Missouri Professional Development
SYSTEM INSTRUCTIONS

OFFICE OF CHILDHOOD
SUCCESS
AT EVERY
STAGE

This instruction manual is divided into 3 main user types- All users, Owners & Directors, and Trainers. Please do not print instructions as they are updated frequently. Some views may appear different on a phone versus a desktop computer or tablet. Accessing the MOPD system with a device larger than a phone will allow for ease of use and the ability to see more features (especially trainers and organization owners/admin). For a better user experience, we recommend *not* using Google Chrome.

- Find more policy related information on the DESE PD webpage: https://dese.mo.gov/childhood/prof-dev.
- Find more important resources and announcements at https://earlyconnections.mo.gov/MOPD.

MOPD SYSTEM INSTRUCTIONS

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FOR ALL USERS

FOR DIRECTORS & OWNERS

FOR TRAINERS

Optional Features for Trainers

Missouri Professional Development
SYSTEM INSTRUCTIONS FOR ALL USERS

OFFICE OF CHILDHOOD
SUCCESS
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STAGE

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.

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

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

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

Verify Email

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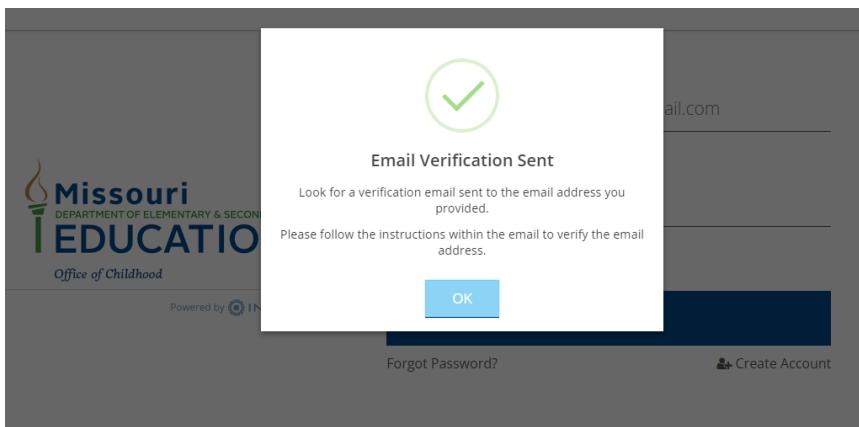
2. Click the Verify Account button in the verification email.
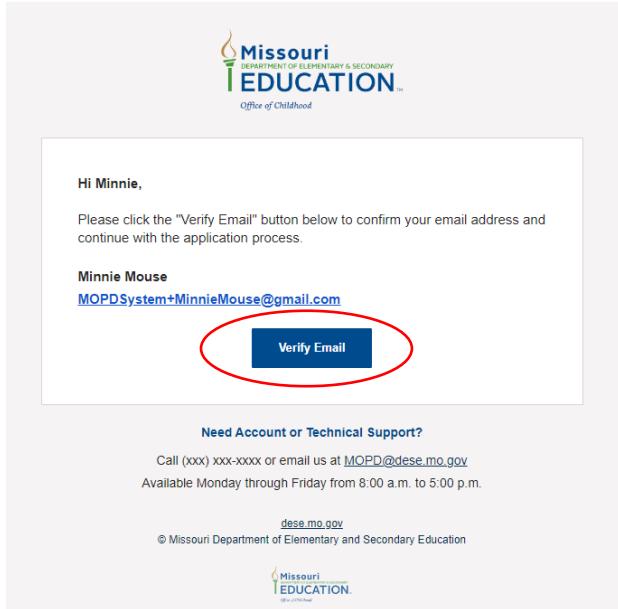
Create Password

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

[Next]

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.

Missouri EDUCATION

👤 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? ⑦

- ○ Yes
- ● No
- ○ Unspecified

Do you consider yourself? ⑦

> 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.

Communication Preferences

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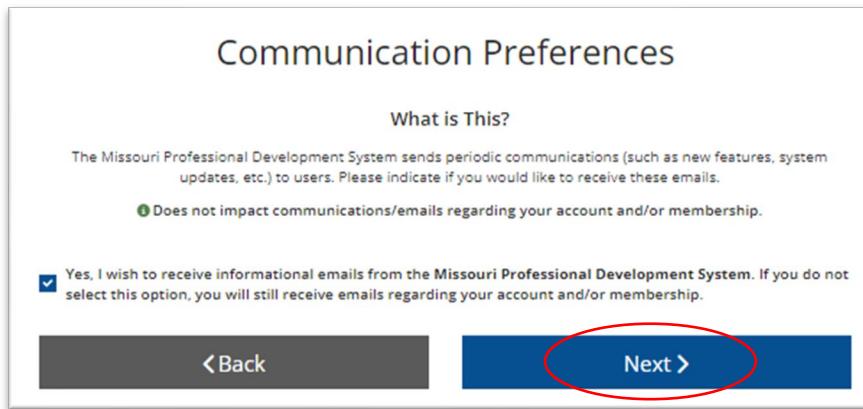
Terms of Use

1. Read the listed Terms of Use on this page.
2. Check the acknowledgment box.
3. Click the Submit button.
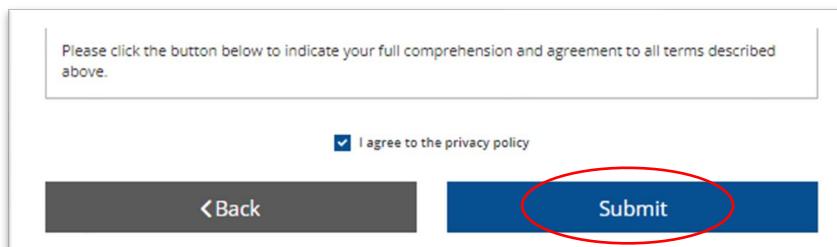
Success! An MOPD System account has been created! The assigned MOPDID number can now be used to register for trainings. Next, continue to the next required step- Apply For Registry Profile Membership.

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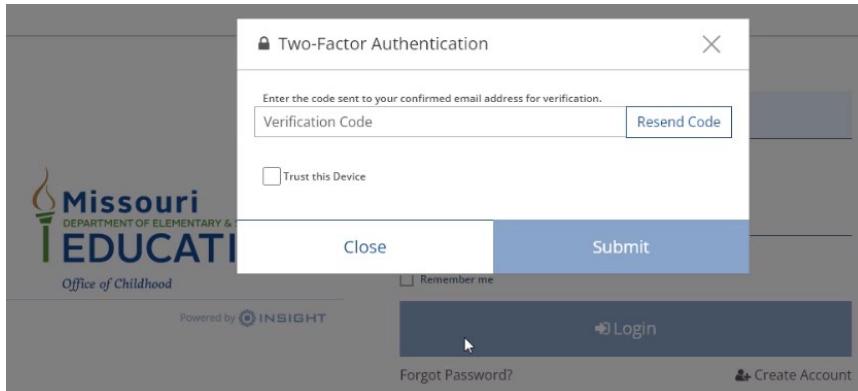
2. Go to your email where to find a verification code. Enter this six-digit number in the MOPD system pop-up box to successfully log into the system. You have 10 minutes from the time the verification code is sent to enter the code into the MOPD pop-up window. After 10 minutes, you will need a new verification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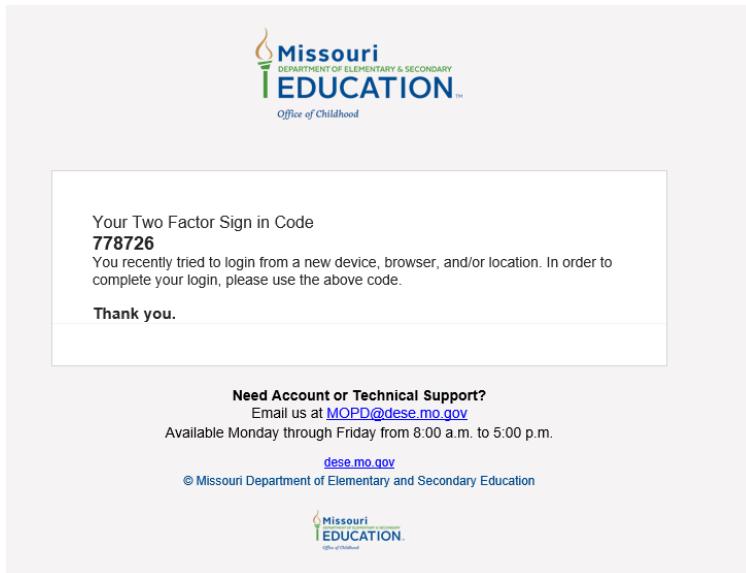
3. After entering the verification code successfully, a security phone number is requested.

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

🇺🇸 ▾ e.g. (201

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.
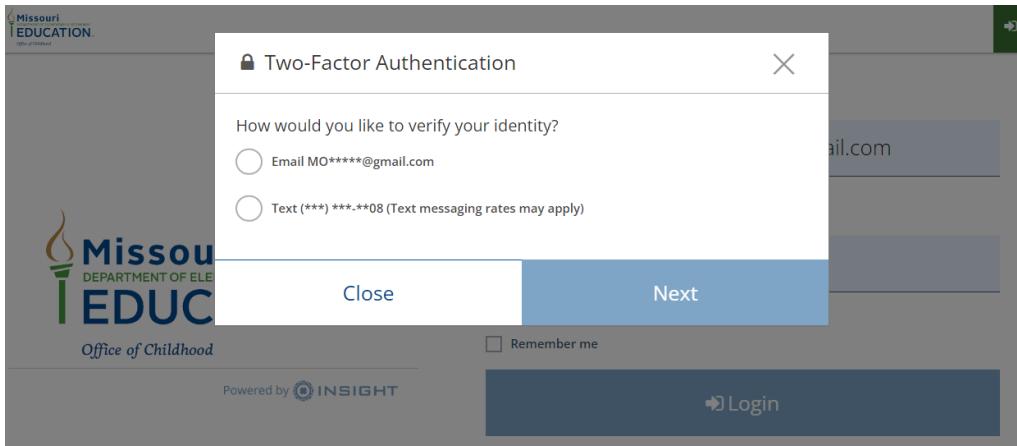
APPLY FOR REGISTRY PROFILE MEMBERSHIP

Each time you login to the MOPD System you will click the Login to MOPD System button.
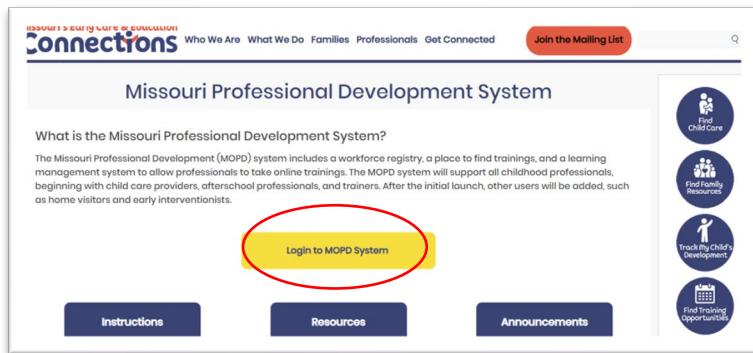
Then click Login in the upper right corner and login with your email, password, and Two-Factor Authentication.
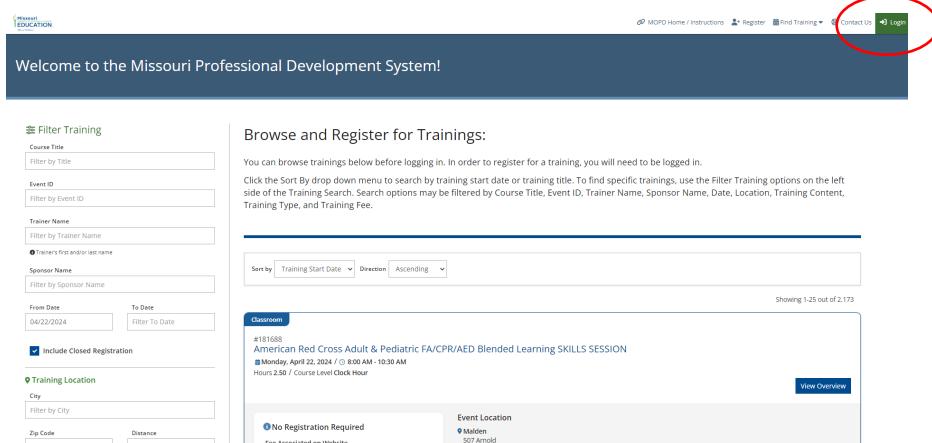
Continue to the next required step- applying for the Registry Profile Membership. Missing this step will prevent training records from showing correctly on the program's report. This step allows individuals to connect to their employer, enter education, and more. Have a current resume with dates of employment and education available to help complete this step accurately.

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

2. 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.

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

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.
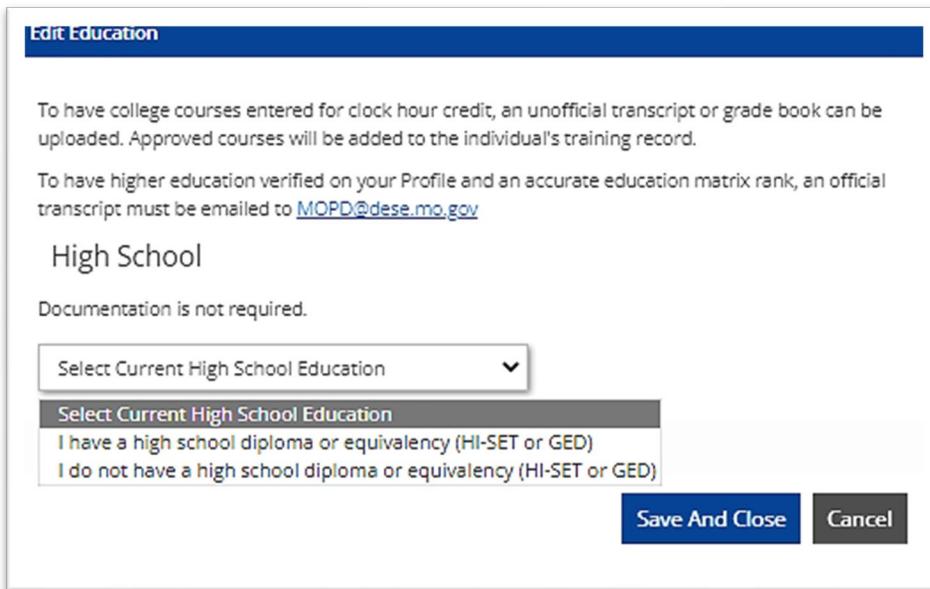
Edit Education

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

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.

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' Selected Occupations Chart.
    - ➢ Official transcripts must come directly from the college/university to MOPD@dese.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)
    - ➢ All MOPD users will be given an Education Matrix rank based on the Selected Occupations Chart determined by the qualifications a user chooses to submit on their MOPD profile. Users who choose to submit accurate and verifiable qualifications, will be accurately categorized into the correct Selected Occupations Chart level. After education is reviewed, an Education Matrix rank can be seen on the user's main profile page. Users who do not submit official documentation will be listed as a basic Member.
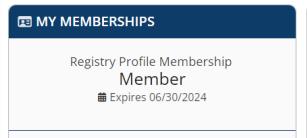
MY MEMBERSHIPS

Registry Profile Membership
Member
📅 Expires 06/30/2024

➢ Read more about the Education Matrix on the MOPD Resource page: Education Matrix | Early Connections (mo.gov).

➢ 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 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

Early Childhood Education 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
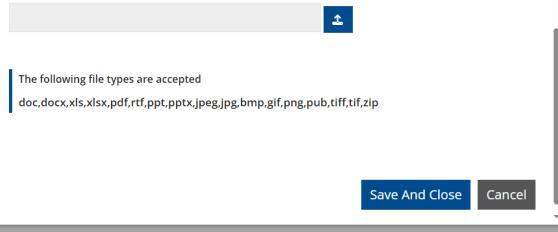
- Click Save and Close

To enter Child Development Associate (CDA):

Child Development Associate (CDA)   -- Add New --

Click Edit to add info

-- Add New --
CDA - Family Child Care Home
CDA - Family Child Care Home-Bilingual
CDA - Home Visitor
CDA - Home Visitor-Bilingual
CDA - Infant Toddler
CDA - Infant Toddler-Bilingual
CDA - Pre-School
CDA - Pre-School-Bilingual

Youth Development Credential (YDC)

- Click the "Add New" dropdown
- Select the Certification you have from the drop down
- Enter the Date Registered
- Enter then date it expires

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 calculated, an official transcript must be emailed from the higher education institution to 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
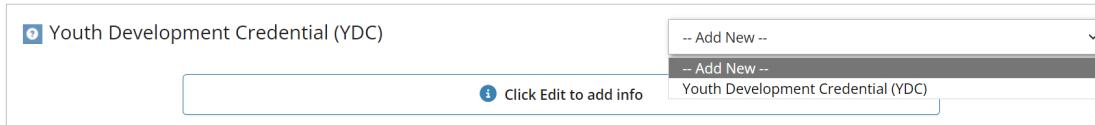
Youth Development Credential (YDC)	-- Add New --
Click Edit to add info	-- Add New -- Youth Development Credential (YDC)

- 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
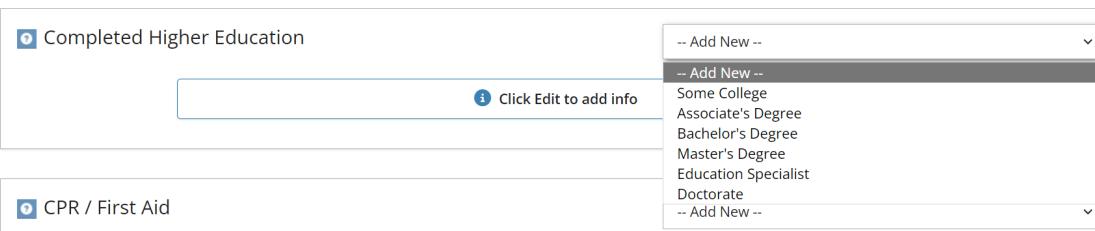
Completed Higher Education	-- Add New --
Click Edit to add info	-- Add New -- Some College Associate's Degree Bachelor's Degree Master's Degree Education Specialist Doctorate -- Add New --
CPR / First Aid	

- 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 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.

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

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.

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

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

To enter Assessments:

- Click the "Add New" dropdown.
- Select the Assessment you have from the dropdown.
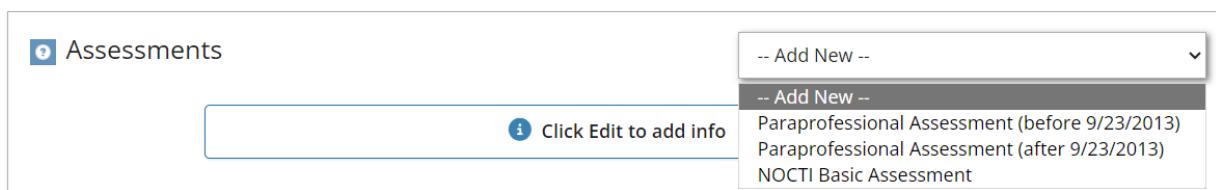
- Enter the Date the assessment was taken.
- Enter the date it expires (if applicable)

- Upload the official documentation of proof.
- Click Save and Close

To enter Other Certificates:

- Click the "Add New" dropdown.
- Select the Certification you have from the dropdown.
  - *Note for Substitutes-* Regular substitute certificates should not be uploaded here. The MOPD System only collects and verifies documents that pertain to the DESE Selected Occupations Chart, in this case that means the online substitute certificate course from Frontline. MOPD only collects professional teaching certificates. Substitutes may submit official transcripts reflecting college credit in order to be ranked on the Selected Occupations Chart.
  - *Note for Montessori certificates-* DESE only accepts the Center for Guided Montessori Studies Certificate. Other Montessori certificates are not accepted at this time.

- Enter the Date the certificate was completed.
- Enter the date it expires (if applicable)
- Upload the official documentation of proof.

Other Certificates

You will be required to provide documentation of these entries as part of the application process.

Montessori Early Childhood Certificate

Date*

Montessori Early Childhood Certificate Documentation

- Click Save and Close

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
🔍

City
🔍

Departmental Vendor Number (DVN)
🔍

School District Number
🔍

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

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.

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.

7. Enter position information. For information about position titles, see Direct-Care Organization Position Titles & Descriptions. Choose if this is the Primary Employer.

Position Information

Title *

[-- Make a selection -- ▾]

Hours per Week *

[ ]

Months Per Year *

[ ]

Primary Employer *

○ This is my primary employer

○ Not my primary employer

Age of Children *

☐ Prenatal   ☐ Pre-K

☐ Infants (0 to 11 months)   ☐ Kindergarten

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

☐ Older Toddlers (2 to 3 years)   ☐ Adult

☐ Preschool

Start Date *   **End Date**

[ ]   [ ]

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.
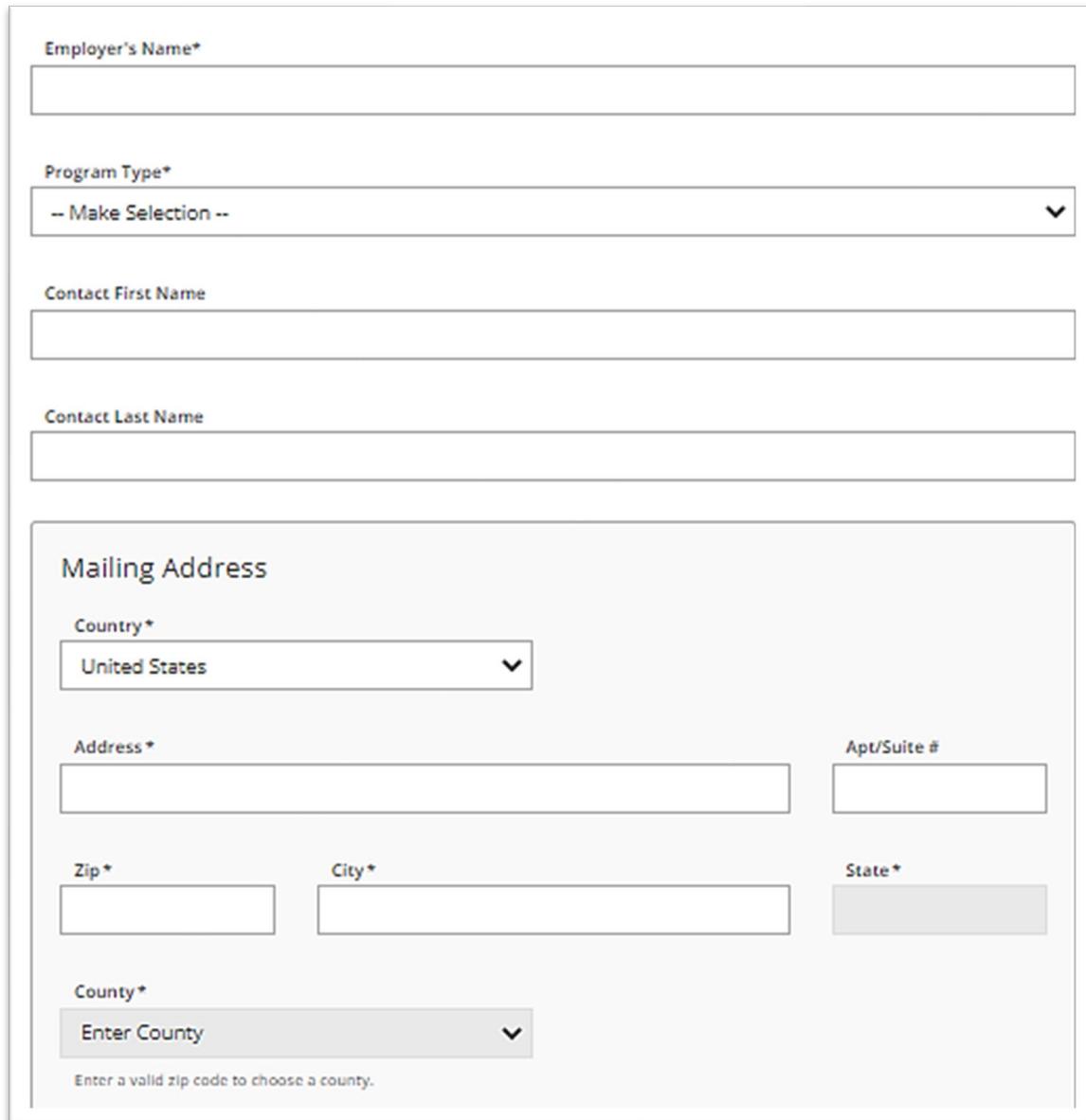
Employer's Name*

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 <u>contact a trainer</u>(if there are issues receiving credit)
- <u>complete an e-learning course</u>
- evaluate past trainings
- <u>request hours</u> 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 |

Training

[Edit Training]

Status Legend
● Evaluation Complete 🗹 Evaluation Available ⊘ Evaluation Closed ▲ Not Eligible

Event ID	Title	Completed	Credit	Type	Hours	Level	Verified	Evaluation
164899	Daisy's Delightful training			Preschool/Pre-K	5.00	Clock Hour	REGISTERED	
164947	Daisy's Delightful training	01/03/2024		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	⊘
164907	Daisy's Delightful training	08/28/2023		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	
164900	Daisy's Delightful training	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.

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.

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.

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.

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.

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

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.

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.

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 to ability to view all trainings, past and future, and request clock hour approval if eligible.

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.

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.

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

INDIVIDUAL REPORTS

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

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

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

 Employment History

Employment History

 Individual Training Needs Assessment Report

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

 Training History

Training History

 Training Content

Training Content

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

Professional Development Learning Record

Name: Rory Gilmore
MOPD ID: 1000009

Employment History:

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

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

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

2023

Clock Hour

Event ID	Course Title	Date	Hours	Sponsor	Verified
158364	Intentional Teaching	5/28/2023	4.00		Yes
158173	"If It's Predictable-Is it Preventable?"	5/5/2023	1.00		Yes
	Clock Hour Total Verified		5.00		
	2023 Total Verified Credits/Hours (All Tier Levels)		5.00		

2022

Clock Hour

Event ID	Course Title	Date	Hours	Sponsor	Verified
158376	Child Development	12/31/2022	22.50	University of Missouri	Yes
	Clock Hour Total Verified		22.50		
	2022 Total Verified Credits/Hours (All Tier Levels)		22.50		
	Grand Total Verified		27.50		

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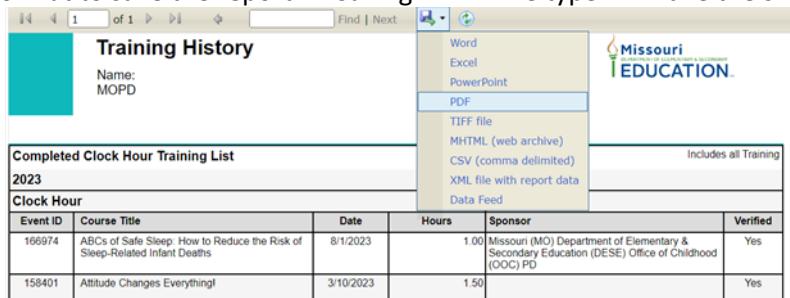
11. *Remember-* an easy way to see your clock hours count for the current calendar year is to check the profile home page. After you Apply for Membership and connect to an employer, your current year's clock hours are listed under Training Hours. If you have not completed a Membership, your clock hours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

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.

Then click on the training's title.

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.

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 <u>approved national models</u>.
- 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 AND REGISTER FOR TRAINING

1. Before logging in to the MOPD System, the training search is the default page view.

If you are already logged in to MOPD, move your cursor to the left side of the page and use the left side navigation menu to click on Search Training Events.
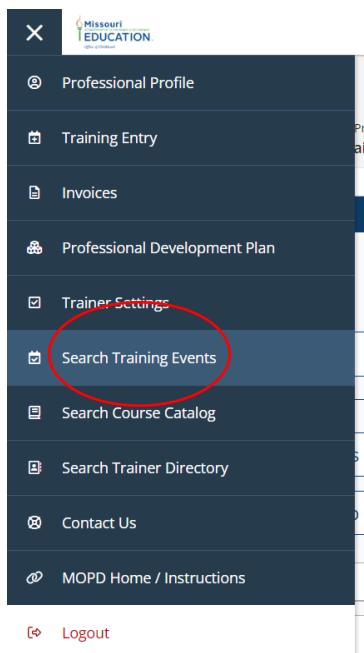
2. Use Filter Training fields to search for training available based on interests (content, type, fees, etc.). *Some trainings do not use MOPD's online registration so there is not an event fee listed until reaching the trainer's website to register.*

3. Scroll down the page and click Search.

4. Find a training of interest from the returned results. If no results are found- try a different keyword or less search criteria.

    A.   You may also choose to go back to the left navigation and click Search Course Catalog as an alternate option to search for training- particularly CPR & First Aid or Safe Sleep.

The Search Course Catalog feature allows you to search by Qualification – which is a designation to note courses that are approved for DESE licensing or subsidy requirements such as CPR & First Aid or Infant Safe Sleep. Type a keyword into the field for 'Course Title, Competency, or Qualification'. In the Qualification Type field, use the drop-down menu to select 'Licensing'.

Course Catalog

Missouri approved training can support child care providers as they increase their knowledge across various quality domains and stay current on best practices in the field of early care and education.
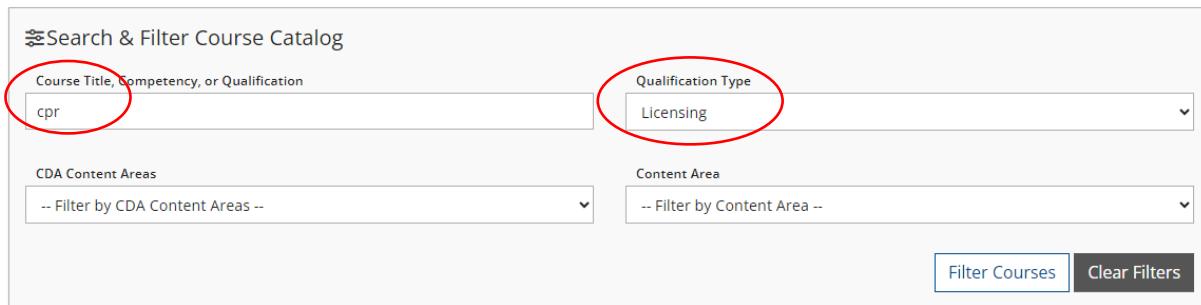
☰ Search & Filter Course Catalog

Course Title, Competency, or Qualification	Qualification Type
cpr	Licensing

CDA Content Areas	Content Area
-- Filter by CDA Content Areas --	-- Filter by Content Area --

Filter Courses   Clear Filters

You will see search results for any currently approved courses for this topic and qualification. You will also see the 'Applies To' field that confirms the training meets the qualification requirement.

Click View Events to see currently scheduled events for the approved course- this will take you to the main Search Training Events page (see more instructions on that topic below).

Displaying 1-11 of 11 Courses

American Heart Association Adult and Pediatric AED, First Aid, and CPR Blended Learning SKILLS TESTING
Level: Clock Hour: 7b: Establish and maintain an environment that protects children and youth
Provided by: Statewide Training Initiatives

\# Course Id: 40675   ⏱ 2.25 Hours   📅 18 Events

View Events
View Course Detail

Applies To:
American Heart Association - FA/CPR Adult/Child/Infant

American Heart Association First Aid, CPR for Infant, Child and Adult
Level: Clock Hour: 7b: Establish and maintain an environment that protects children and youth
Provided by: Statewide Training Initiatives

\# Course Id: 48384   ⏱ 6.00 Hours   📅 3 Events

View Events
View Course Detail

Applies To:
American Heart Association - FA/CPR Adult/Child/Infant

HLTH110: Protecting Infants: Reducing the Risk of SIDS and Shaken Baby Syndrome
Level: Clock Hour: 7a: Establish and maintain an environment that promotes risk management practices
Provided by: ChildCare Education Institute

\# Course Id: ⏱ 2.00 Hours   📅 1 Events

View Events
View Course Detail

Applies To:
Safe Sleep

Once in the event overview- you can confirm again that the course meets DESE licensing requirements.

Approved CPR & First Aid or Infant Safe Sleep courses are identified underneath the event description by Areas of Interest:
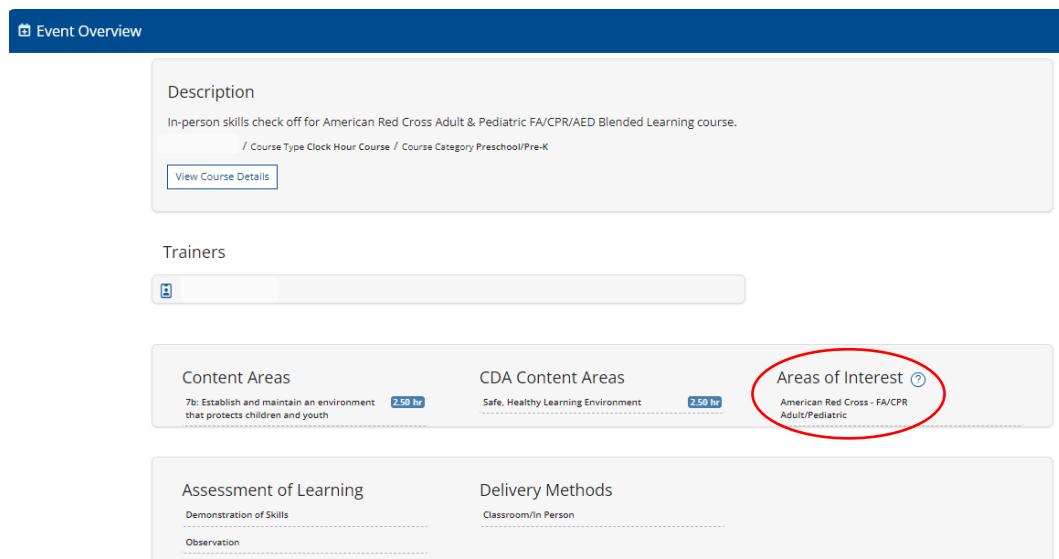
B. You may also choose to go back to the left navigation and click Search Trainer Directory as an alternate option to search for trainings- particularly CPR & First Aid.
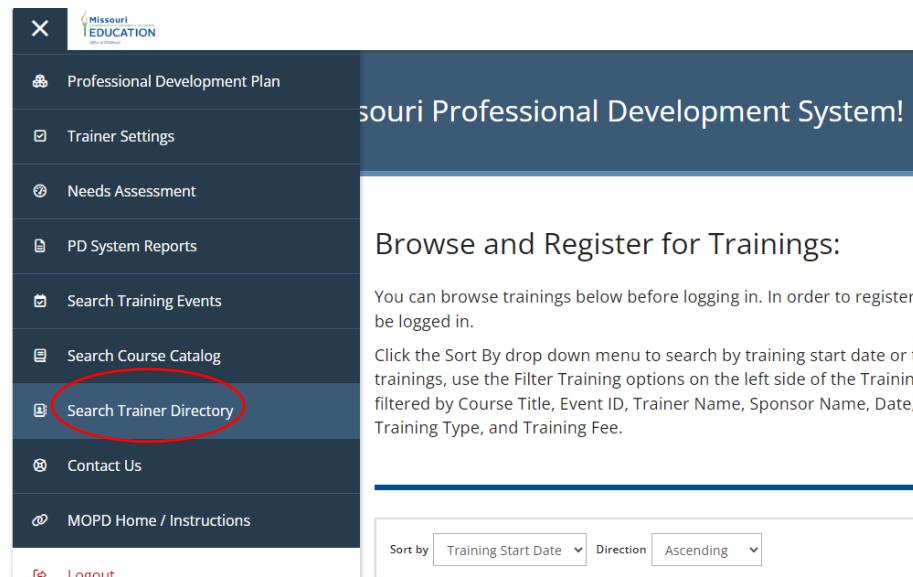
The Search Trainer Directory allows you to search for a particular trainer. You can use this to find trainers who are willing to travel to your county if there is not already a training in your county for your topic of interest. This can be especially helpful for requesting CPR & First Aid in a rural area.

Trainer Directory

Are you looking for a Trainer? Use this Trainer search to locate an approved Trainer in your area to meet your training needs.

Search for Trainers

Searching without criteria will display all Trainers

Trainer Name / ID

Enter Name or ID...

Trainer Type

Click to Make Selections...

Age Group Expertise

Click to Make Selections...

Training Language

Any Language

Training Counties

Click to Make Selections...

Keywords

Enter Keywords...

[Search Trainers]   [Reset Form]

For example, you could select county from the list of Training Counties, then add a keyword for 'CPR' to find trainers who are willing to travel to your geographic area to host a CPR course.

Training Counties

Andrew ×

Keywords

cpr ×   Enter Keywords...

[Search Trainers]   [Reset Form]

Trainer Search Results

Name	Location	Type
	SEDALIA, MO Pettis	Registered Trainer
	SAINT LOUIS, MO St. Louis	Registered Trainer
	BUFFALO, MO Dallas	Registered Trainer
	BUFFALO, MO	Registered Trainer

Click the hyperlinked name in the Trainer Search Results. This takes you to a page with the trainer's information to contact and inquire if they are willing to travel to your county to host a training.

Return to Search Results

Registered Trainer

BUFFALO, MO
Dallas

Contact via Email

Miles willing to travel	250
Time of day	Both Daytime and Evening
Schedule Availability	Both weekdays and weekends
Primary Language	English
Training Language(s)	English

Trainer Credentials

Age Group Expertise
Adult

5. Once you have found a training you are interested in, click the View Overview button to read details about the training.

Classroom

First Aid/CPR/AED Training -Blended Learning

📅 Monday, June 26, 2023 / 1 Sessions
Hours **2.50** / Course Level **Clock Hour**

View Overview

ⓘ **No Registration Required**

Fee Associated on Website

Event Location
📍 Location Not Set

Primary Trainer

If applicable: Some training may require registering online through a different agency's link provided, provide information to call the trainer to register, or specify that registration will occur onsite. Follow the directions noted in the Event Overview to register. A note that says 'Fee Associated on Website' means that you will be taken to the trainer's website to register and pay for the course. If the register link is external to the MOPD system, click the View Website button and follow the steps outlined on the trainer's site. If leaving the MOPD webpage, you will need to contact the trainer with any questions about registration.

📅 Event Overview

#177866
DESE Child Care Subsidy Orientation

📅 Available Monday, January 1, 2024 - Tuesday, December 31, 2024
Course Level **Clock Hour**
This course is NOT counted for clock hours.
Web Based
View Website

ⓘ **No Registration Required**
Fee Associated on Website

Description

The child care subsidy program is administered by the Department of Elementary and Secondary Education (DESE)'s Office of Childhood (OOC). The child care subsidy program increases children's access to early learning and literacy by assisting eligible parents/guardians with payments for child care in Missouri. The purpose of the program is to ensure children have access to early childhood programs while making the care affordable for low income families so that they can work or attend job training.

Required for one upper level child care staff member (owner/director) who is responsible for compliance, not required for all child care staff members.• Required once, does not have to be repeated at each renewal.

Course ID **39840** / Course Type **Clock Hour Course** / Course Category **Business**

View Course Details

Trainers

📄 DESE Office of Childhood

Sponsor

Missouri (MO) Department of Elementary & Secondary Education (DESE) Office of Childhood (OOC) PD

Close

6. If online registration is required through the MOPD System, you will see a Register button on the Training results page. Click register.

7. If you were not already logged into MOPD, you will be taken to the login page. Once logged in you will need to go back to the event you were attempting to register for.

8. Click the Register button again inside the Event Overview to register for the event within the MOPD system.
If you are an administrator of an Organization Profile, you have the option to register other staff.

9. Confirm the attendee details listed.
10. Scroll down to agree to the terms and conditions.
11. If the event is free- Click Complete Registration. You can find your registered training on the main Profile Page- scroll down to the Training section and click the View All My Training button.

*Note- Some courses may appear free when searching $0 as this fee refers to fees collected through the MOPD System. If a trainer elects to collect fees elsewhere, they will put $0 will be collected through MOPD and provide instructions and the amount that will be required for the course.

**If the training is an e-learning training this screen will look different- please see e-learning specific instructions.*

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

Pay for Training with Fee

1. For events with a fee, click Add Event to Cart button.

Registration Fee

☑ Course Fee $5.00
(Ends 3/1/2025)

Total: $5.00

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Event Attendees

☑ I agree to the registration terms and conditions

🛒 Add Event to Cart

2. Click View Cart button.

3. Review the items in your cart and click Checkout.

🛒 Event Cart

4. Enter your payment information and click Submit Payment.

5. You can find your registered training on the main Profile Page. Scroll down to the Training section and click the View All My Training button.

C   plete 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.

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.

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).

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.

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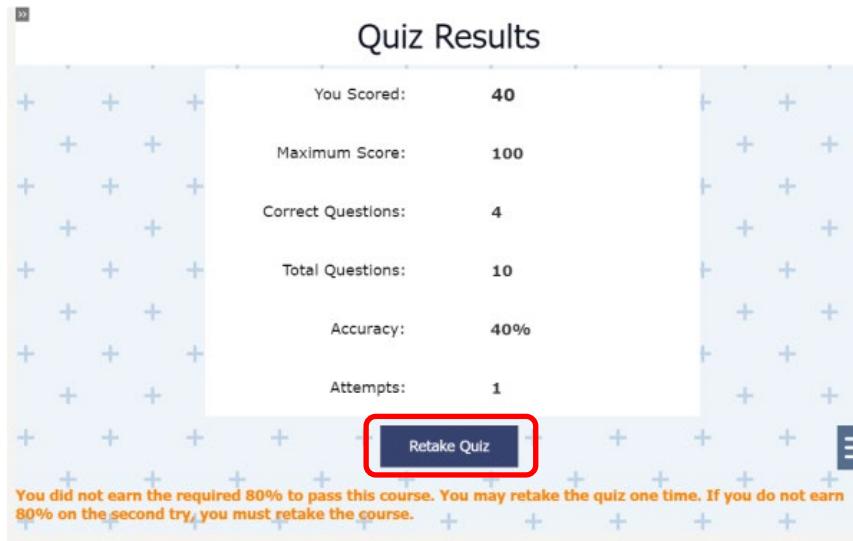
- If you leave the course and return to retake the quiz later, click "Retake" to the right of your prior module score after you resume the course.

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.

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.

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.
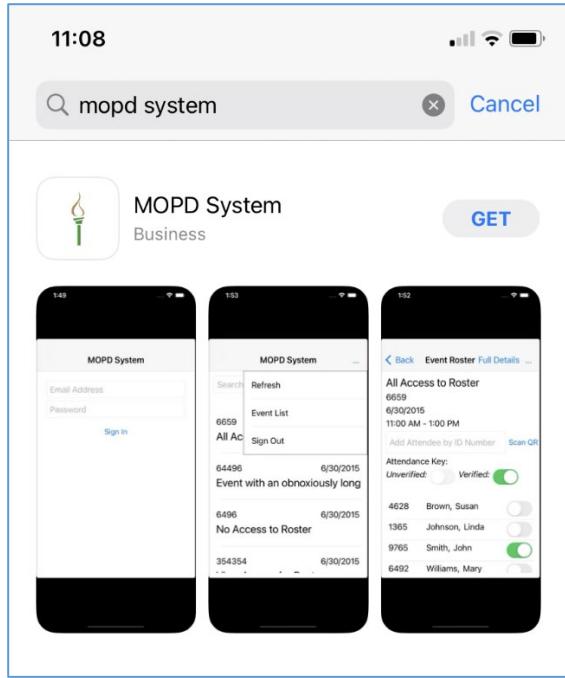
3. Login with the email and password you use to access the MOPD system.

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.

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

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.
- ***Note for School District Staff**- Each Local Education Agency (LEA) staff member can upload their school PD log report for the calendar year. School district staff should consider the best timing for submitting school PD logs and requesting approval since MOPD looks at clock hours for a calendar year (January-December). For example, if school staff need clock hours for 2023, they should upload a year-to-date school PD log report with a completion date in 2023. Users can upload a school PD log each year to cover the calendar year. The school PD log should include the staff person's name and school name so MOPD staff can easily identify and verify it. The school PD log should be entered under Individual Request Approval with the total amount of hours on the log for the time period being submitted. The title of training can be generic such as "school PD hours for *time period"*. The user can choose the MO content area that best relates. If participating in Quality Assurance Reporting (QAR)- users will need to have training content in at least four MO content areas. In this case, the user should divide up their PD log into four parts and choose a different MO content area for each log.

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.

Edit Individual Training Request   ✕

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

Training Sponsor

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

Training Sponsor *

Houston Music Therapy Society

Trainer Details

Name of Trainer

Sally Smith

Job Title

Program Administrator

Agency

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   ✕

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   ⌄]

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   [+ Files]

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

[🖫 Submit Request]   [✕ Close]

5. An Open window appears to select the document to attach. Select the correct file and click Open.
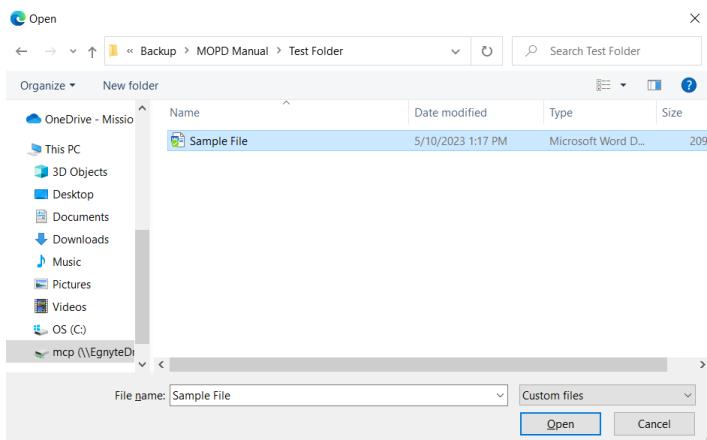
6. The attachment is now attached. Continue adding supporting documentation as needed. Once all documents have been uploaded, click Submit Request.
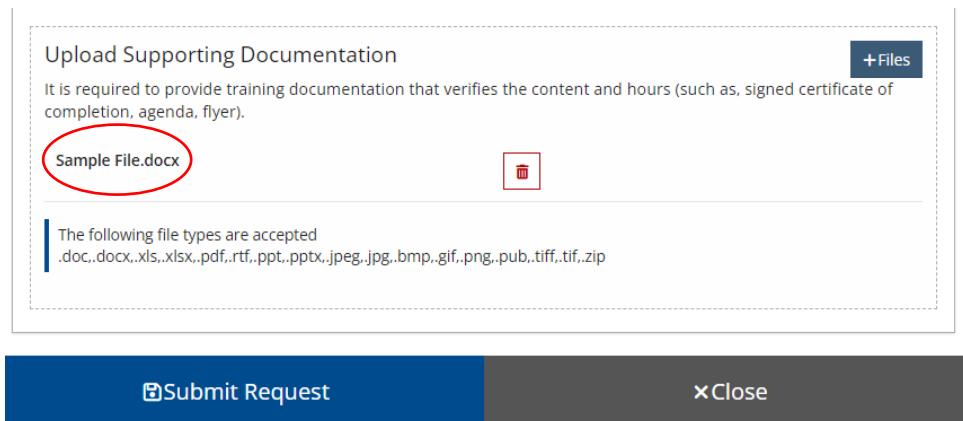
7. A confirmation box will appear. To make changes, click Cancel; otherwise, click the Submit Application button.
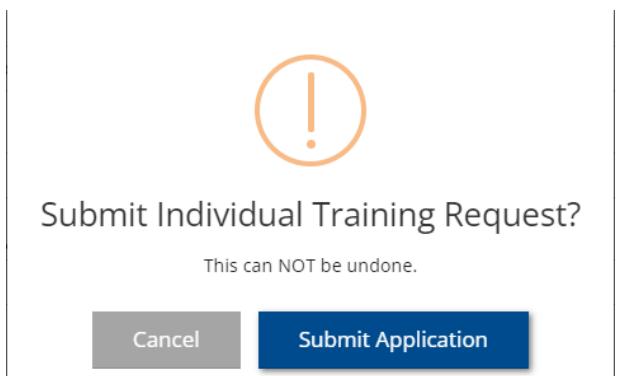
8. You will receive a message saying your Training Request has been submitted. Use the X at the top right corner or scroll down and click the Close button to exit.

Edit Individual Training Request ⊗

✓ 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.

☐ Show E-Learning events only

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

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	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	☑
158182	Robert's E-Learning Course			Preschool/Pre-K	3.00	Clock Hour	REGISTERED	🎓
158378	The Effects of Music on the Early Years	05/10/2023		Preschool/Pre-K	2.00	Clock Hour	SELF REPORTED	

TRAINER & TRAINING EVALUATION TOOL (TTET)

Users can evaluate training to give feedback after completing a course. Aggregate data is shared with the trainer and DESE to help improve the quality of professional development in the system.

1. Go to your Training page by clicking View all My Training on your main profile page.
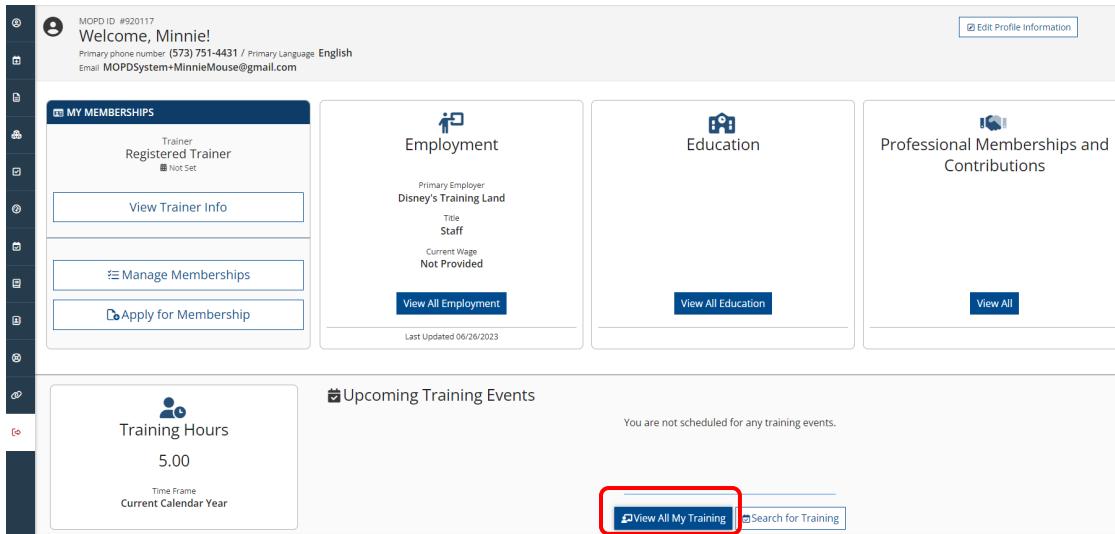
2. On your Training page, you will find a list of your completed trainings.

Training Information

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

Return to My Profile

#920117
Minnie Mouse

Training

Edit Training

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
164899	Daisy's Delightful training			Preschool/Pre-K	5.00	Clock Hour	REGISTERED	
164947	Daisy's Delightful training	01/03/2024		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	✎
164907	Daisy's Delightful training	08/28/2023		Preschool/Pre-K	5.00	Clock Hour	VERIFIED	

3. Click the pen on paper icon to start the evaluation.

4. Confirm that the information at the top of the evaluation is correct for the training you completed. Then complete the evaluation ranking each question with the instructions provided.

Trainer & Training Evaluation Tool

Hello, Minnie Mouse

Your training experience feedback is important to improve our system. We greatly appreciate the time and effort you put into evaluating your training experience as an act of professionalism to help promote quality improvements for the field. Thank-you for your contribution.

#164947
Daisy's Delightful training

Daisy Duck	Missouri River Regional Library, 214 Adams Street, Jefferson City	
Trainer	Location	
01/02/24	38847	5
Event Date	Course ID	Training Hours

Trainer Evaluation

The trainer exhibited strong knowledge of the topic

- ● Strongly Agree
- ○ Agree
- ○ Disagree
- ○ Strongly Disagree

5. Submit the Survey at the end.

I was able to register and attend online training with no difficulty

- ● Strongly Agree
- ○ Agree
- ○ Disagree
- ○ Strongly Disagree

The physical training environment met my needs for learning

- ● Strongly Agree
- ○ Agree
- ○ Disagree
- ○ Strongly Disagree

[Submit Survey]

Attendees are sent an email each week after the event as a reminder to take the evaluation. The TTET is available for events for 30 days after they are completed.

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.

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

3. Select Start to begin the assessment.

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.

Self-Assessment of MO Content Area Individual Training Needs Assessment   ✕

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 ⑦   Review   Retake
🕔 Completed 07/18/23 / Result Please see Reports tab

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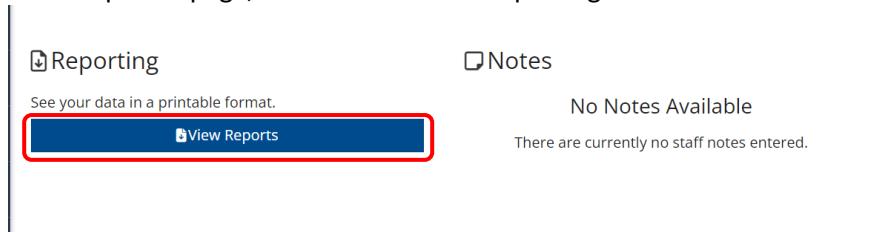
2. On the Reports page, select Individual Training Needs Assessment Report hyperlink.

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

4. 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

1. From your profile page, go to the left menu and select Professional Development Plan.
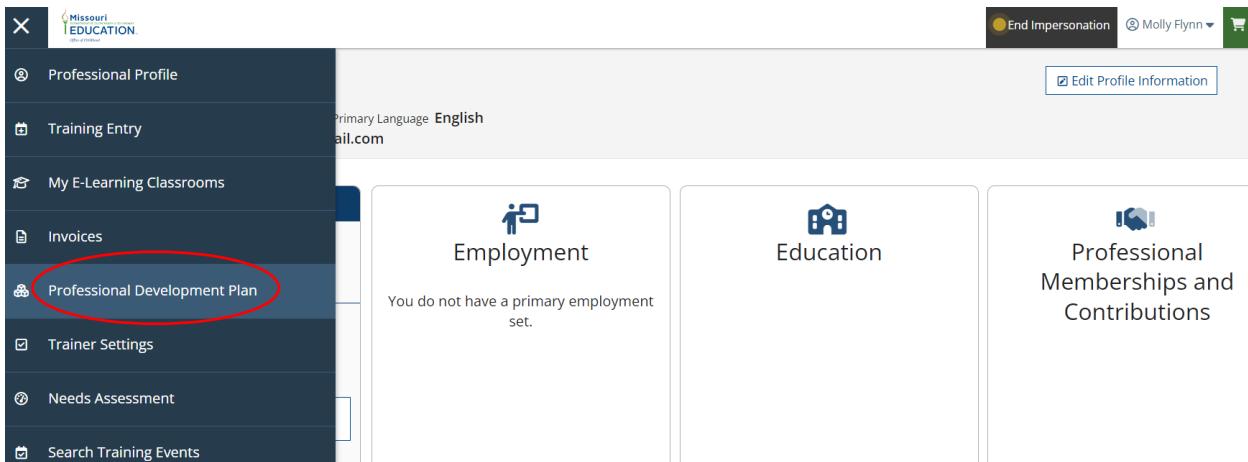
2. The main view defaults to all Open tasks. The first time will show no tasks found.

3. Click the blue +Tasks (Add Task) button in the upper right.
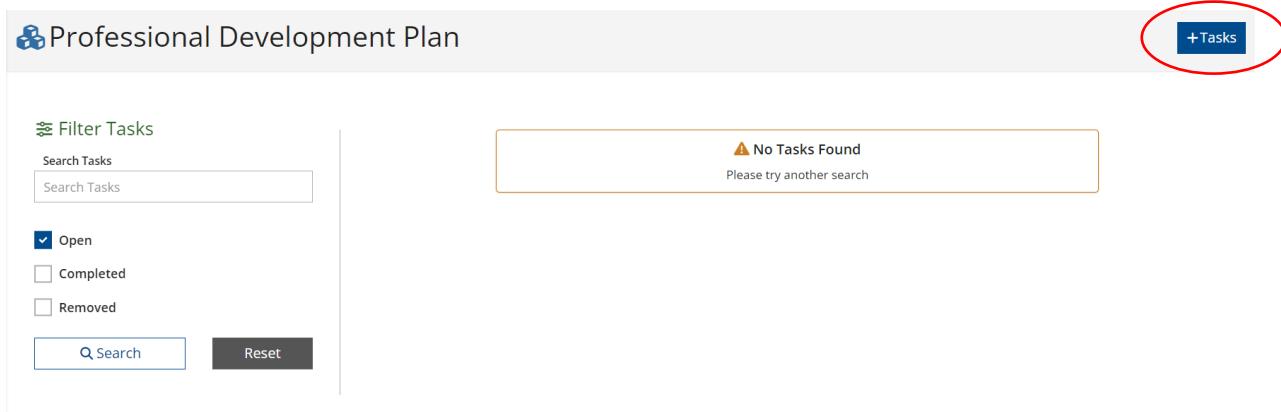
4. The Add Task window will open. Enter a goal description in the first field, then select Goal Topic, Goal Category, and Action from their respective dropdowns.
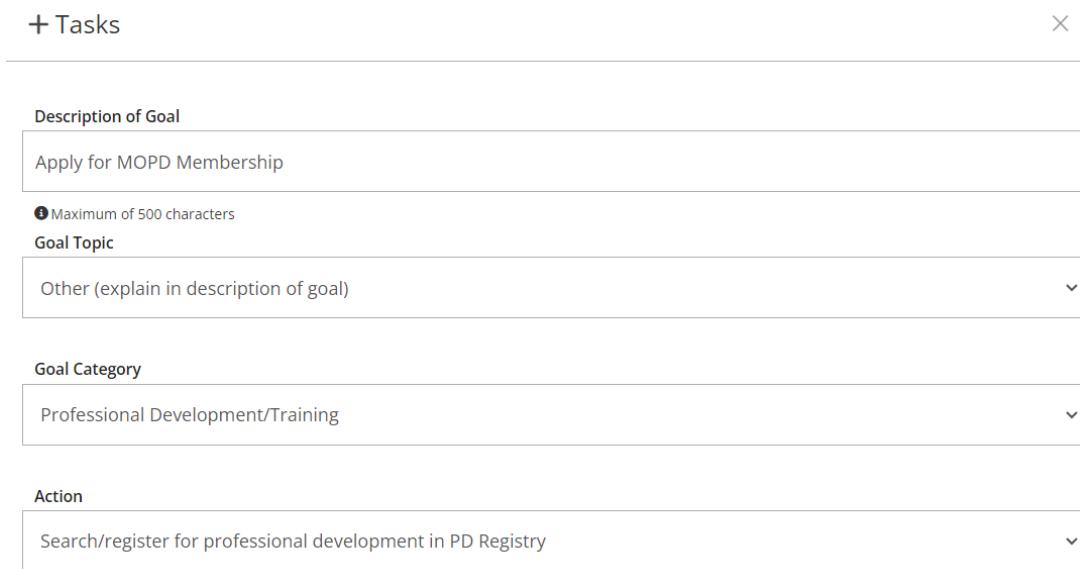
5. Once all fields have been completed, there are two options:

- 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
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

ℹ 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**

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

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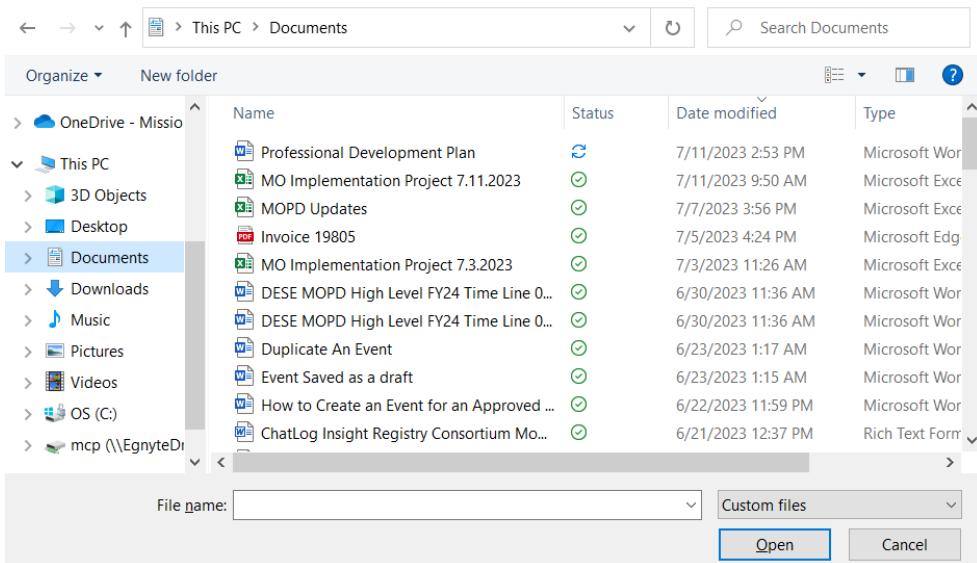
9. Once the file has been uploaded, it will be reflected on the screen along with the delete button (trash can icon). Additional files can be added if needed. When finished entering information and attaching files, select the Save Task button at the bottom of the screen.

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.

Open	#9 **Apply for MOPD Membership** Goal **Professional Development/Training**	☐ Complete
	📄 Documents ⓪	Manage

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

4. 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.

5. 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.

Remove a Task

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

2. Click the trash can icon to remove the task.
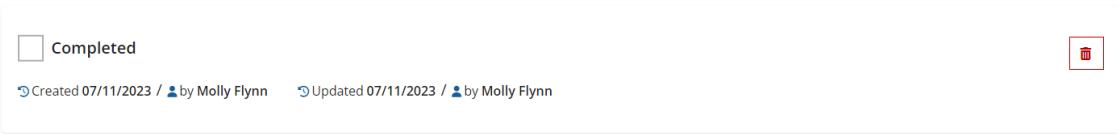
Completed

🕓 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.

?

Remove Task?

Are you sure you want to remove this task? All other pending changes will be removed.

| No | Yes |
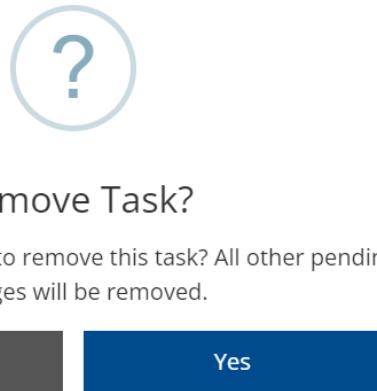
4. After selecting yes, another pop-up will show the task was saved.

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.
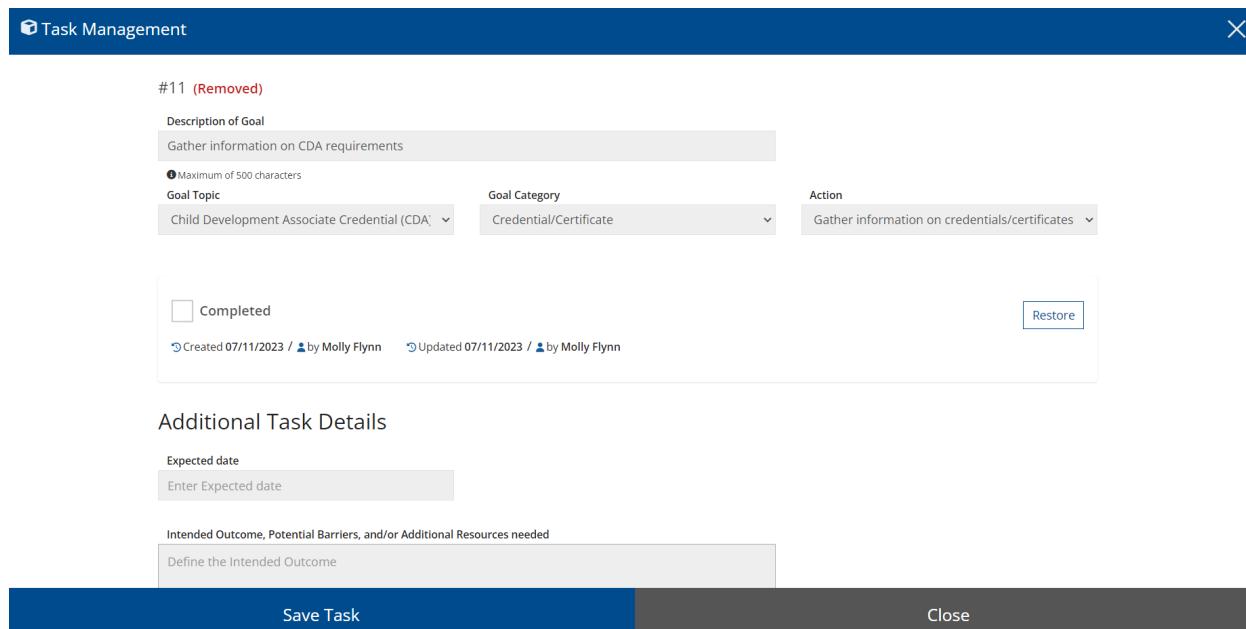
📦 Task Management   ✕

#11 (Removed)

Description of Goal

Gather information on CDA requirements

ⓘ Maximum of 500 characters

| **Goal Topic** | **Goal Category** | **Action** |
| Child Development Associate Credential (CDA) ⌄ | Credential/Certificate ⌄ | Gather information on credentials/certificates ⌄ |

☐ Completed   Restore

🕓 Created **07/11/2023** / 👤 by **Molly Flynn**   🕓 Updated **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

| 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.

Professional Development Plan

+Tasks

Filter Tasks

Search Tasks

[ ] Search Tasks

[✓] Open
[ ] Completed
[✓] Removed

Search   **Reset**

Showing 1-1 of 1

Removed

#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

Restore

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

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**

RENEW MEMBERSHIP

Annually (every 12 months) users receive an email to renew their registry profile membership. Renewing the membership ensures your information is up to date and needed to ensure the system functions correctly and clock hour compliance is accurately calculated on reports. Users will have the opportunity to review employment and confirm start and end dates, position titles, and work experience is correct. There is also the opportunity to add updated education to have an accurate Education Matrix level.

Upon login every 12 months, (or following the link in the reminder email), complete the following steps:

1. Click Apply for Membership
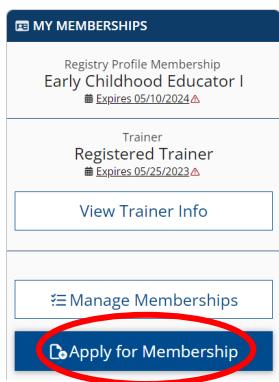
2. Click the box for Update my Registry Profile Membership. Then Click Next.
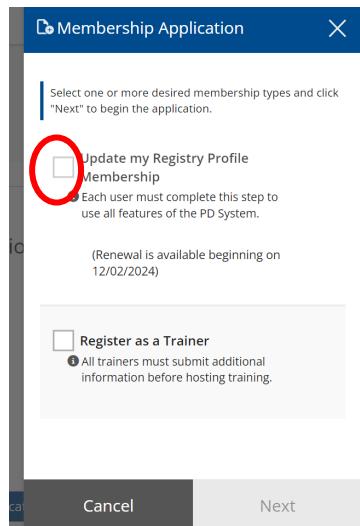
Other steps to complete membership renewal are the same as applying for registry membership.

Missouri Professional Development
SYSTEM INSTRUCTIONS
FOR DIRECTORS & OWNERS

SUCCESS
AT EVERY
STAGE

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 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. 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.
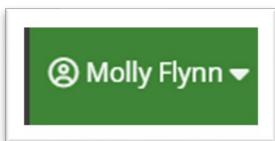
2. Select + Organization Profile from the context menu.
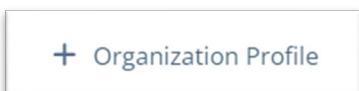
3. Click the Create Profile button in the middle of the screen. Do NOT attempt to populate the Organization ID field.

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.

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 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 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)

[-- Make a Selection --   ⌄]

⚪ No

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

⚪ Yes

Select your school district (required)

[-- Make a Selection --   ⌄]

⚪ 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.

Contact Info	ID Numbers	Organization Type	Address

using the identification numbers you provided. Confirm the programs

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

c

Departmental Vendor Number (DVN): 123456789

Previous   Next

If the DVN was entered correctly but the wrong organization is displayed, please contact MOPD System Staff at 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.

Organization Type

☐ Training Sponsor Organization

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

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --   Add

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

Missouri Accreditation (MOa)   🗑

ID Number   Effective Date   Expiration Date

Next

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)	0
Young Toddlers (12 to 23 months)	0
Older Toddlers (2 to 3 years)	0
Preschool	0
Pre-K	0
Kindergarten	0
After School	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.

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

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.

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.

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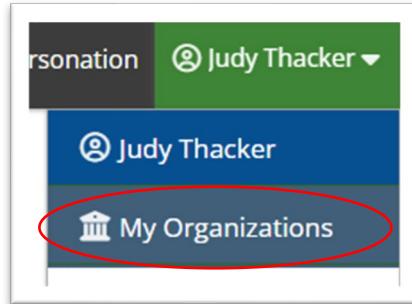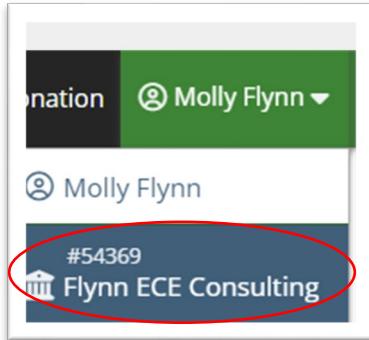
- The first time you change your profile context to access your Organization Profile, you will receive a pop-up notification that you need to agree to the terms of agreement and click Submit.

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.
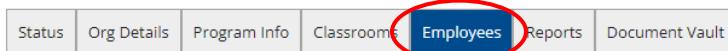
2. Click the Manage Invites button on the right.

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.
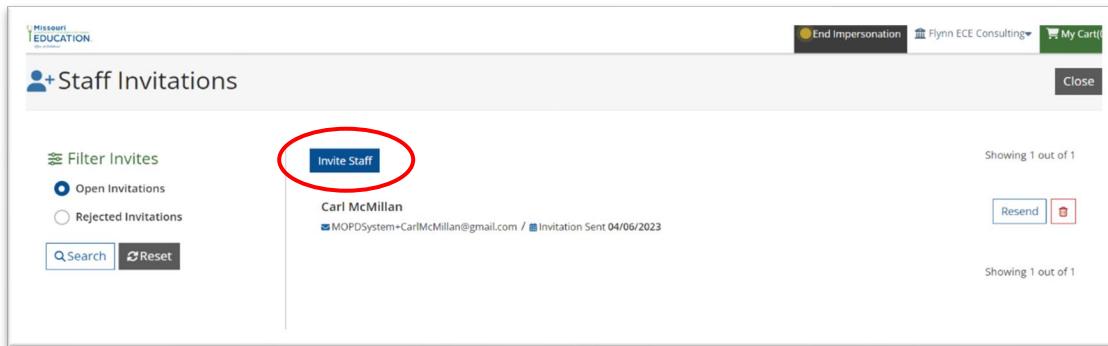
3. Click the Invite Staff button to invite employees to the organization.

4. The Invite Staff window opens.

- 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:

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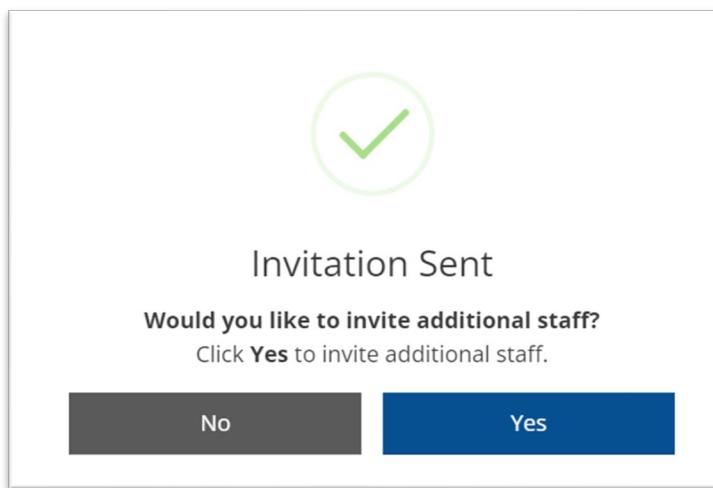
- If you choose Yes, another Invite Staff window appears, and you will repeat steps above.
- If you choose No, the pop-up window closes, and you are back to the Staff Invitations page. You will see the list of invites you just sent.

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.

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.

3. Select the Status from dropdown list.

- '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.

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

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

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.
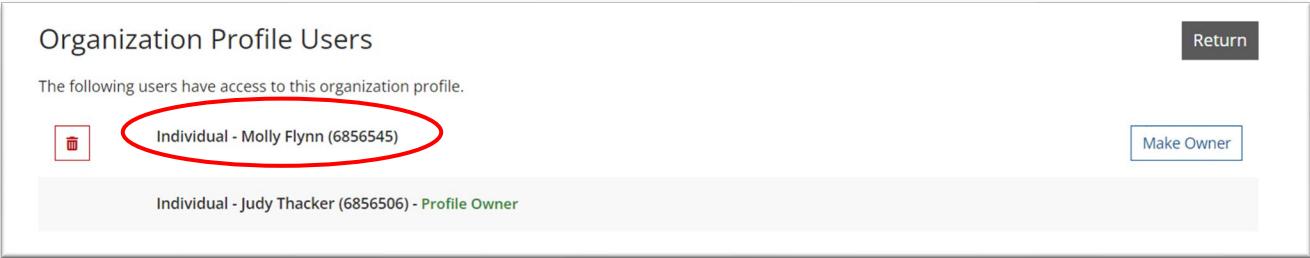
6. To remove an Organization Profile User, click the red trash can beside their name.
7. Click the Return button to return to the Org Details tab.

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.
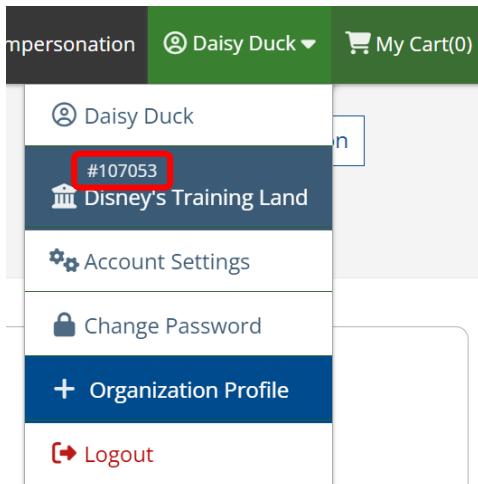
Once you receive this number from the current Organization owner:

1. Go to the context menu and click on the + Organization Profile button.
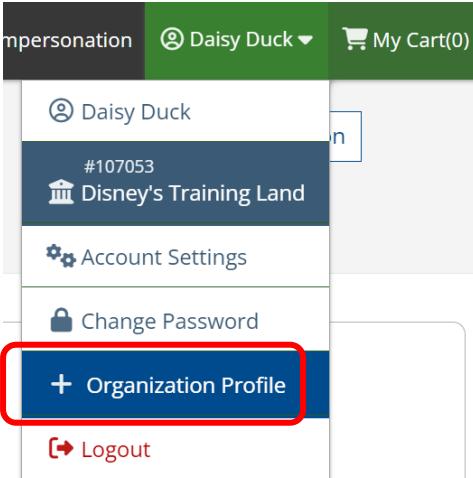
2. Enter the Organization ID and click on the Find Profile button.

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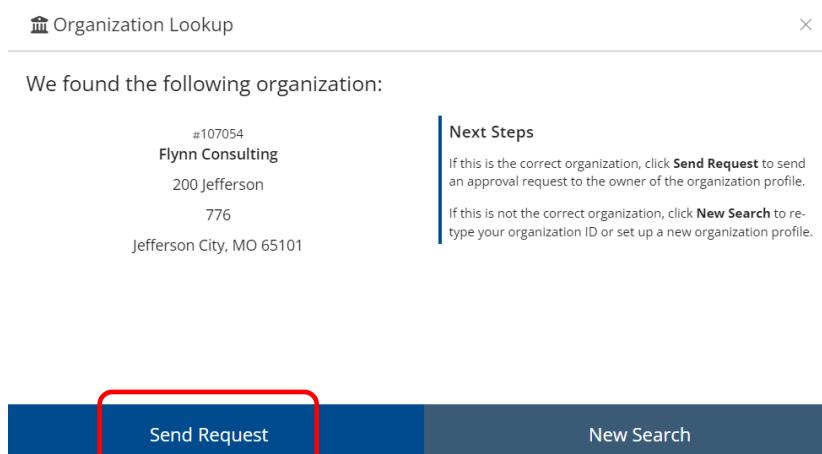
4. Upon clicking Send Request, a pop-up will confirm the Request Sent.

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:

Dear Organization Profile Manager,

The below individual has requested administrative access to an Organization Profile you manage in the Missouri Professional Development System.

Daisy Duck
MOPDSystem+DaisyDuck@gmail.com

Organization ID #106990
Flynn Training

If you choose to grant access this person will have full administrative access to this Organization profile, they cannot grant access to other users. The individual will be able to view all staff in the program, access administrative reports, and add/remove staff from the staff list.
Click the link below to grant access

Approve Access

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.

✓

Request Approved

The organization will now be accessible within the user's account.

OK
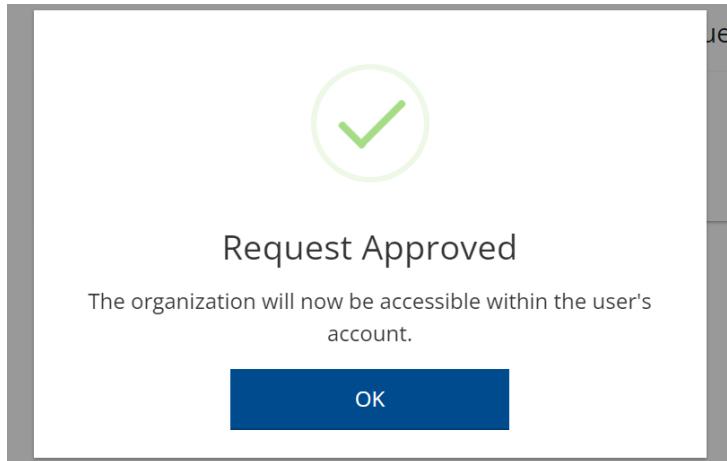
8. It may be necessary to log out of the MOPD system and log back in for this new approval to take effect.
9. The current Organization Profile Manager should ignore the Request email to deny granting administrative access rights.

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.

- 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.
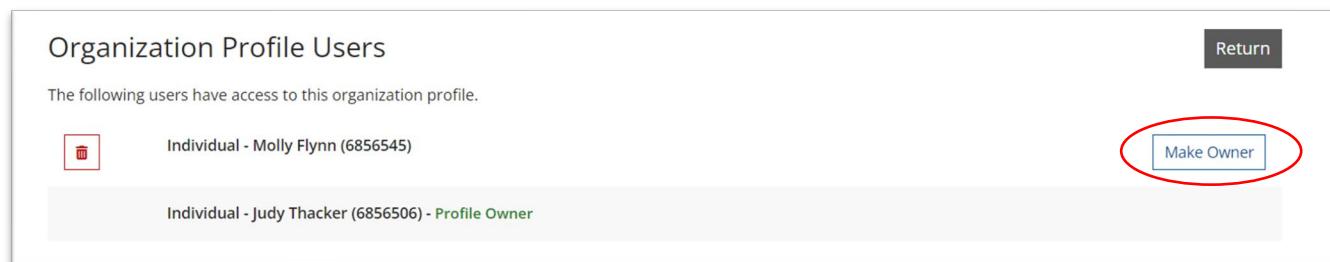
5. A pop-up window will appear to confirm this person should be given ownership. If correct, click OK.
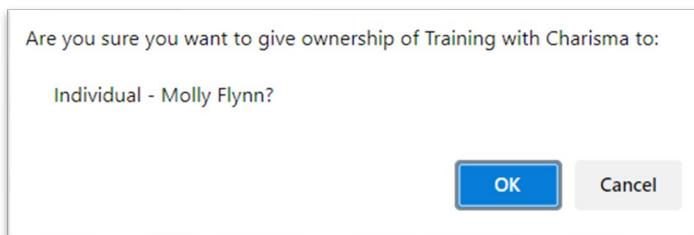
6. You will no longer see the Manage organization profile users button. You will still be listed as an organization profile user and have the ability to add, remove, and verify employees but you are no longer the Profile Owner. The new owner will need to update the contact information on the Org Details 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.
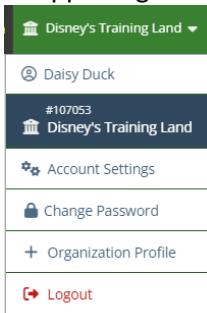
2. Click Employees Tab.
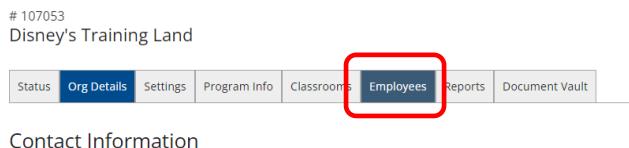
3. In the View Employees drop-down list, change to 'Past Employees'
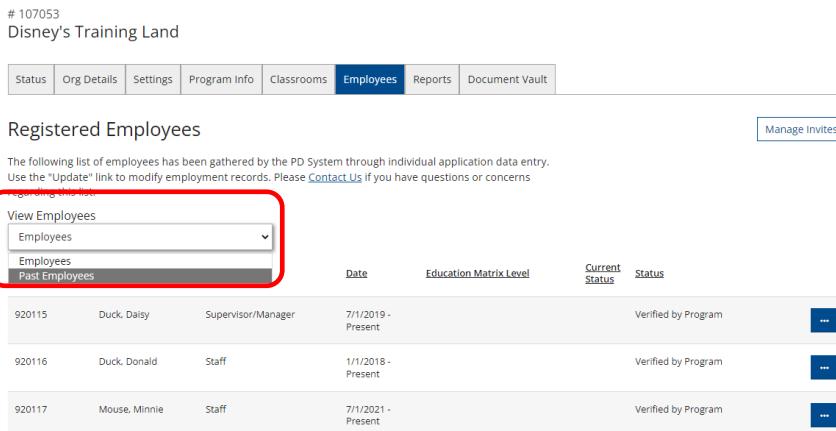
Classrooms

The Classrooms tab of the Organization Profile records information about the teachers and students served.

To set up a classroom:
1. Go to your Organization's Profile.
2. Click the "Classrooms" tab.
3. Scroll down to "Classrooms" section.
4. Click "Add Classroom".

5. Enter a Classroom Name.
6. Enter a "Start Date" for the classroom.
7. Enter what time the class "Starts".
8. Enter what time the class "Ends".
9. Select the "Days per Week" the classroom is open.

Add Classroom

Classroom Name*

⚠

Start Date *

⚠

Starts *

⚠

Ends *

⚠

⚠ Days per Week *

☐ Sunday

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

10. Select the "Age Ranges" of the classroom.
11. Enter the capacity of the room.
12. If there is a mixed age group, select the age range of the majority of the children in the classroom.
13. Click "Save".

Capacity

⚠ Age Ranges *

☐ Infants (0 to 11 months)

☐ Young Toddlers (12 to 23 months)

☐ Older Toddlers (24 to 35 months)

☐ Preschool (36 to 47 months)

☐ Pre-K (48 months to Kindergarten entry)

☐ Kindergarten

☐ After School

What is the maximum enrollment of this room / group?

0

Number of children enrolled

0

In which age range are the majority of students?

-- Select an Age Range --

Save   Cancel

You will receive a notification that your changes have been saved successfully.

Once you create a classroom, you can assign a Lead Teacher or Assistant Teacher to the classroom. To do this:
1. Navigate to the Edit Classroom page.
   a. If you just created a classroom, you are brought to this page and can just scroll down.

   b. If you are on the organization profile page, click the "Classrooms" tab, then scroll down to the Classrooms section.

2. Click on the hyperlinked name of the classroom to assign a teacher.

3. Scroll down to the "Lead Teacher" section.
4. Click the "+" button to the right of the section.

Lead Teacher   [+]

  ☐ Position is Vacant

Assistant Teacher   [+]

  ☐ Position is Vacant

Staff Descriptions & Restrictions

Lead Teacher

If an individual's position title applies as a Lead teacher, the organization can assign them to a classroom as the Lead Teacher. See below chart to see which positions can apply as Lead Teacher. Staff with a 'No' in the chart below cannot be selected as the Lead Teacher and will show as 'Not Selectable' for the lead teacher role. To update an already verified staff position title, contact MOPD@dese.mo.gov. There is a limit of five classrooms (per organization) that a teacher can be assigned to as a lead teacher.

Position Title	Can be Asst. Teacher	Can be Lead Teacher	Can be Director
Assistant Director	Yes	Yes	No
Other Direct Care Staff	Yes	Yes	No
Other Non-Direct Care Staff	No	No	No
Assistant	Yes	No	No
Owner	Yes	Yes	Yes
Provider	Yes	Yes	Yes
Group Home Provider/Director	Yes	Yes	Yes
Superintendent	Yes	Yes	Yes
Principal	Yes	Yes	Yes
Classroom or Child Care Aide	Yes	No	No
Director/Administrator	Yes	Yes	Yes
Early Childhood Special Educator	Yes	Yes	Yes
Paraprofessional	Yes	No	No
Teacher	Yes	Yes	Yes
Teaching Assistant	Yes	No	No
Volunteer	No	No	No

Assistant Teacher

An assistant teacher is an additional teacher assigned to a classroom.

5. Find the individual you want to appoint as Lead Teacher to this classroom and click the "Select" button on the right side.

Select Teacher for Minnie's Minnows

Cancel

Select the teacher/provider who works the most hours in this classroom/home.

ID	Name	Title	Date	Education Matrix Level	Current Status	Status	
921569	Bergmanntest, Marla	Teacher	6/4/2023 - Present	Member	Current-Expires 7/31/2024	Verified by Program	Select
131393	Birkytest, Damian	Teaching Assistant	12/25/2023 - Present	Member	Current-Expires 10/31/2024	Verified by Program	Select
929012	Budotest, Sarah	Teaching Assistant	10/8/2023 - Present			Verified by Program	Select
160155	Conklintest, Asia	Teacher	5/14/2023 - Present	Member	Current-Expires 7/31/2024	Verified by Program	Select
831095	Delltest, Lorie	Teacher	5/14/2023 - Present	Member	Current-Expires 7/31/2024	Verified by Program	Select

6. Enter the date of this individual became the Lead teacher for that classroom.
7. If the individual is no longer the Lead teacher, enter the date they ended that role.
8. Enter the "Hours per Week" that individual works in that classroom.
9. Click "Next".

Add Teacher to Minnie's Minnows

Conklintest, Asia #160155

When did this teacher start as lead in this classroom

[   ]

mm/dd/yyyy

If applicable, when did this teacher stop being lead in this classroom

[   ]

mm/dd/yyyy

Hours per Week

[   ]

Next

10. The page loads, informing you that the changes saved in the system.
11. Click "Return" to go back to the Classroom information page.

The process is the same for assigning an assistant teacher to the classroom. You begin by clicking the "+" button next to the assistant teacher. Then follow the previous instructions.

- If you add another Lead Teacher to the same classroom, you will be taken to a page that informs you the classroom already has a lead teacher. Ensure the "Keep as teacher in [*room name*]" is checked if keeping 2 lead teachers in this classroom.
- Once you have adjusted any necessary information, click "Finish."

Add Teacher to Minnie's Minnows   Cancel

Bergmanntest, Marla #921569

Conklintest, Asia is already assigned as a **lead** in **Minnie's Minnows** starting on **5/27/2024**

◉ Keep as teacher in Minnie's Minnows

Start Date	End Date	Hours per week
5/25/2024		40

○ End lead position in Minnie's Minnows

End Date

5/27/2024

Previous   Finish

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.
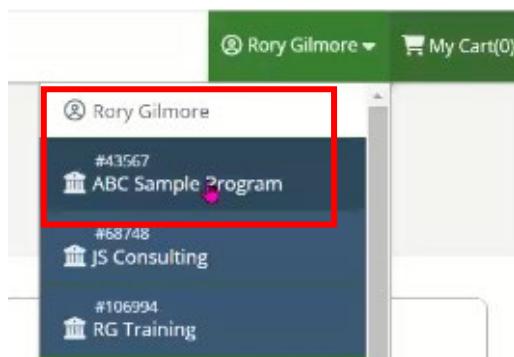
2. Training records for staff will not show on reports correctly until:
- Each user completes their <u>Profile Membership</u> and has the employer on their employment tab<u>;</u>
- The employer's <u>Organization is claimed</u> in the MOPD system by the correct owner, director, or provider with administrative access; and
- The <u>employer verifies the user's employment</u>.

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.

4. If anyone shows Self-Reported, their clock hour compliance will NOT show on staff reports. Go back to <u>those instructions</u> 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.

The Education Matrix column indicates the level the staff person achieved on the <u>Selected Occupations Chart</u>. Read more about the Education Matrix on the MOPD Resource page: <u>Education Matrix | Early Connections (mo.gov)</u>.

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

Registered Employees

<div style="text-align:right">Manage Invites</div>

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 <u>Contact Us</u> if you have questions or concerns regarding this list.

View Employees

[Employees ▼]

ID	Name	Title	Date	Education Matrix Level	Current Status	Status	
899328	Baseytest, Hailey	Assistant Educator/Teacher/Facilitator/Practitioner	12/21/2016 - Present	Member	Current- Expires 11/30/2024	Verified by Program	...
172967	Boessentest, Angel	Lead Educator/Teacher/Facilitator/Practitioner	8/11/2022 - Present	Member	Current- Expires 3/31/2025	Verified by Program	...
111984	Bradytest, Viera	Assistant Educator/Teacher/Facilitator/Practitioner	6/6/2016 - Present	Member	Current- Expires 11/30/2024	Verified by Program	...
882290	Clawsontest, Mashira	Lead Educator/Teacher/Facilitator/Practitioner	3/30/2021 - Present			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	Cooper, Emily	Teacher	01/01/2020	Verified by Program			-				
1000009	Gilmore, Rory	Teacher	05/12/2023	Verified by Program	2022	8.50	Out of Compliance				
163265	Smith, Sam	Lead Educator/Teacher/Facilitator/Practitioner	11/03/2022	Verified by Program	2022	0.00	In Compliance			12/08/2025	
132996	Smith, Judy	Owner/Operator	02/03/2020	Verified by Program	2022	5.75	Out of Compliance			09/29/2025	
142261	Smith, Karen	Other roles that provide Direct Service to children and youth	09/08/2020	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	03/08/2025	
132498	Smith, Jillian	Owner/Operator	02/06/2020	Verified by Program	2022	1.75	Out of Compliance	09/24/2024	09/24/2024	02/23/2026	
160254	Smith, Mary	Assistant Educator/Teacher/Facilitator/Practitioner	10/25/2021	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	03/03/2025	
170165	Smith, Sky	Assistant Educator/Teacher/Facilitator/Practitioner	07/26/2022	Verified by Program			-	09/24/2024	09/24/2024	07/27/2025	
170510	Smith, Pam	Assistant Educator/Teacher/Facilitator/Practitioner	08/02/2022	Verified by Program	2022	0.00	In Compliance	09/24/2024	09/24/2024	08/12/2025	

Current Staff Count: 9

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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

Employment History:

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

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

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

2023

Clock Hour

Event ID	Course Title	Date	Hours	Sponsor	Verified
158364	Intentional Teaching	5/28/2023	4.00		Yes
158173	"If It's Predictable-Is it Preventable?"	5/5/2023	1.00		Yes
	Clock Hour Total Verified		5.00		
	2023 Total Verified Credits/Hours (All Tier Levels)		5.00		

2022

Clock Hour

Event ID	Course Title	Date	Hours	Sponsor	Verified
158376	Child Development	12/31/2022	22.50	University of Missouri	Yes
	Clock Hour Total Verified		22.50		
	2022 Total Verified Credits/Hours (All Tier Levels)		22.50		
	Grand Total Verified		27.50		

Clock Hour 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. 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.

5. Click the blue underlined name or MOPD ID of a person to open their individual learning record. (See INDIVIDUAL REPORTS)
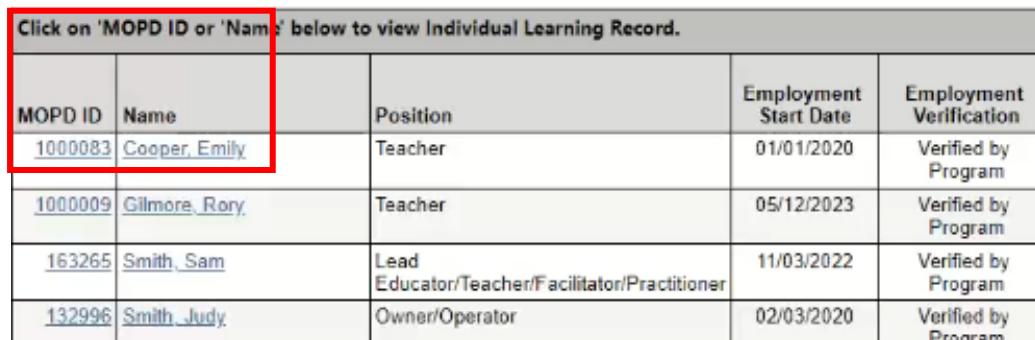
Click on 'MOPD ID or 'Name' below to view Individual Learning Record.

MOPD ID	Name	Position	Employment Start Date	Employment Verification
1000083	Cooper, Emily	Teacher	01/01/2020	Verified by Program
1000009	Gilmore, Rory	Teacher	05/12/2023	Verified by Program
163265	Smith, Sam	Lead Educator/Teacher/Facilitator/Practitioner	11/03/2022	Verified by Program
132996	Smith, Judy	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.

MISSOURI PROFESSIONAL DEVELOPMENT (MOPD) SYSTEM INSTRUCTIONS 103

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.

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

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.

| Training Completed After: | 7/6/2022 | | Training Completed Before: | 7/6/2023 | | | View Report |

| ⏮ ◀ | 1 | of 1 ▶ ⏭ | ⟡ | | Find | Next | 🖫▾ ⟳ |

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.

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

Program Profile

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

Subsidy Staff Report
This report is used to show if you have meet the requirments for Subsidy

Summary of Staff Needs Assessment Reports
The report provides results from staff training needs assessments to be used for professional development planning

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.
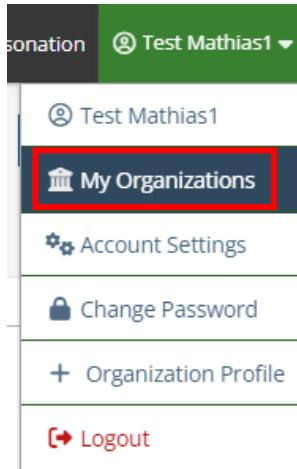
2. Select any Organization using the button on the right side.
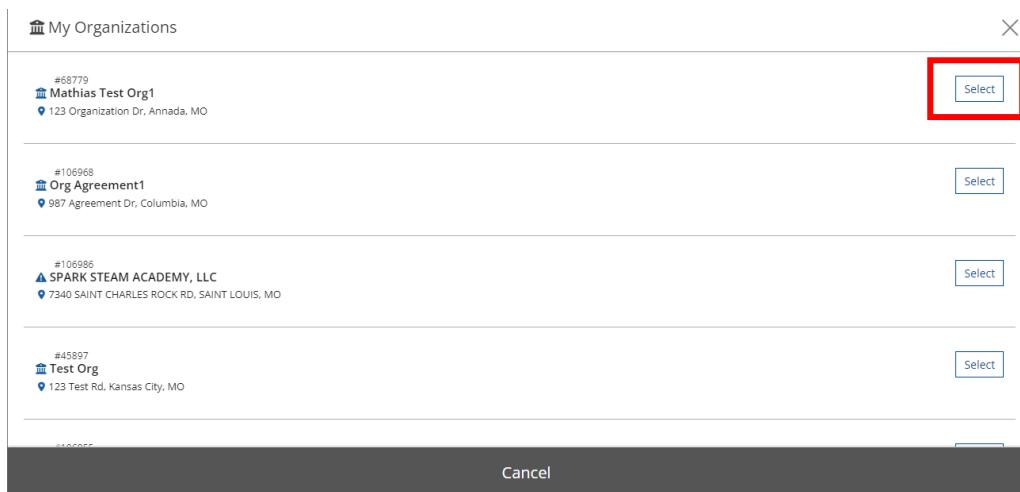
3. Click the reports tab of the organization. Choose Multiple Organization Report Access.

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 Report List

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

EVENT ID:164899
CLOCK HOUR

📅 Friday, August 25, 2023

[view full event details]

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	☑
920116	Disney's Training Land **Currently registered for this event.**	Duck, Donald	Staff	MOPDSystem+DonaldDuck@gmail.com	☐
920117	Disney's Training Land	Mouse, Minnie	Staff	MOPDSystem+MinnieMouse@gmail.com	☑

[✎ 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

[Next Staff ›]

Please review your attendee details.

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.

Staff 1 of 2

Attendee Details

[‹ Previous Staff] [Continue ›]

Please review your attendee details.

Attendee	Daisy Duck
Individual ID	920115

Email Address

MOPDSystem+DaisyDuck@gmail.com

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	[✎] [🗑]
👥 Daisy Duck	[✎] [🗑]
	Total: --

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: --

REVIEW ORGANIZATION PROFILE

Annually (every 12 months) organization owners receive an email to review information in the Organization Profile. Upon login to the organization (or following the link in the reminder email), each category should be reviewed to ensure information is correct.

Click Review for each category in the Program Profile Review and update information as needed. As each category is successfully reviewed, a green checkbox will appear to show that information has been confirmed. Categories pending review will have a yellow triangle with an exclamation point inside.

Under each Program Profile Review category, click Manage to make any needed edits. To update an already verified staff position title, contact MOPD@dese.mo.gov.

Refer to prior Organization instructions on each specific topic if needed.

Directors or others with administrative access in MOPD to the organization can view if staff have completed required steps by viewing the Employees tab of the organization profile (see MOPD Instructions | Early Connections for 'Organization Reports').

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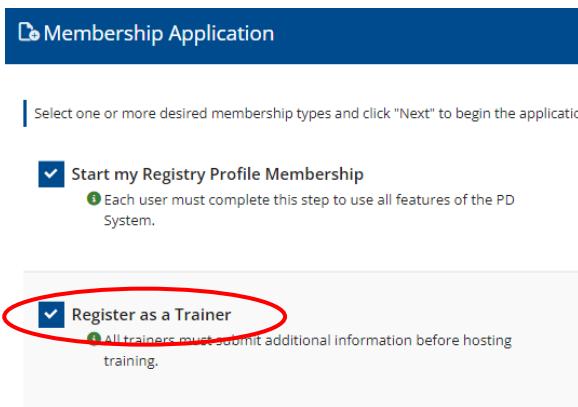
Follow normal instructions above for applying for membership but read notes below before adding employment, reviewing, and submitting Profile application. The Trainer Membership application will allow you to submit training courses for approval.

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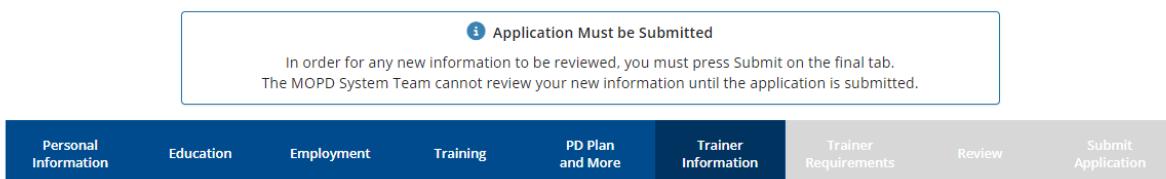
- Trainers may select Schedule Availability and preferred Time of Day from the dropdown lists.
- Trainers may enter the number of miles willing to travel to host trainings.

Schedule Availability

-- Select One --

Time of Day

-- Select One --

Miles Willing to Travel

- 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

☐ Check All that Apply
☐ Adair
☐ Andrew
☐ Atchison
☐ Audrain
☐ Barry
☐ Barton
☐ Bates
☐ Benton

- Select language(s) used in your trainings.

Training Languages

- 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

- o 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 Keywords...

ⓘ 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*

- ☐ 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

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*)*
    - o Once the document is uploaded, a File Type field appears. Select the certifying organization from the dropdown list.
    - o You may also enter a description of the document in the File Description field.
    - o 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.

OK

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 students name, date(s), major obtained, and/or current Credentials, Certificates, Diplomas & Endorsements.

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

What is next?

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

Please note:

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

Application Selections

Item	Level	Expires	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 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.

Judy Thacker ▼
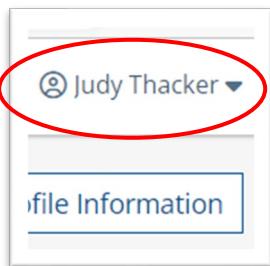
ofile Information

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.

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

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

3. Click the New Course button.

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.

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.**

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.

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.

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

3. MO Content Areas are described at <u>MOPD Content Areas | Early Connections.</u> 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.

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	Total: 1.00	Total: 3.00
Remaining: 0.00	Remaining: 1.00	Remaining: -1.00
Correct amount entered	Still need to enter 1 hour	1 hour too many entered

The MO Content Areas selected will automatically be cross-walked to the CDA Content Areas. Scroll to the bottom.

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.

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.

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.

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

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.

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

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

Additional Details

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

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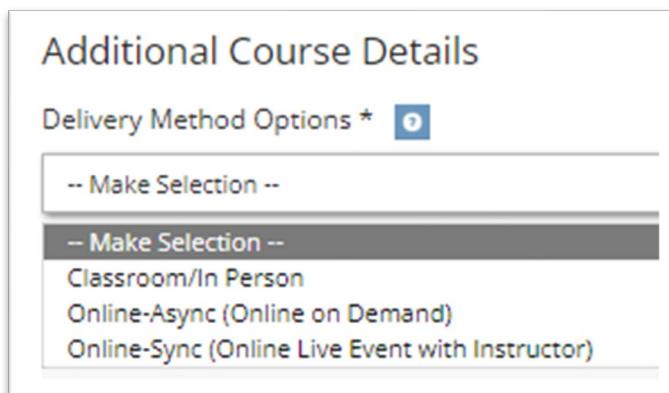
2. Select all target audiences that apply.

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

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	Heather `jacksontest	, MO
108028	Shravani Aarontest	, 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	`jacksontest,Heather	--	Pending 4/10/2024	--	...
932613	Mouse,Minnie	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.
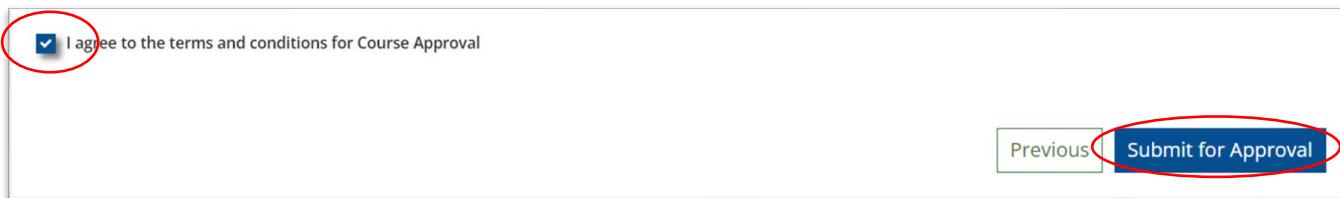
3. The screen refreshes to show a Course Submitted message and that you cannot schedule events because the course is not approved. Click the Exit Details button.
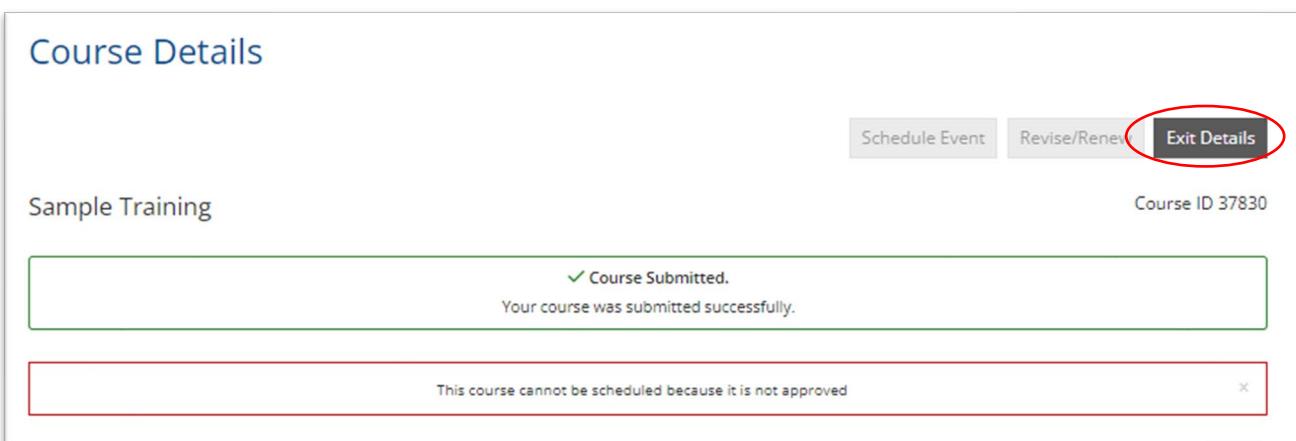
You will receive an email when the course is approved or if additional steps are required.

If desired- You can view the status of courses under Training Entry, under the Courses tab.
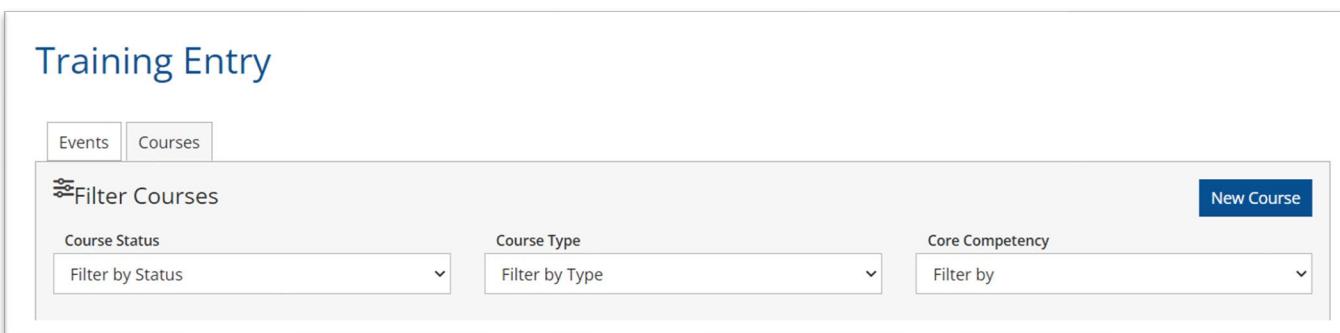
At the bottom of the Courses tab screen, a list of courses can be seen. The list provides the status, date of the current status, expiration date, number of other trainers authorized, and the number of events scheduled.
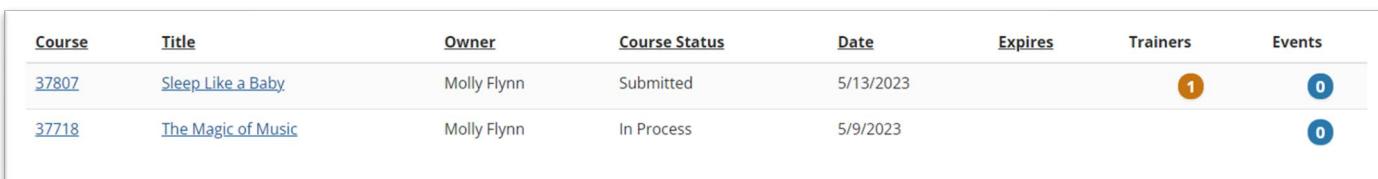
Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
37807	Sleep Like a Baby	Molly Flynn	Submitted	5/13/2023		1	0
37718	The Magic of Music	Molly Flynn	In Process	5/9/2023			0

If the list of courses is long, you can filter courses using fields on the Training Entry page.
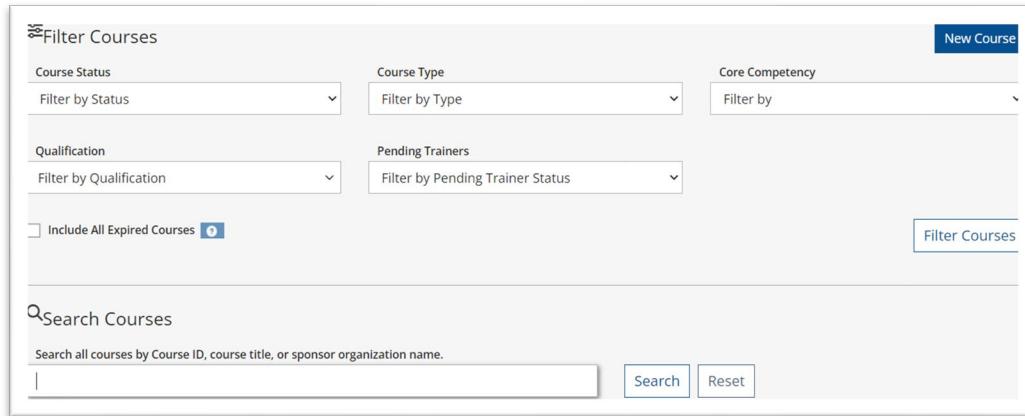
CREATE AN EVENT FOR AN APPROVED COURSE

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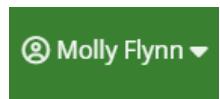
If you submitted it for approval under a Training Organization, click the Training Organization name in the context menu located at top right.

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.
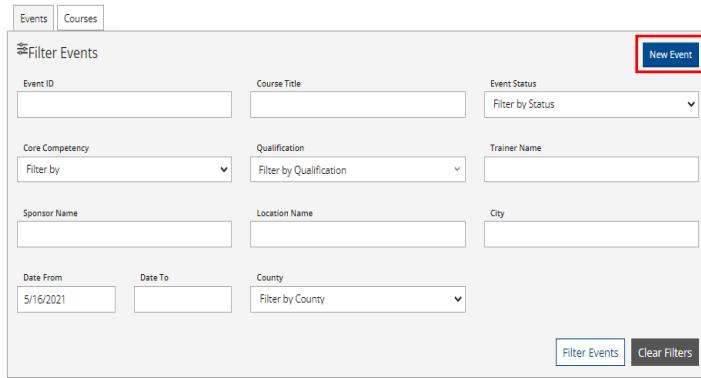
Select a Course

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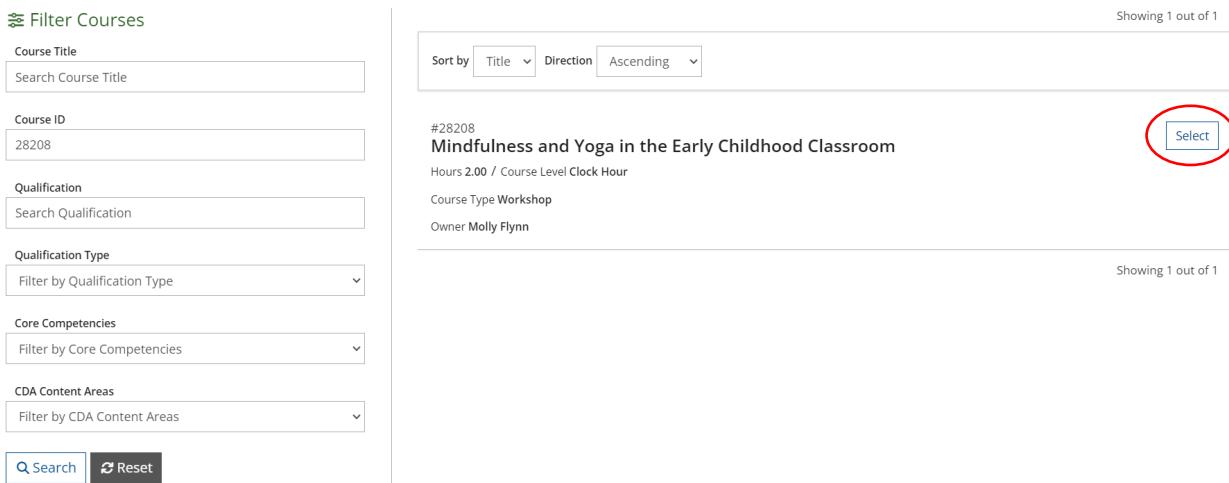
2. The course will populate. Scroll down and click CONTINUE to proceed to the next tab.

COURSE	TRAINER & SPONSOR	ASSESSMENTS & DELIVERY	EVENT	REGISTRATION

Course Selection

#37815
Test Course
Expiration Date 05/19/2026 / Classroom Hours 2.00 / Course Level Clock Hour

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

Course Owner

Description
This is a test course.

Delivery Method Options
✓ Classroom/In Person

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

CDA Content Areas
✓ Growth and Development (2.00 hr)

Select a Course

Save as Draft	Continue >

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.

COURSE	TRAINER & SPONSOR	ASSESSMENTS & DELIVERY	EVENT	REGISTRATION

Trainer Entry

#920118
Molly Flynn (Primary Trainer)

☑ Administrative Access

+Trainer

Training Language

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.
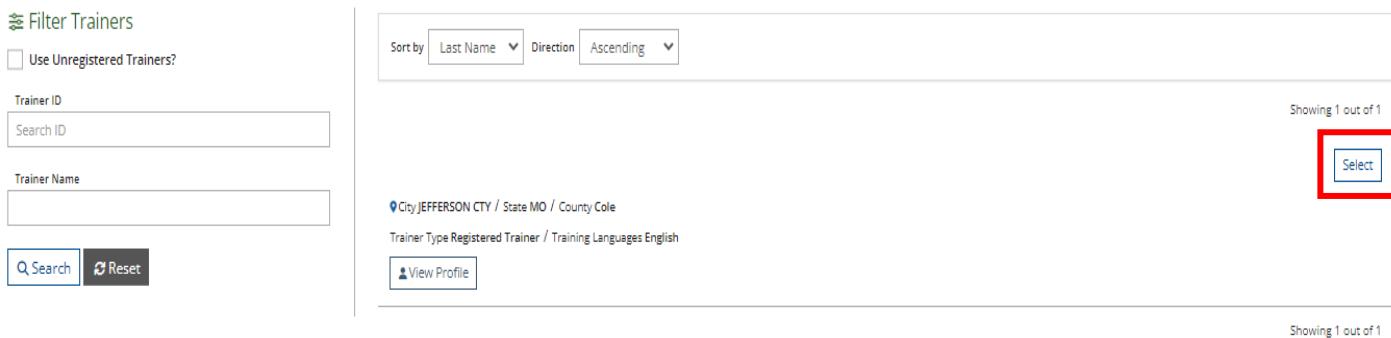
2. A pop-up box appears to confirm the trainer has been added to the event. More trainers can be added by clicking YES. Select NO if there are no more trainers to be added.
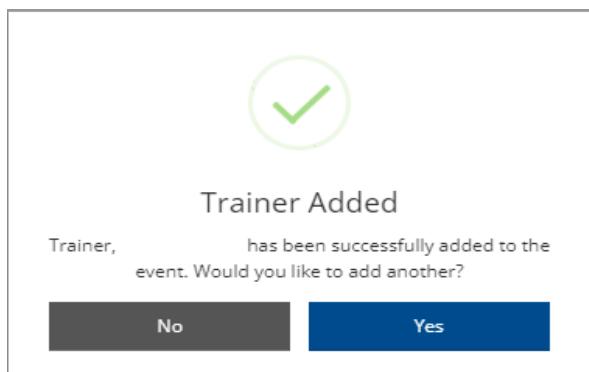
3. Once you click No, you will be back at the Trainer Entry screen. Check the ADMINISTRATIVE ACCESS box next to any newly added trainer if they should have access to manage the event including attendance.

4. Next Select the Training Language.

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

Showing 1-29 out of 29

Organization ID

Search ID

Sort by Name ⌄ Direction Ascending ⌄

Organization Name

Search Name

#46018
A GALAXY OF STARS CHILD CARE CENTER, LLC

Select

🔍 Search ⟳ Reset

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.

Assessments & Delivery

1. Select all boxes that apply for Assessment of Learning then click CONTINUE to EVENT.
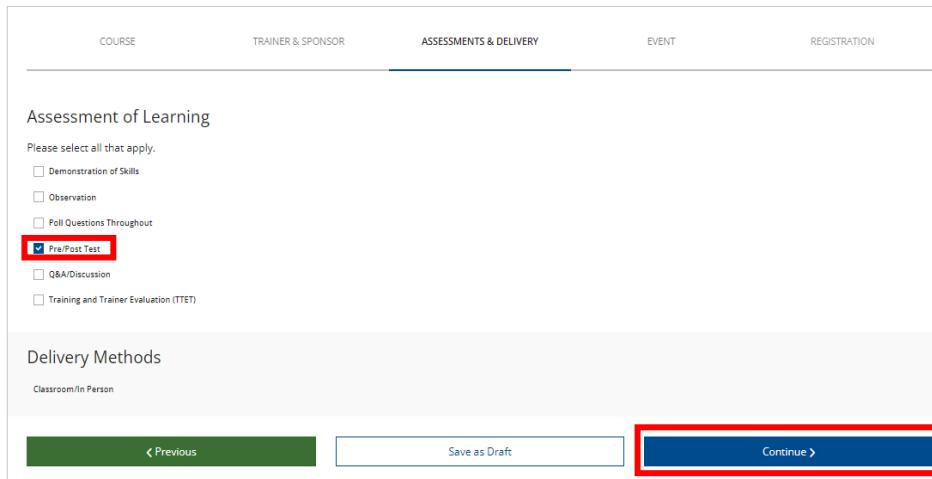
2. Fill in the information for the Event Details including public search information. Select Yes or No radio button to indicate if the training event will show in the public search results.
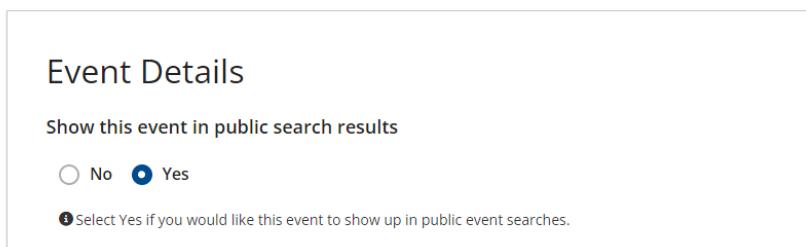
3. Next, add the location by clicking on the + LOCATION button.

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

Search Saved Locations

Search saved location

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   ✕

Manage Locations   Map Locations

+ Location

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

Select ✏ ⧉ 🗑

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

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

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

📍 **Jefferson Building** Southwest Maynard Road, Cary, NC, USA

Location Name

Thomas Jefferson State Office Building

Country

United States

Address

205 Jefferson Street

Apt/Suite #

Enter Apt, Unit, Suite

Zip Code

65101

City

Jefferson City

State

MO

County

Cole

ⓘ Enter a valid zip code to choose a county.

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.

ⓘ General location information

☑ Add to saved locations

[🔍 Saved Locations] [✏ Saved Locations]

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

Event Date & Time

Online/On-Demand

⦿ No ◯ Yes

ⓘ Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

⦿ No ◯ Yes

Start Date

Required to submit

End Date

Required to submit

Start Time

🕐

Required to submit

End Time

🕐

Required to submit

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

Addl. Date/Time Info

Enter Addl. Date/Time Info

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.

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.

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.

✓

Event Saved

All information entered for this event has been saved.

OK
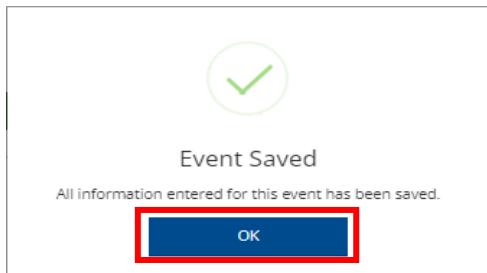
Submit Event

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.

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

View Course Details

Submit Event | ⚙ Event ▾

ⓘ **Event Not Submitted**
This event is in Draft status.

Status Draft

🕐 Created 05/23/2023 / 👤 by

Roster | Manage ▾

👥 Attendees 0
✉ Messages Sent 0

2. Click OK to confirm the event has been submitted.
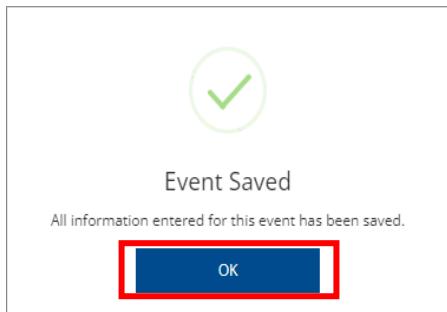
You should see that the event is now in an Approved status. Click Close to leave this screen. See <u>Managing an Event</u> for more information on roster and attendees.

#164890
Overcoming ACEs

📅 06/23/2023

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

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

⚙ Event▾

View Course Details

Status **Approved**

📅 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 New Event

Event ID	Course Title	Event Status
		Filter by Status

Core Competency	Qualification	Trainer Name
Filter by	Filter by Qualification	

Sponsor Name	Location Name	City

Date From	Date To	County
6/21/2021		Filter by County

Filter Events | Clear Filters

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

⚠ Expired ⓘ Not set 👤 Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status	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.
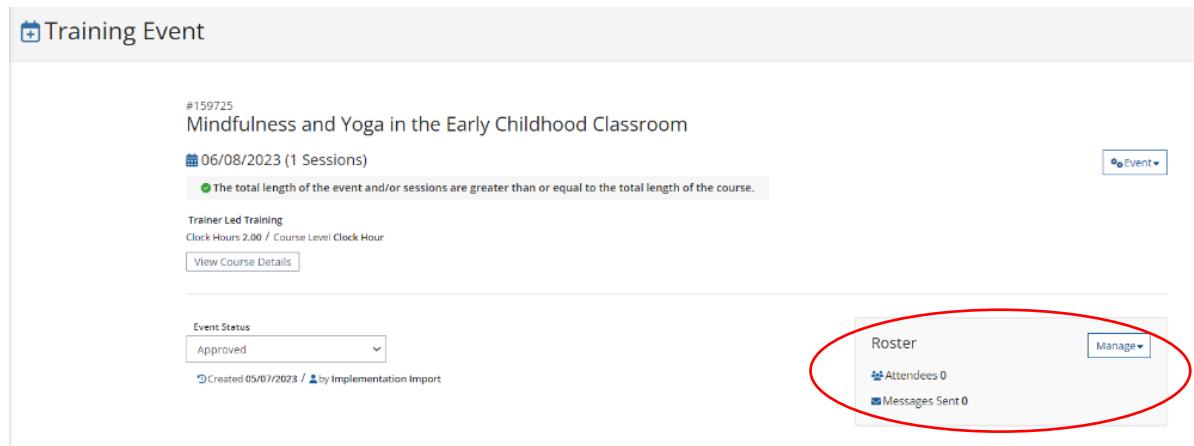
Import Attendees

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 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:

  ○ Registry ID, First Name, Last Name
  ○ Registry ID, First Name, Email Address
  ○ Registry ID, Last Name, Email Address
  ○ First Name, Last Name, Phone
  ○ First Name, Last Name, Zip
  ○ Email Address, First Name, Last Name
  ○ Email Address, Last Name, Phone
  ○ Email Address, Last Name, Zip

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

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.

↑ 📁 Documents

Import Attendees

| Excel Workbook (*.xlsx) | ▼ | 💾 Save |

Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
CSV UTF-8 (Comma delimited) (*.csv)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Excel Template (*.xltx)
Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)

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.

Q 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.

Name	Date modified	Type	Size
afterSentDocuments	5/17/2023 6:07 PM	File folder	
Custom Office Templates	3/22/2023 1:38 PM	File folder	
Dell	3/22/2023 1:38 PM	File folder	
MOPD Manual	5/17/2023 6:07 PM	File folder	
OneNote Notebooks	3/22/2023 1:38 PM	File folder	
Zoom	3/22/2023 1:38 PM	File folder	
Sample CSV File	6/21/2023 7:30 AM	Microsoft Excel Co...	1

File name: Sample CSV File   Microsoft Excel Comma Separa

Open   Cancel

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.

☑ Import Attendees

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

Imported Field Column
Registry ID

Field Match
- No Selection -

- No Selection -
MOPD ID
First Name
Last Name
Last Name, First Name
Email
Phone
Zip Code

Imported Field Column
First Name

Imported Field Column
Last Name

Field Match
- No Selection -

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

Imported Field Column
Zip Code

Field Match
Zip Code

Import Data   **Close**

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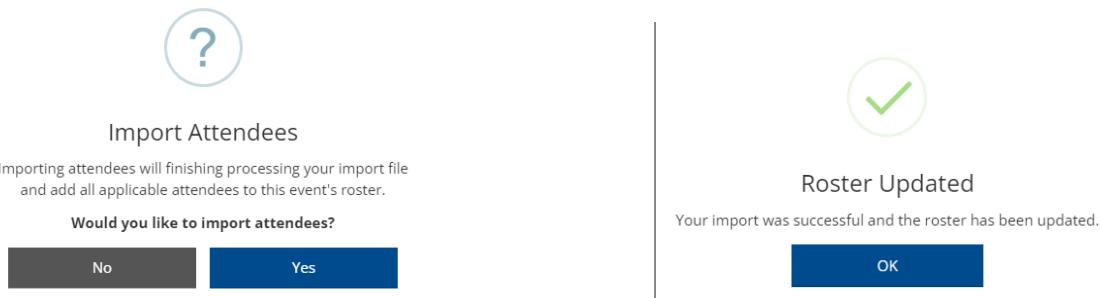
9. Now metrics regarding the success of the import are seen. Matched means it was successful. Unmatched was unsuccessful in issuing attendance. An Import Results button is also available. Click this button.

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

11. The Matched MOPDID 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 MOPDID 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 MOPDID, 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   [Manage ▾]

👥 Attendees **5**
✉ Messages Sent **0**
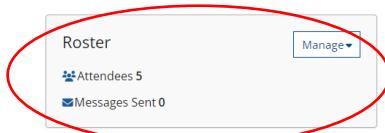
1. Within the Roster box, click Manage to see a dropdown of options. Click Roster.

Roster   [Manage ▾]

👥 Attendees **5**

✉ Messages Sent

👥 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 colleceted 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

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

EVENT ID:164973
🔗 CLOCK HOUR

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

[00000]

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
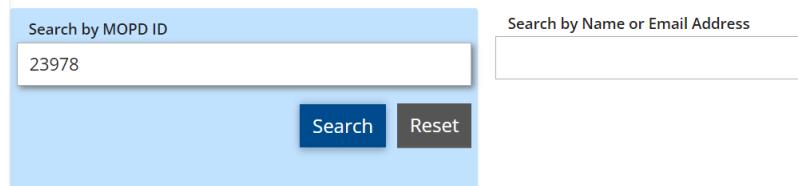
Search by MOPD ID

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.

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

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

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.

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.
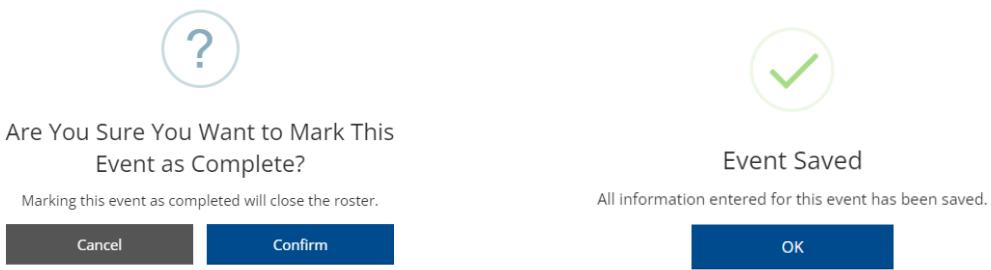
REVISE/RENEW A TRAINING COURSE

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

2. Select Courses on the Training Entry page.

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

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

5. Click the Revise/Renew button.

Course Details

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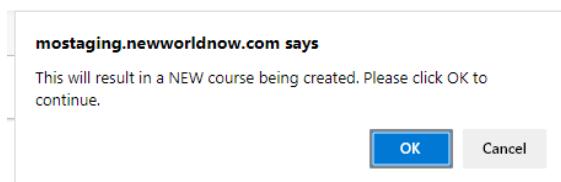
7. Make the desired changes to the course following instructions for 'HOW TO SUBMIT A TRAINING COURSE FOR APPROVAL' if needed.

8. Once the revised/renewed course is approved, it automatically expires the old course.

Below is a list of the courses for which you are the owner. Click on a course title to review the approval status.
If you want to be approved to create Conferences, please contact MOPD@dese.mo.gov with your organization's name and Org ID.
Click on the Events Tab above to schedule events for approved courses you own or are authorized to train.

Course	Title	Owner	Course Status	Date	Expires	Trainers	Events
38904	Revised Test Course 1	Test Licensed/Training Org	Approved	2/26/2024	2/26/2027		0
38903	Test Course 1 `Expired`	Test Licensed/Training Org	Approved	2/26/2024	2/26/2024		0

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 to request that the ability to host conferences be turned on.

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 *

Apt/Suite #

Zip *

City *
Jefferson City

State *
MO

County *
Cole

Enter a valid zip code to choose a county.

Phone*

Fax

Primary Website
Organization's primary website

Additional Info

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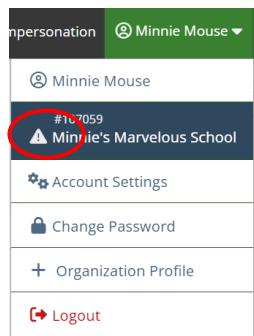
8. If the organization is approved, notification is sent by email. If you have claimed employment at the facility, you will see your organization listed in your context menu without an exclamation point icon.

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 Organization Reports

Training organizations can access a Training Participation report.

1. Go to the Organization profile using the context menu.
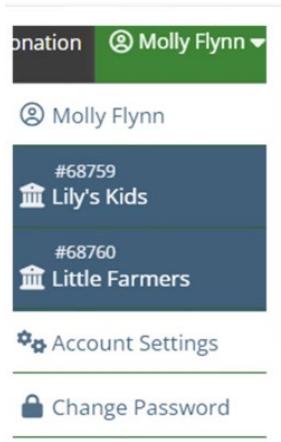
2. Choose the reports tab.

Status	Org Details	Settings	Employees	Reports	Document Vault

Training

Training Participation

This report includes all scheduled training where the organization is the course owner, has scheduled the event or is the sponsor named on the event. Organizations can administer events where they are named in the "Scheduled By" or "Sponsor" column. Individual trainer names will appear in the Course Owner and Scheduled By column when that individual owns or scheduled the event.

3. This report includes all scheduled training where the organization is the course owner, has scheduled the event, or is the sponsor named on the event. Organizations can administer events where they are named in the "Scheduled By" or "Sponsor" column. Individual trainer names will appear in the Course Owner and Scheduled By column when that individual owns or schedules the event.

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.	1. Invite Staff or have trainer Add Employment to the organization 2. Verify Employment **3.** Grant <u>administrative access</u>	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. This option is not ideal for direct care organizations.
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.	1. Invite Staff or have trainer Add Employment to your organization 1. Verify Employment 2. Grant <u>Authorized Trainers</u>	Once trainer employment is confirmed in the organization, you can list them as an <u>Authorized Trainer</u> to some or all your courses. This is time intensive for each course and not ideal if sharing multiple courses with multiple trainers.
Be the only person that can train a course.	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.

Asynchronous Training Overview

Training organizations that want to offer asynchronous (online on-demand/e-learning) training for Missouri's early childhood professionals have multiple options for providing the training.

Initial Set Up:
1. An Individual trainer must be part of a training organization to submit asynchronous training for approval.
2. DESE reviews the training organizations' Learning Management System (LMS) before submitting courses for approval. Email MOPD@dese.mo.gov to begin the review process.
3. If LMS receives approval, inform DESE which option the training organization will use to register and upload attendance via email. *See chart and descriptions below.*
4. Complete the other typical steps for trainers.
   a. Each course must be submitted for approval.
   b. An event needs to be created for each course. During event creation for asynchronous courses. The length of the event can be any length of time from the date of entry through the expiration of the course, however it is recommended that the event timeframe be a maximum of 12 months.

Registration and Attendance Options	Cost to Training Organization	Cost to Attendee	Manual Attendance Entered	Notes
Training hosted through the Training Organization's LMS: **manual attendance**	$0	$0	Yes	Manual attendance is time consuming for trainers to add for multiple events, especially if users add personal information that is not matched to MOPD
Training hosted through the Training Organization's LMS: **automatic attendance**	One-time setup cost estimated at $12,000 with annual maintenance fee estimated at $2,000 paid to MOPD software owners	$0	No	Discounts may apply to training organizations working with multiple states
Training hosted within MOPD's LMS	$0 if charging users	See Event Fee Calculator	No	Immediate attendance is given to attendee by MOPD

Registration Option 1: Training is hosted through the Training Organization's LMS

If your organization has a website that hosts training through an approved LMS, you may include a link to the training organization's website for registration.

Options to upload attendance:

A. *(Free)- Trainer adds weekly manual attendance.* Course attendance will be manually imported for each event that attendees have successfully completed. The imported attendance will issue clock hours associated with the course to attendees. If users add an incorrect MOPDID or incorrect spelling of name/email, they will not receive credit- the data will be unmatched. Trainers should coordinate with attendees to confirm correct personal information to receive credit.

B. *(Fee based)- Automatic attendance is set up via Secure File Transfer Protocol (SFTP).* This option has a large upfront fee but a seamless experience afterward. The one-time setup cost is estimated at $12,000 with an annual maintenance fee of $2,000 paid to the MOPD software owners- New World Now. Discounts may apply to training organizations working with multiple states. The SFTP is received by New World Now, which requires a contract. New World Now uploads the information into MOPD and attendees receive the appropriate clock hours.

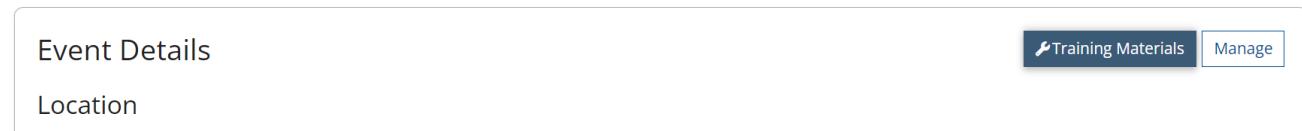## Registration Option 2: Training hosted within MOPD's LMS

(Free if charging users)- Trainer uploads course content by a Shareable Content Object Reference Model (SCORM) package: into the MOPD system's e-Learning module. Attendance is issued automatically and immediately to attendees. The cost to the training organization is $0.50 per user per course module, including additional fees. If the training organization wants to offer the course for free to participants, the training organization will be charged the user and system fees. Online registration must be linked to a Stripe account. See the Event Fee Calculator and information in the Online Registration/Stripe Account Set Up instructions.

TRAINER EVALUATION SUMMARY

Trainers are able to see a summary of <u>TRAINER & TRAINING EVALUATION TOOL (TTET)</u> responses after at least 3 attendees have taken the TTET. Trainers are not notified when these summary reports are available.

To view the TTET summary for each event:

1. Go to Training Entry
2. Search for and select a Training Event
3. Scroll down to the Event Details section and click the Training Materials button

Event Details	🔧 Training Materials	Manage
Location		

4. Click Trainer Evaluation Summary. (Training Attendance Record can be used as an option to see past attendance of that event if desired.)
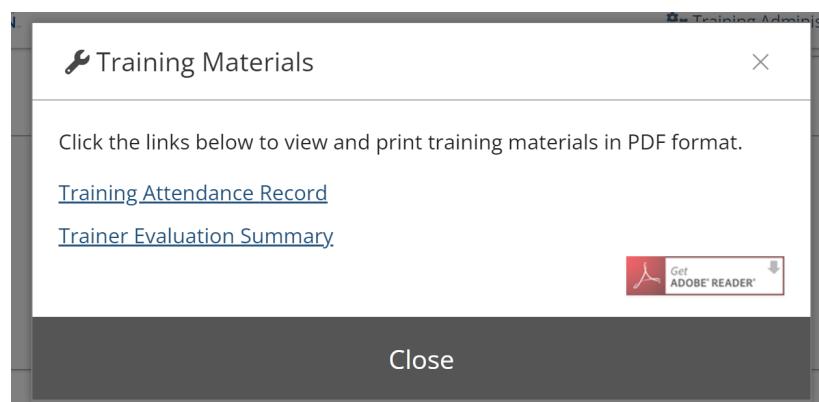
🔧 Training Materials   ✕

Click the links below to view and print training materials in PDF format.

Training Attendance Record

Trainer Evaluation Summary

Get ADOBE READER

Close

5. You will see an event summary beginning with an overview of the event information followed by characteristics of the verified attendees. Results may look slightly different because of differences in questions based on event type (in-person, live online, or online on-demand).
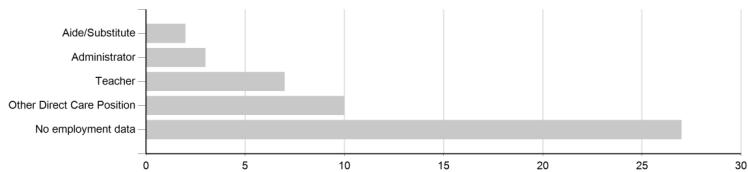
Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

Title:	Location:	Event ID:
Course ID		Event Date:
Trainer:		Number of Hours:

Completed TTETs:	2
Verified Attendees:	49

Characteristics of Verified Attendees:

Primary Position

6. The next page shows a summary of how attendees ranked the trainer.

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TTET Survey Results:
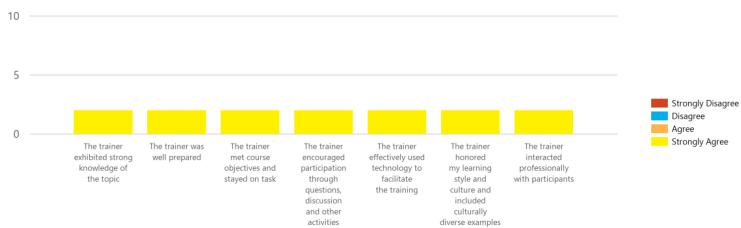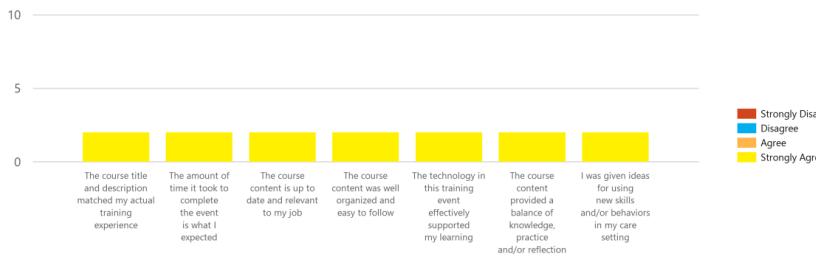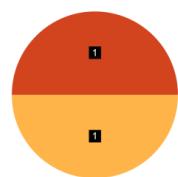
Trainer Evaluation

7. The next page shows a summary of how attendees ranked the training content.

Trainer and Training Evaluation Tool (TTET) Event Summary
In-person Events

Training Content Evaluation

Level of Training

8. The next page shows a summary of how attendees ranked the delivery environment.

Trainer and Training Evaluation Tool (TTET) Event Summary
In-person Events

Training Delivery Environment and Feedback

To view TTET summary results by course instead of event:

1. Go to Training Entry
2. Search for and select a Training Course
3. Scroll down the page to the Course Reports section.

Course Reports

Click the links below to view and print training materials in PDF format.

Trainer Evaluation Course Summary

4. Click Trainer Evaluation Course Summary. You can choose to update the event dates the report summarizes by updating the date ranges in the top search bars. Then click the View Report button on the right hand side.

5. You will see a course summary beginning with an overview of the course and applicable event information followed by characteristics of the verified attendees. Results may look slightly different because of differences in questions based on event type (in person, live online, or online on-demand).

6. Scroll back to the top of the report and choose the blue arrow to go to the next page and see report page 2.

7. This page shows a summary of how attendees ranked the trainer.

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Training and Trainer Evaluation Tool (TTET)
Course Summary - In-person Events

TTET Survey Results:

Trainer Evaluation

8. Choose the blue arrow to go to the next page to see page 3. This page shows a summary of how attendees ranked the training content.

| Course ID | 45913 | | Events that Ended On or After: | 11/7/2023 | |
| Events that Ended On or Before: | 2/5/2024 | | | | |

Missouri
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Training and Trainer Evaluation Tool (TTET)
Course Summary - In-person Events

Training Content Evaluation

Level of Training
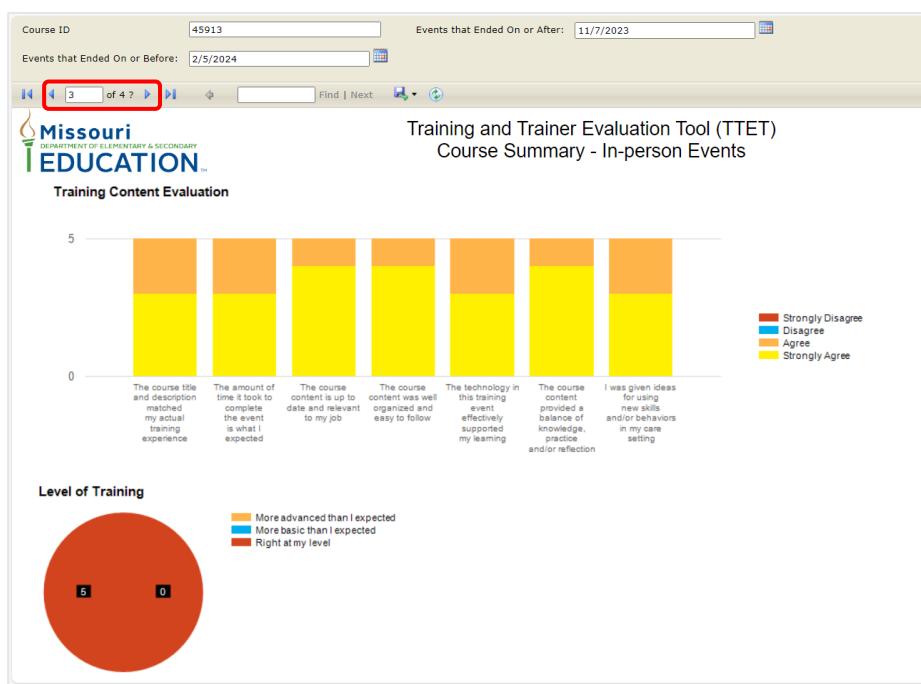
9. Choose next page to see page 4. This page shows a summary of how attendees ranked the training environment.
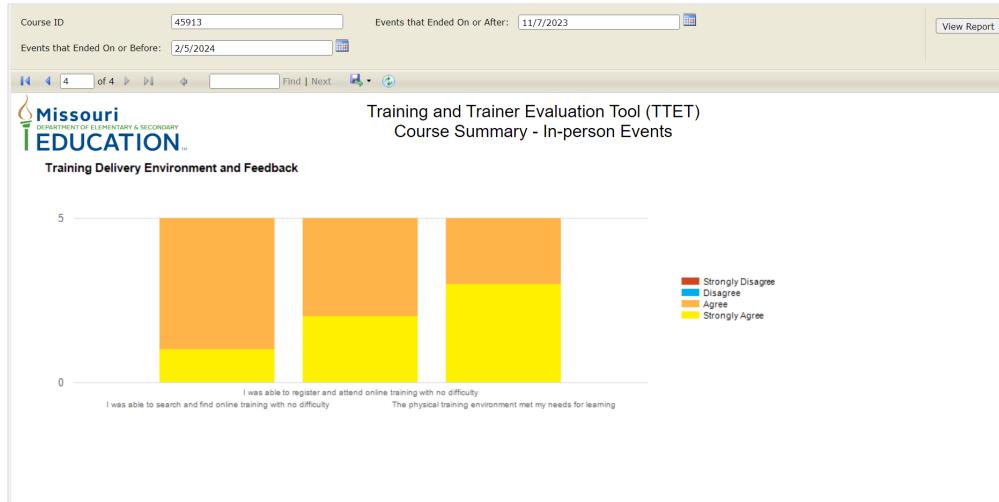
CHANGE COURSE OWNER

A course owner is most often changed if it was created by an individual trainer that later joins and 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)
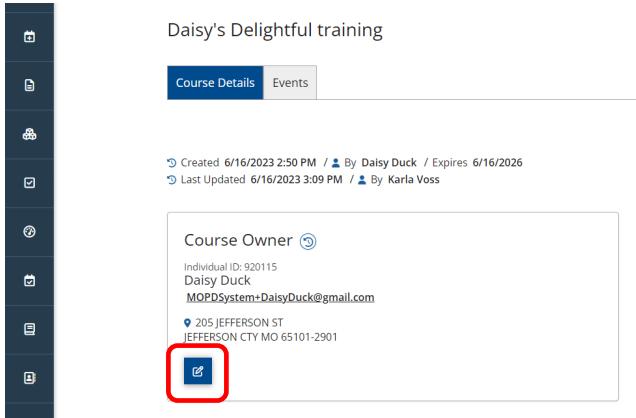
3. This takes you to the Assign Course Owner page. Type the name of the individual, organization, or org ID in the search box and click "Search".

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

5. A pop-up message will appear to confirm this decision.
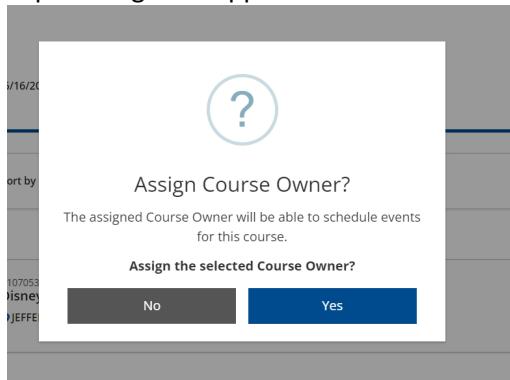
6. Confirmation that this new org/trainer has been assigned ownership of the course can be found in the training entry tab.
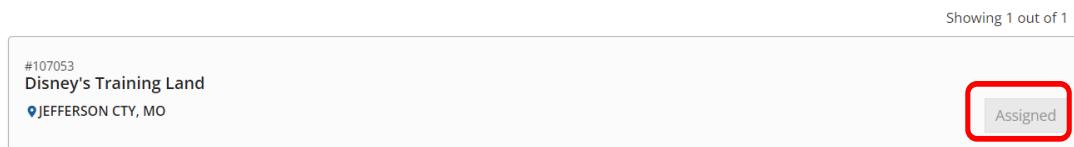
#107053
Disney's Training Land
📍JEFFERSON CTY, MO

[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 <u>download the MOPD app</u>.

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.
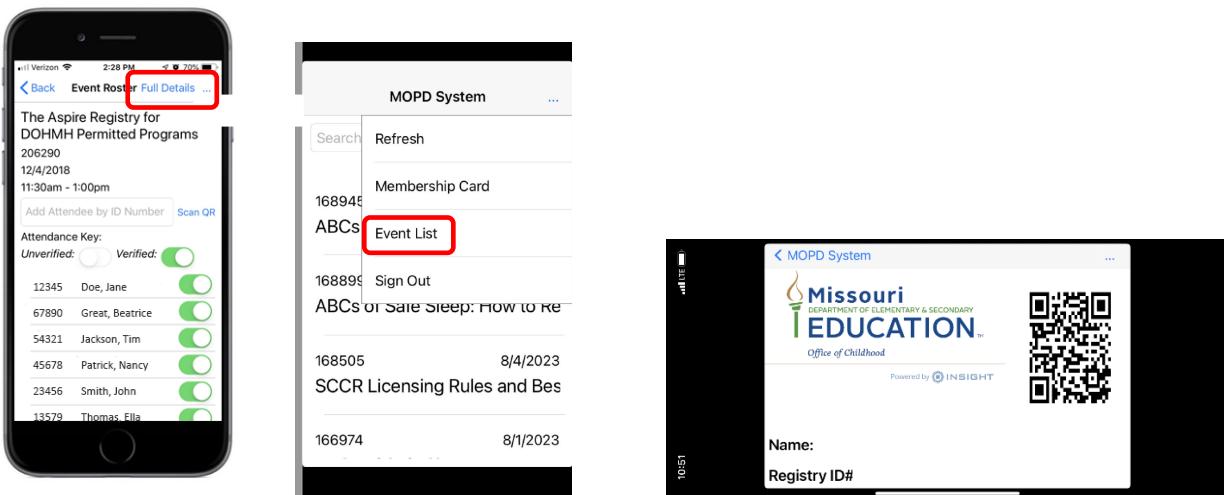- Trainers choosing not to use online registration through the MOPD system can link to their own website for registration and skip this section of instructions.
- Trainers choosing to use online registration through the MOPD system must first setup a Stripe Account.

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.

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

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.

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?'

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.

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'.

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

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
6/14/2023

Registration Ends
6/14/2023

☐ 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

Exit   << 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
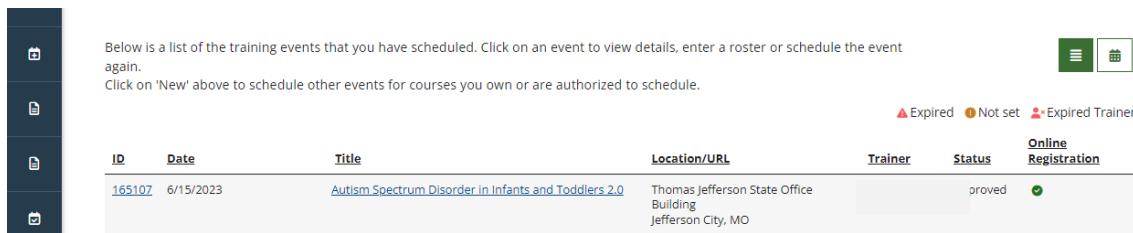
Copy to clipboard

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.

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.

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

Follow Instructions for how to <u>create an event for an approved course.</u>

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.

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.

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.

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.

Are You Sure You Want to Unlock this Training Event?

Unlocking this event will allow you to edit trainers.

| No | Yes |

You have unlocked this event

The new event must be submitted.

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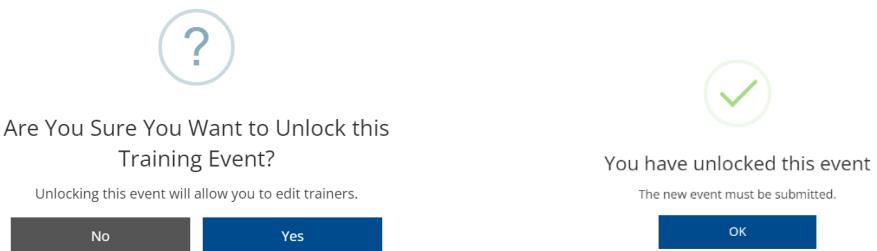
8. You will now go down the page and complete Event details as normal.

*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)   ☑ Administrative Access

#920115
Daisy Duck   ☐ Administrative Access   🗑 Change

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 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.
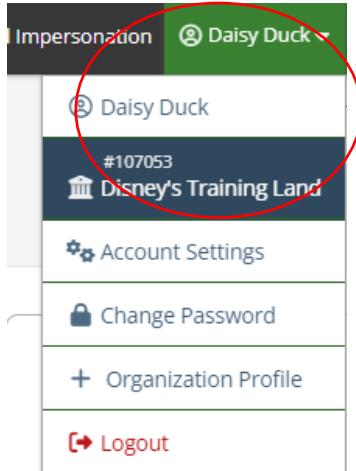
3. Use the left-hand navigation to click on TRAINING ENTRY.
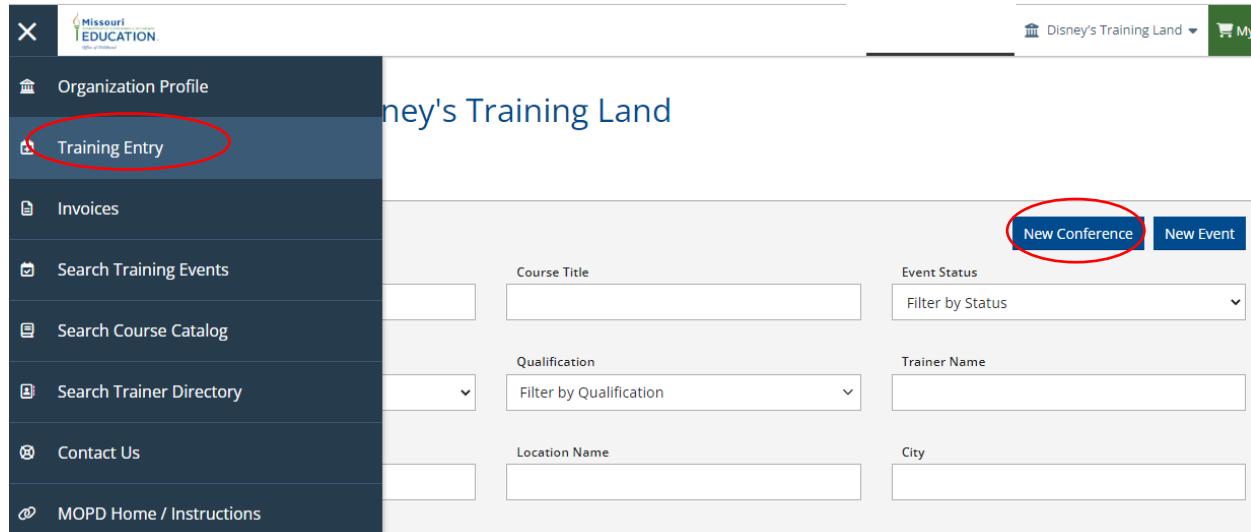
4. Click New Conference. If you do not have this button, please contact MOPD@dese.mo.gov with your Organization ID to request this feature.

5. Enter the conference name. Click Save & Open.
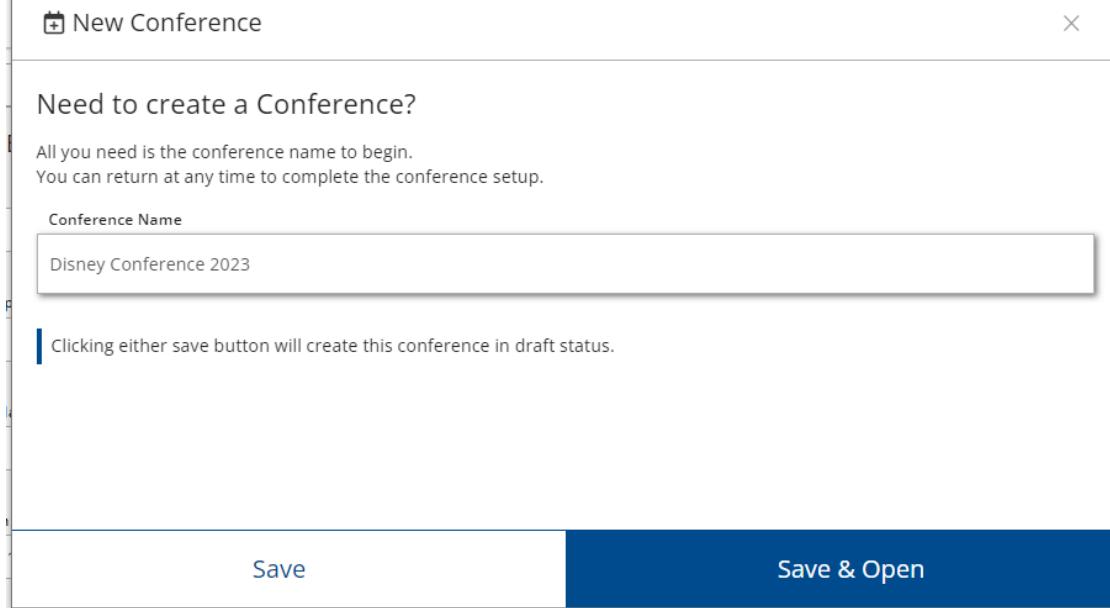
6. Scroll down and click the first Manage button on the right side of the Conference Details section.
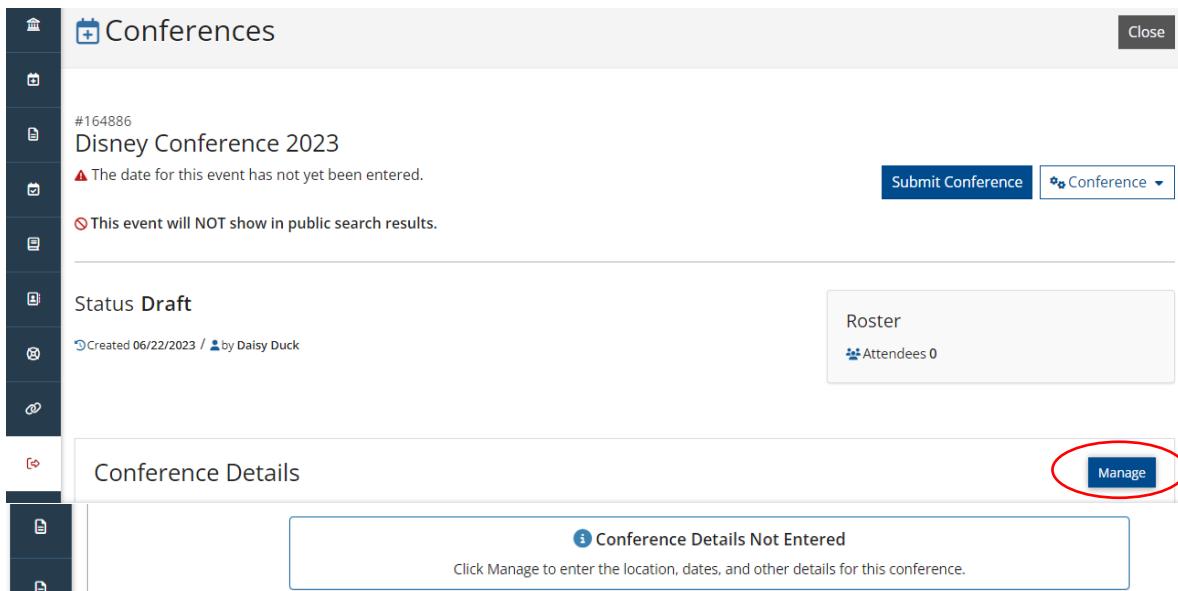
7. Select the option to have your conference show in the public search.
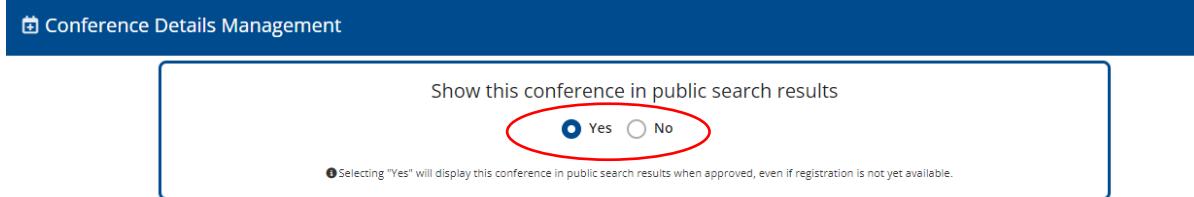
8. Enter the conference start and end dates.

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 ⓘ

> B *I* U 🔗 ☰ ☰ *T*ₓ

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
Daisy Duck

Email Address
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

ⓘ Maximum of 500 characters

Save	Close

- Click Save.

Conference Information Updated

The information for this conference has been successfully updated.

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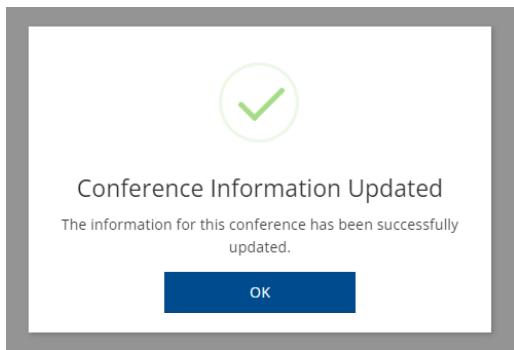
- Then, click Ok. You have completed the first step of entering conference details.

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

Manage

🌐 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

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

- 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.

(optional step for online registration)

13. Click Save.

Conference Registration Updated

The registration information for this conference has been successfully updated.

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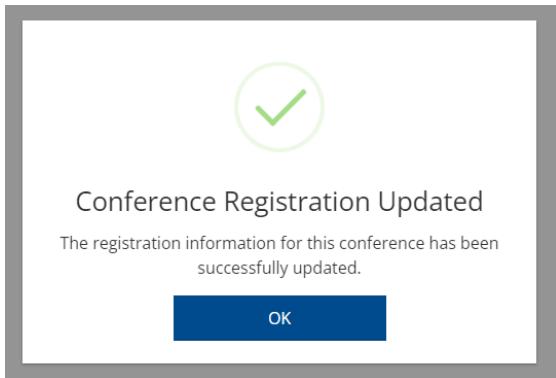
14. A pop up is received confirming that conference registration is set. Click Ok.

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.

Conference Registration

Manage

🚫 Online registration for this conference is NOT required.

📅 Registration Deadline Friday, June 23, 2023

🌐 Conference Web Address http://test.com

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

Sessions

+Session

📅 Monday, June 26, 2023   ⓪ Sessions

📅 Tuesday, June 27, 2023   ⓪ Sessions

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.

📅 Session Management

What kind of Session is this?

Session type will determine if the attendees of this session will receive credit toward their professional development education matrix.

Training Session

Select "No Credit" if **NO** training hours will be counted for this session.

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

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.

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

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

ℹ 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

Search ID

Trainer Name

donald duck

🔍 Search   ⟳ Reset

Sort by Last Name ▾   Direction Ascending ▾

Showing 1 out of 1

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

Select

Showing 1 out of 1

Cancel

- 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

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

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 <u>For Trainers: How To Submit A Training Course For Approval</u>

Course Detail

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

Course Type

Clock Hour Course

Course Level

Clock Hour

Course Category

Select Course Category

Required

Training Hours

000 h : 00 mins

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 ⓘ

Hours

1b: Understand and value each child as an individual ⓘ

Hours

1c: Understand the ways that child development and the learning process occur in multiple contexts ⓘ

Hours

[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.
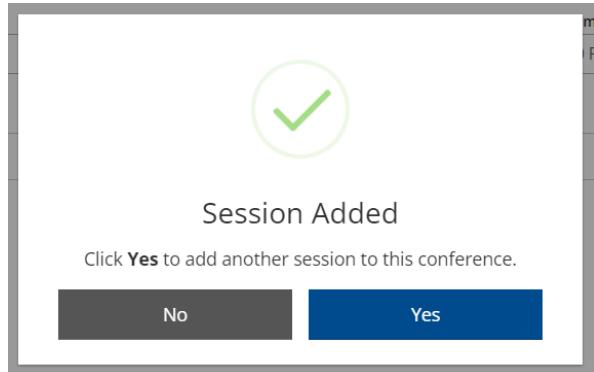
- If Yes, repeat steps above for all conference sessions.
- If No, click Ok.
- *A Duplicate session may be offered. If needed- go to the Manage button next to the session offering, click Duplicate Session, and fill in the details.
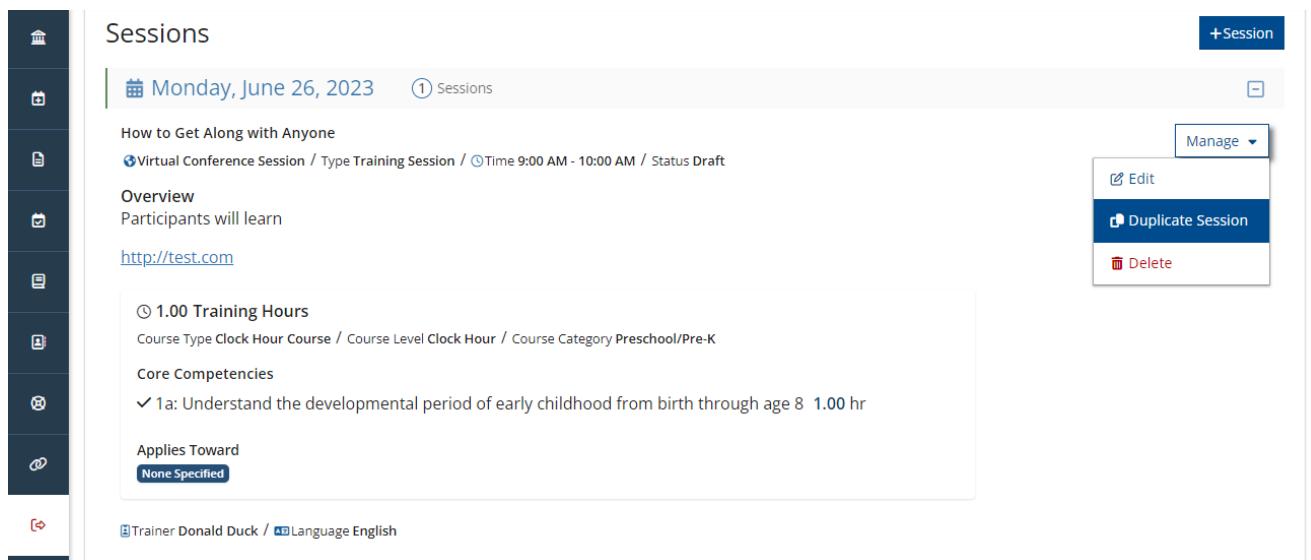
27. After submitting all conference sessions, scroll down and click Submit Conference.

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

Conference Terms and Conditions   ×

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.

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

Filter Events   Clear Filters

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

⚠ Expired ⓘ Not set 👤ˣ Expired Trainer

ID	Date	Title	Location/URL	Trainer	Status
164887	6/26/2023	ⓒˢ How to Get Along with Anyone	Web Site	Donald Duck	Pending
164886	6/26/2023 - 6/27/2023	ⓒ Disney Conference 2023	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.