

TRAINING SPONSOR ELECTRONIC DATA TRANSFER SCHEDULE AND ADDITIONAL TRAINING INFORMATION

A. In-person Trainings:

OPEN receives training attendance data from in-person trainings from the Missouri Workshop Calendar **weekly**.

Note: Only training events where the trainer has archived training attendance will be submitted to OPEN. Trainers have up to 30 days to provide the Calendar with training records.

B. Online On Demand training completion data from The Missouri Workshop Calendar – Option B are sent electronically to OPEN weekly for the week prior:

- FEMA
- Healthy Child Care America
- Healthy Futures
- Missouri Child Abuse and Neglect Mandated Reporter
- Supporting Children and Families Experiencing Homelessness
- Texas A&M
- Thompson Center

***IMPORTANT:** Training certificates must be printed and uploaded to the [Missouri Workshop Calendar](#). Your training data will be sent with the next weekly submission from the Missouri Workshop Calendar to the OPEN Initiative. Do not send training certificates directly to OPEN.

C. Online On Demand training completion data from the following training providers are sent to OPEN weekly for the week prior:

- DSS/DHSS – Office of Childhood/DESE
- Bright Minds
- Child Care Aware
- Successful Solutions

D. Online On Demand training completion data from the following training providers are sent to OPEN bi-weekly for the weeks prior:

- Air Child Care Training Solutions
- Better Kid Care/Penn State University
- Bright Horizons
- Bright Minds
- Care Courses
- Child Care Education Institute (CCEI)
- Child Care Lounge
- Early Childhood Academy

E. Online On Demand training completion data from the following training providers are sent to OPEN monthly for the month prior:

NOTE: Data received are for the previous month; for example, data sent to OPEN in June would contain data for training completed in May.

- Bertelsen Education
- ContinuED
- CypherWorx
- Boys & Girls Club – STL
- Hi Mama
- Missouri Afterschool Network (MASN)
- Missouri Department of Health and Senior Services' Bureau of Community Health and Wellness
- ProSolutions
- Smart Horizons

OTHER IMPORTANT INFORMATION:

If an incorrect or invalid MOPD ID is used with a training, the training data will either not be sent to OPEN or will not show up on training reports. Providing a correct MOPD ID is the responsibility of the individual taking the training.

- MOPDIDs that are not exactly six (6) digits long will not be transmitted into the OPEN data system
- MOPDIDs that are all zeros (0) will not be transmitted into the OPEN data system
- Incorrect MOPDIDs that are six digits will be transmitted into the OPEN data system, but will not be aligned with an individual and therefore will not be reflected on training reports
- Names that do not match exactly with the name associated with the MOPDID will be transmitted into the OPEN data system, but will not be aligned with an individual and therefore will not be reflected on training reports.
 - NOTE: if your name differs from what is on the OPEN Toolbox OR if you have changed your name since creating your MOPDID, you will need to update your name with OPEN **prior** to taking trainings to avoid trainings not aligning with your MOPDID.

******Please keep in mind that these are only estimated upload training sponsor schedules based on previous submissions******