OPEN Initiative
Center for Family Policy & Research
University of Missouri

How to Successfully Complete a Training Clock Hour Reassignment on the Toolbox

To reassign training records to a previous year, you must first have a Toolbox account.
(Instructions for creating a Toolbox account are on our website: https://www.openinitiative.org/MOPDID.htm)

Once you have logged into your Toolbox account, select the **Training Management** tab:

Click on **My Training Hours**.

The **My Training Hours** page reflects the training hours that OPEN has received for you for the current and previous calendar year.

Please be aware of the following guidelines for reassigning training hours:

- The Office of Childhood is the authority for clock hours in Missouri
- Per the Office of Childhood, clock hours may only be reassigned to a previous year
- The courses requested for reassignment **must** be listed in your Toolbox
- Clock hours for an individual training may not be split between two years, the training must be reassigned in its entirety
- Once a training has been reassigned, it cannot be moved again

 If you do not see a training session that you have completed on your listed hours, please visit the OPEN web site to view the schedule of how and when OPEN receives training data:
https://www.openinitiative.org/Resources/WhatTrainingDataisProvidedtoOPENElectronically.pdf

Please review the schedule and find the sponsor of the training you are missing. If the training session should appear on your training record and does not yet, please contact the sponsor of the training session to determine your next steps.

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To reassign your training hours, please follow the steps below:

Step 1 – Determine the amount of clock hours required to meet your deficit

Step 2 – Select a course to be reassigned
(Remember you can only receive credit for a training in once per calendar year. For example, you completed ABCs of Safe Sleep in 2021 and 2022. You cannot reassign the 2022 ABCs of Safe Sleep to 2021 because you have already received credit for that course in 2021).

Step 3 – Select **Reassign** on the right side of the training you want to reassign.

If the record is not eligible for reassignment, the Reassign button will appear as a lighter color gray and cannot be selected.

Common reasons why a record cannot be reassigned:
- Record has already been reassigned.
- Individual didn't receive credit for the training.

	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?	Reassign Clock Hour.
ng	10.00	01-03-2021	False	DHSS-SCCR Clock Hour credit applied to previous year to meet deficit	D7	Yes	Reassign
anization	2.00	03-19-2021	True			No	Reassign

Step 4 – Review the training information and double check that this is the training you want to reassign:

Training Course:	Building Community
Training Course Event:	145070 /Event End Date: 11/20/2021 /Sponsor: None Given /Trainer: Carl Wade
Completion Date:	11/20/2021
Expiration Date:	
Credit Received:	Yes
Denial Reason:	

Submit Training Record   Cancel

Step 5 – Use the drop down and choose either the option to reassign to the previous year or two years prior:

Denial Reason:

DHSS-SCCR Clock Hour credit applied to previous year to meet deficit

DHSS-SCCR Clock Hour credit applied to meet deficit from two years ago

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Step 6 – Click Submit Training Record. A confirmation popup message will appear. Please review this message carefully. **Once a record is reassigned, the action <u>CANNOT</u> be reversed.**

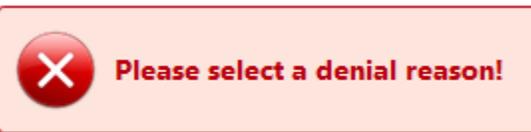Are you sure you want to reassign these hours? This can NOT be undone

OK   Cancel

Clicking OK will save the change and process the reassignment request.

Training Hours Reassigned Successfully

If required information is missing or the record cannot be reassigned, you'll receive an error message and be automatically directed back to the training page.

Please select a denial reason!

You can't reassign this course because it was already completed in 2020

After successfully reassigning a record, the training page will update to reflect the reassignment information and adjust the clock hour totals.

Some additional items to be aware of include:

- Reassigned training records will remain on the calendar year report which they were completed. Training records do NOT move from report to report.
- Reports for both years (year training was taken and year training was reassigned to) will need to be viewed to determine how many clock hours you have for each year.
- The reassigned training will show as denied because the credit no longer applies to the current year. The denial reason will state what year the clock hours apply (previous year or two years ago).
- Credit hours cannot be moved BACK to the year in which they were earned after being reassigned
- Training credit can NOT be moved forward to a future year.

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