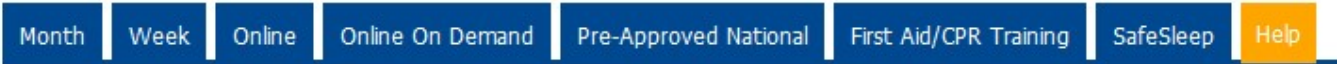


## How Training Data Reaches Your Individual or Program Training Report

**Licensed Providers** - All trainings found on the Missouri Workshop Calendar (MWC) are approved for clock hours.

**Providers receiving DSS subsidy** – All trainings that are approved to meet the Orientation, Preservice, and Annual training requirement will be noted in the individual training description on the MWC.

Trainings are divided by type on the Missouri Workshop Calendar: <http://www.moworkshopcalendar.org/>



**\*The type of training determines how the data is provided to OPEN.**



**In-person trainings** and **Conferences in Missouri** are listed on the **Month** and **Week** tab of the MWC. **Online** trainings that take place at a specific day and time are listed on the **Online** tab.

Training attendance data for in-person trainings, conferences (held in Missouri) and online trainings are sent to OPEN weekly. Weekly Submissions from the Missouri Workshop Calendar (administered by Child Care Aware of Missouri) take place on Mondays. **Note: Only training events where the trainer has reported training attendance will be submitted to OPEN.**



**Pre-approved National Conferences:** Certificates can be submitted to OPEN via email for data entry. The total number of training hours will be entered, rather than individual sessions.



**Online, on demand** trainings are sessions that are offered 24 hours a day, 7 days a week and can be taken from any location with internet access. Attendance data for online, on demand trainings comes to OPEN two ways.

Training certificates listed in **Section B** will need to be uploaded to the Missouri Workshop Calendar. Others come to OPEN directly from the training

**Online, on demand certificate upload:** If you have completed an approved, **online, on demand** training from one of the following organizations, you will need to upload the training certificate on the Missouri Workshop Calendar.

**To upload your certificate** go to <http://moworkshopcalendar.org/> and click on the blue online, on demand tab. You will find “please click [here](#)” in the instructions, half way down the list of approved trainings, and follow the remaining steps to upload your certificate.

Not all **Online On Demand** sessions are set up to transfer attendance data to MOPD Registry accounts at OPEN. For sessions offered by the organizations listed below, use the **Upload Your Certificate** button, where you will need to enter information and upload your session certificate to receive clock hour credit. This process allows you to view your clock hour credit in your MOPD Registry account.

To upload your certificate of training, please click [here](#)

### Section B

**Section A** of online, on demand training completion data is sent to OPEN by the training provider **weekly or monthly**. Data received is for the previous week/month. For example, a monthly submission on June 10th would contain data for training completed in May.

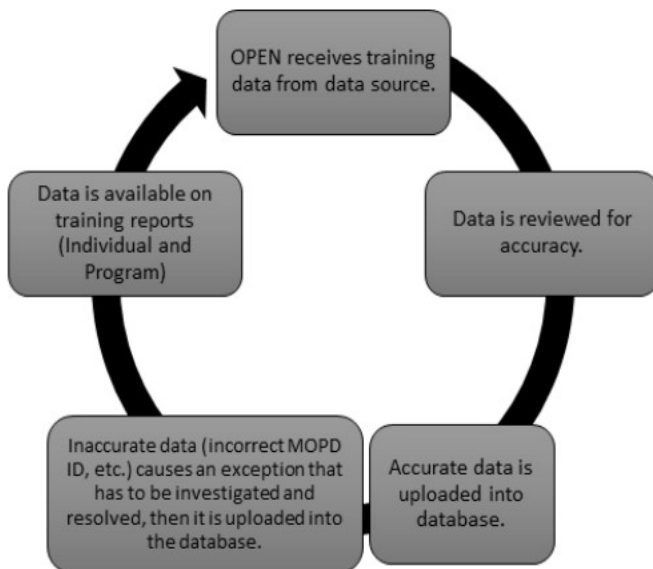
**Online, On Demand Training completion data from the following training providers are sent to OPEN weekly:**

- Department of Social Services – CCDF Health and Safety, Child Care Subsidy Orientation
- Department of Health and Senior Services
- Missouri Afterschool Network (MASN)

**Online, On Demand Training completion data from the following training providers are sent to OPEN monthly:**

- Better Kid Care/Penn State University
- Bright Minds
- Care Courses
- Child Care Lounge
- CypherWorx
- ChildCare Education Institute
- Early Childhood Academy
- Early Sprouts/Keene State College
- MU Extension
- ProSolutions
- YMCA of Greater St. Louis
- Boys and Girls Club – St. Louis
- YMCA School Age Services
- Smart Horizons
- Missouri Ozarks Community Action

## What happens once OPEN receives electronic training data?



## **Why is training “missing” from my report?**

1. You just completed the training and the data has not been sent to OPEN yet. *See the schedules for training data transfers.*
2. The trainer has not entered attendance and archived the training on the MWC yet. *Contact the trainer and ask when they plan to enter attendance in the MWC.*
3. You did not provide an accurate MOPD ID and first and last name ASSOCIATED with the MOPD ID to the trainer. *Contact OPEN to update information and ask if this can be addressed for prior trainings.*

Please do not hesitate to contact OPEN with any additional questions.

OPEN Initiative  
573-884-3373

[openinitiative@missouri.edu](mailto:openinitiative@missouri.edu)