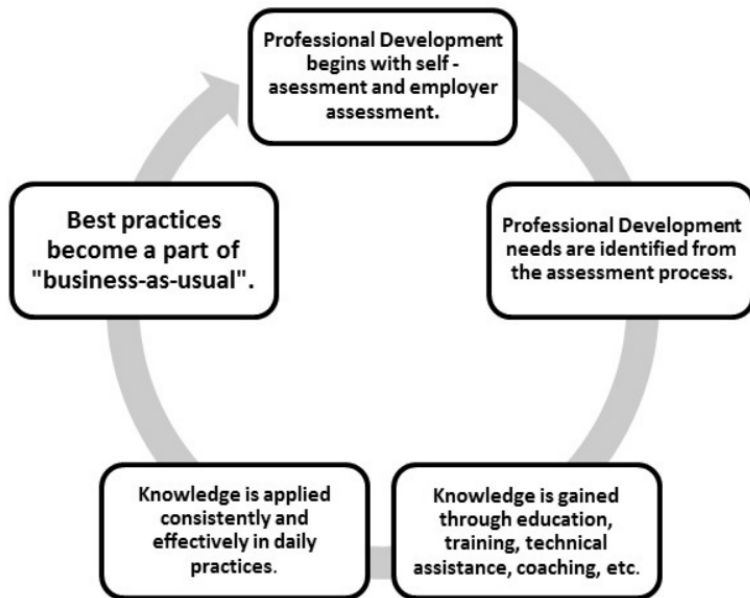


Fulfilling the Annual Clock Hour Requirement with Meaningful Professional Development

Step 1: Base all professional development activities on what the individual practitioner needs to learn to increase their competence and confidence.



The *Core Competencies for Early Childhood and Youth Development Professionals* was created to facilitate self-assessment and assessment of practitioners by an employer. This is a comprehensive tool, as there are eight Content Areas, and each area is divided into five levels. The levels represent a continuum from basic (Level 1) to expert (Level 5) which allows for the tool to be used as an ongoing guide. This is a free resource that can be found (and downloaded) on the OPEN website at www.OPENInitiative.org. Printed copies are available at the OPEN office.

Every in-person training, online training, and online, on demand training, as well as any conference (state or national) that is listed on the Missouri Workshop Calendar (MWC) at www.moworkshopcalendar.org has been approved for clock hours. Once the areas of professional development have been identified, the MWC is a great place to find trainings that will fulfill professional development needs.

Step 2: Understand how Missouri’s Professional Development (MOPD) Electronic Training Management System works.

1. MOPD ID generated through OPEN website at www.OPENInitiative.org.
2. Trainer seeks session approval via MWC
3. DHSS provides session approval via MWC
4. Training is published on MWC.
5. Training is completed and attendance is recorded in MWC.
6. OPEN receives training data and integrates it into individual and program reports available on the Toolbox.

For more information about meeting the annual clock hour training requirement for the Missouri's Department of Senior Services, Section for Child Care Regulation; please visit their web page regarding training at <http://health.mo.gov/safety/childcare/training.php>

Note: In-person training, online training, and in-state conference attendance data is collected as described above. Online, on demand training and national conference attendance data collection is described on the OPEN website.

Step 3: Take a proactive approach to monitoring professional development utilizing individual and program training reports provided on the Toolbox. The Toolbox is jointly administered by OPEN and the Missouri AfterSchool Network.

How to be proactive in making sure the training report is accurate:

MOPD ID Management - It is ultimately each individual's responsibility to manage their MOPD ID information. If you do not have a MOPD ID, you may obtain one at www.OPENInitiative.org.

How do I manage my MOPD ID information?

- Go to www.OPENInitiative.org and click on the *Look up MOPD ID* box on the right side of the page.
- Fill in the required fields and click on the *Search* button.
- If a MOPD ID is returned, click on the *Print MOPD ID Card* link and print your card for reference.
- If a MOPD ID is not returned, there could be inaccurate data in the system. Email OPEN at openinitiative@missouri.edu to correct information. Once the information is corrected, you can print a MOPD ID card.

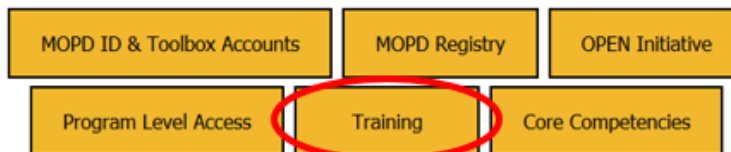
Owners/Directors/Administrators – Manage program information in the Toolbox

- Make sure you have Program Level Access in the Toolbox. If you are uncertain if you have Program Level Access, email OPEN at openinitiative@missouri.edu for assistance.
- Associate staff with program – only staff associated with a program will have data on any program report. Individuals with Program Level Access can add, edit, and end employment information as needed.

Before the Training Session

- Make sure you know how the attendance/completion information is provided to OPEN.
 - o Information can be found under the *Training* button at www.OPENInitiative.org.

Click the gold buttons for more information about



Please make a selection from the choices above for more information.

At the Training Session

- Make sure to provide the trainer/training provider with a correct MOPD ID for each person attending the training.

After the Training Session

- Individuals who are MOPD Registry members can run their individual training report to verify accuracy. Contact OPEN if there are questions about the report.
- Owners/Directors/Administrators (with Program Level Access) can run the program training report to verify accuracy. Contact OPEN if there are questions about the report.

If you have specific questions regarding how to meet the clock hour requirement, your Child Care Facility Specialist from DHSS-SCCR is the best person to contact. Questions about the greater MOPD system or the Toolbox? Contact OPEN at openinitiative@missouri.edu