsible for ensuring that the trainer offers the course as it was described in this course submission module. We may rescind your course approval if we suspect that you have engaged in fraudulent activity in connection with our site, your course or associated event.

By using the course submission process, you are obligated to ensure that whenever this course is delivered in-person

I agree to the conference terms and conditions.

[Continue](#)

29. Click Review Conference. The conference is submitted and will be reviewed.  
 30. 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

31. You will be emailed if the conference and sessions are approved, declined, or need revised.

## Edit or Cancel Conference Sessions

1. If needed, you can access the conference later by clicking Training Entry on the left navigation of your organization profile. You can use this feature to cancel or edit conference sessions.
2. Conference sessions are indicated with a CS icon. The overall conference is indicated with a C icon.

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.

New
Print

▲ Expired
● Not set
● Expired Trainer

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

3. To edit a conference session, click on the title hyperlink. 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.

MISSOURI PROFESSIONAL DEVELOPMENT (MOPD) SYSTEM INSTRUCTIONS

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