

2019 Clock Hour Review Checklist

DHSS-approved clock hours completed before 9/1/2019 can be verified with the following documentation:

- Toolbox Program Training Clock Hours Report - Child care owners/directors need to create an individual Toolbox account and request program level access (PLA) in order to access the report. Assistance can be found on OPEN's website at www.OPENINITIATIVE.org or by calling the OPEN office at (573) 884-3373.
- Toolbox Individual Training Clock Hours Report – Available to child care providers who create a Toolbox account and join the Missouri Professional Development (MOPD) Registry.
- Certificate for in-person trainings must have assigned a 13-character approval code from the MWC which can be verified by DHSS. (If the number is missing or incomplete the certificate will not be accepted.)
- Certificates for Online/On-demand trainings are verified by a 10-character approval code, which can be found on the MWC if not printed on certificate. **Write code on certificate for quicker verification.**
 - ◆ Most online/on-demand training providers will report completion information directly to OPEN and will appear on the Toolbox report.
 - ◆ Online/On-demand trainings listed in “Option B” on the MWC do not report attendance data to OPEN. For sessions in that section you must upload the certificate to the MWC in order to view the clock hour credit on Toolbox reports.
- OPEN does not manually enter any in-person or online training into the Toolbox. If you do not see your training record in the Toolbox contact the trainer/training organization directly for assistance.
- National conferences or trainings listed on page 2 & 3 of this document or on the MWC “Pre-approved national” tab are accepted with proper documentation.
- Child Development Associate (CDA) credentials and Youth Development Credentials (YDC) are credited for 12 clock hours for the calendar year in which the initial or renewal certificate was issued by the Council for Professional Recognition for CDA or MASN for YDC. Copies of certificates must be sent to OPEN for entry.
- Child related college credits earned and reported on a transcript from an accredited college or university. **See college credit guide, page 5.** Transcripts must be sent to OPEN for entry.

DHSS-approved clock hours completed 9/1/2019 or after can be verified with the following documentation:

- Toolbox Program Training Clock Hours Report (see above)

2019 DHSS-Approved Clock Hour Training Information

Visit the DHSS Child Care website at www.health.mo.gov/safety/childcare for information about clock hour training and training approval on the “Training” and “Trainer Information” tabs.

- Questions about clock hour training may be addressed to CCTraining@health.mo.gov.
 - ◆ Each calendar year 12 clock hours of child related training are required.
 - ◇ Documentation of clock hours is reviewed at the first inspection of the following year.
 - ◇ Violations will be marked as corrected when the facility provides documentation as listed above.
 - ◇ Clock hours for staff beginning employment during the year are prorated to one clock hour required for every month in which the staff member was employed at least one day.
 - ◇ Hours are not prorated for facilities operating part-time or part-year, for staff working part-time or intermittently, nor for staff who take extended leave.
- Clock hour training is required as follows:
 - ◆ Group Home/Child Care Center
 - ◇ Center director
 - ◇ Group child care home provider
 - ◇ Caregivers and volunteers who are counted in staff/child ratio.
 - ◆ Family Child Care Home
 - ◇ Child care provider
 - ◇ Any assistant who routinely works more than 5 hours per week.

Approved National Conferences/Trainings

Trainings and conferences on the following list are approved to count for clock hour credit. To be recorded in the Toolbox, child care providers must email, mail, or fax documentation of completion to OPEN for entry into the individual's record. **Fax:** 573-884-4627 **Email:** openinitiative@missouri.edu **Mail:** 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280. OPEN staff will enter this data within 30 calendar days of receipt.

Send questions about conferences not appearing on this list to CCTraining@health.mo.gov.

Sponsoring Organization	Conference/Training Organization Name
21st Century Comm. Learning Center	Summer Institute
American Montessori Society	AMS Annual Conference
Association for Early Learning Leaders	How Successful Directors Lead; Fall Lead Symposium
BOOST Best Out-Of-School Time Collaborative	BOOST Conference
Boulder Journey School	Annual Summer Conference
Chicago Metro AEYC	Opening Minds Conference
Child Care Aware of America (CCA)	Policy Symposium
Community Service Council of Oklahoma	International Infant & Toddler Conference
Conscious Discipline	Conscious Discipline Summer Institute, Conscious Discipline Advanced Institute, Building Trauma-Sensitive Classrooms and Schools, Elevate Social Emotional Learning
Council for Exceptional Children (CEC)	Special Education Convention and Expo
Council for Professional Recognition	Early Educators Leadership Conference
Crisis Prevention Institute, Inc (CPI)	Non-Violent Crisis Intervention Instruct Cert
Devereux Center for Resilient Children	All in person trainings (Webinars not accepted)
Division for Early Childhood (DEC)	Conf on Young Children w/ Special Needs and Fam
Environmental Rating Scales (ERS)	Environmental Rating Scales National Institute
Florida Center for Inclusive Communities (FCIC)	National Training Institute on Effective Practices
Foundations, Inc.	Beyond School Hours Conference
Frank Porter Graham Child Development Institute	National Early Childhood Inclusion Institute
High Scope	Annual International Conference & All courses
Montessori Educational Programs Int. (MEPI)	MEPI Annual Conference
Montessori Foundation / IMC	Annual International Conference
National After School Association	Annual Convention
National Association for the Education of Young Children (NAEYC)	NAEYC Public Policy Forum; Annual Conference, Professional Learning Institute
National Association of Family Child Care (NAFCC)	National Conference; Annual Conference
National Community Education Association	Annual Conference

Approved National Conferences/Trainings

Sponsoring Organization	Conference/Training Name
National Head Start Association	National Head Start Manager and Director Academy; Birth to Three Institute, Leadership Institute; Annual Head Start Conference; Parent, Staff & Leadership Training Conf.
National Summer Learning Association	National Conference
Nature Explore and Outdoor Classroom Project	Leadership Institute
North American Montessori Teachers' Assoc.	Conferences (on-site only) see MWC for listing
Parents as Teachers (PAT)	International Conference
Parents as Teachers (PAT)	Foundational and Model Implementation Training
Pearson Education, Inc.	National Early Childhood Summer Institute
Smart Start - National Technical Assistance Center	Smart Start National Conference
Teaching Strategies	All courses
University of North Carolina	National Early Childhood Inclusion Institute
West Ed	Program for I/T Care (PITC) Trainer Institute
Zero to Three: Center on Infants, Toddlers & Families	Annual Conference

Viewing and Printing MOPD Training Reports

- Training reports can only be printed if facility director/owners have created a Toolbox account, requested Program Level Access & associated all staff (by MOPD) with the program. **Child care providers are required to maintain records on-site for CCFS review so you may wish to have a printout of the Toolbox report on hand to share during inspection.**
- The facility will need to make sure all staff have a MOPD ID. Individuals may obtain a MOPD ID at www.openinitiative.org. The MOPD ID should be given to the trainer or entered when taking online training, if requested, to create the electronic record of the training attended.
- **Owners or directors can receive assistance in setting up a Toolbox account and requesting program level access. Information can be found at www.openinitiative.org or by contacting OPEN at 573-884-3373.**
- Facility training records will only be visible in the Toolbox if staff have been associated with the DVN. Individuals may only view their personal training report if they are a MOPD Registry Member.
 - ◊ In-person, and scheduled online training completion data is sent to OPEN from the Missouri Workshop Calendar (MWC) weekly
 - ◊ Online/on-demand training completion data that is uploaded to the MWC by an individual is sent to OPEN weekly
 - ◊ Online/on-demand training completion data is sent to OPEN directly from the training provider/sponsor at least monthly
 - ◊ Data is validated prior to being imported into the Toolbox, data unable to be validated will not be imported until corrected

Child-related College Credits

College credits must appear on the Toolbox training report. To have courses entered for clock hour credit the individual must submit official transcripts or unofficial transcripts to OPEN for review of related courses. Any approved courses will be added to the individual's training record. It is preferred that documents are sent via email to openinitiative@missouri.edu. If that is not possible, documents can be faxed to (573) 884-4627, or mailed to the OPEN office at 1400 Rock Quarry Road, Suite 108, Columbia, MO 65211-3280. OPEN staff will enter this data within 30 calendar days of receipt.

**Please note that only members of the MOPD Registry will be able to access the Toolbox Individual Training Clock*

Most courses in the following areas will be accepted for clock hour training:

ECE – Early Childhood Education

EDU – Education - Elementary or Middle School only (*Secondary/High School not accepted*)

HDFS – Human Development and Family Studies (child-related only)

The courses below are samples of accepted child-related courses. To inquire if a course will be accepted for clock hours, email the name of the college or university, department/course code, course description, and the name, city, and state of the institution to CCTraining@health.mo.gov.

Child/Adolescent Growth and Development

Child Development
Child Psychology
Educational Psychology
Emergent Language/Literacy in Early Childhood
Introduction to Early Childhood Special Education
Normal Language Acquisition
Principles of Development in Early Childhood

Child/Adolescent Observation and Assessment

Early Childhood Assessment
Educational Evaluation for the Exceptional Child

Families and Communities

Counseling Parents of Exceptional Children
Multi-Cultural Study: Child and Family
Parent-Child Relations Family Counseling
Teacher/Parent Interactions
Utilizing Community/Family Resources

Health Safety and Nutrition

Child Health
Child Nutrition
Elementary Teachers Child Abuse Intervention
Elements of Health Education
First Aid Nutrition, Health & Safety Health Education for

Human and Family Services

Advocacy for Families and Youth
Child and Family Advocacy
Child Care Profession

Interactions with Children/Youth

Counseling Psychology

Learning Environment and Curriculum

Aiding: Pre K through 6
Art for Elementary Teachers
Children's Literature
Communication Disorders
Creative Movement for Early Childhood
Curriculum Development for Early Childhood Professionals
Curriculum for Early Childhood Education
Elementary School Music
Foundations of Reading Instruction
Introduction to Elementary Education
Math Methods for Elementary Teachers
Music for the Classroom Teacher
Physical Education for Elementary Teachers
Science Methods for Elementary Teachers
Special Education
Student teaching – Early Childhood, Elementary, or Special Education
Teaching Social Studies in Elementary School
Technology in the Classroom

Program Planning and Development

Elementary Administration
Management of Child Care Centers

Psychology

Child and Adolescent Development
Child Behavior Strategies
Child Psychology
Developmental Psychology
Educational Psychology
Human Growth and Development
Psychology of Learning

Social Work

Introduction to Child Welfare
Parenting

CLOCK HOUR TRAINING CREDIT: One (1) college credit equals fifteen (15) clock hours. Clock hours may not be carried over to the following year.

HALF-CREDIT COURSES: SCCR will count college courses that are partially child-related for half credit. These courses include General Psychology, General Sociology, and Lifespan Human Development.