

OPEN Initiative MOPD Registry Course Appeal

Each transcript that is submitted to the MOPD Registry is reviewed to count the number of approved early childhood (ECE), school age (SA), early childhood/school age specific business (ECE/SA B), and general business (B) college credits that are related to the *Core Competencies for Early Childhood and Youth Development Professionals*. The number of approved ECE and SA courses determines an individual's Education Matrix designations. The number of approved specific or general business courses is used in the process for determining eligibility for the Missouri Early Childhood Director Credential.

OPEN maintains documentation of courses that have been reviewed for ECE, SA, ECE/SA B and B credit for selected institutions. These lists are NOT exhaustive as the potential number of courses that could be considered ECE, SA, ECE/SA B or B is far too large. The initial list of ECE courses was developed in partnership with the Department of Health and Senior Services (DHSS). The initial list of SA courses was developed in partnership with the Missouri AfterSchool Network (MASN) Quality Committee. The initial list of ECE/SA B and B courses was developed in partnership with the Missouri Association for the Education of Young Children (MOAEYC). Additional courses are added by OPEN staff based on the criteria outlined below.

Adding Courses to any approved Course List

Approved courses are added by OPEN's education review staff based on information found in the course description of the institution's catalog. In order for a course to be added to the approved list, the course must be directly beneficial to the professional (i.e. will the course provide knowledge and/or skills that she/he can take directly into the program). At least 50% of the course content must directly relate to the particular field, and directly relate to the *Core Competencies*.

In order to request that a course be considered as an approved early childhood, school age/afterschool, or business course, this entire form along with supporting documentation must be submitted to the OPEN Initiative. If the form is not complete or the indicated supporting documentation not included, the appeal request will be returned to you.

Early childhood, school age/afterschool courses: In order for a course to count as an early childhood or school age/afterschool course, at least 50% of the content must directly relate to the *Core Competencies for Early Care and Youth Development Professionals*. Therefore, a Lifespan Development course covers Infants, Young Children, Older Children, Young Adults, Middle Age Adults, and the Elderly would not count, but a Child Development course covering Infants, Young Children and Older Children would count.

Business courses: In order for a course to count as a business course, the content must relate to program management/administration, business management, communications, technology, or school administration as they would be applied in an early childhood, afterschool or youth development setting. These courses would relate to the Program Planning and Development and Professional Development and Leadership content areas of the *Core Competencies*. Therefore, a Public Speaking course from the Communications Department would not count, but a Business Communications course would count.

Once the Course appeal information is complete, it can be submitted to OPEN via email (openinitiative@missouri.edu), postal mail (*OPEN Initiative, 1400 Rock Quarry Rd, Suite Q108, Columbia, MO 65211*) or fax (*573-884-4627*). Complete appeals will be processed within two weeks of receipt.

Course Appeal Form

Name: _____ MOPD ID: _____

Course Information:

(Note: Please fill out a separate appeal form for each course that you are requesting to be reconsidered.)

College or University: _____

Course #: _____ Course title: _____

Date course completed (e.g., Fall 2005): _____

Request:

Please briefly describe the content of the course and why you feel that it should be considered an approved early childhood, school age/afterschool, youth development or business course.

Specific Core Competencies:

Please list the specific Core Competencies covered in the course.

Content Area	Sub-Content Area	Level/Letter	Competency
Content Area V – HS	Promoting Healthy Eating	Level 4a	Collaborates with others to promote nutrition.

Supporting Documentation:

Please provide one of the following forms of documentation to verify the information provided above.

- Course syllabus
- Dated course assignments
- Signed statement of verification from course instructor
- Other (please contact OPEN to discuss additional verification methods)

Signature:

I hereby agree that the information included in this Course Appeal Form is complete and accurate. I understand that I will receive a written response to this appeal within two weeks of the date of receipt at the OPEN Initiative office.

Signature: _____ Date: _____

For office use only:

Date Received: _____ Date Response sent: _____

Status: Returned - Incomplete Approved Pending – More information requested Denied

Notes: