What training data will OPEN enter?

OPEN continues to manually enter the following training data:

First Aid/CPR Certifications

Please send a copy of the CERTIFICATION CARD to OPEN, along with your MOPD ID so we can enter the certification data only. The certification card may be sent to OPEN via online upload, postal mail, scanned and emailed, or by fax. *Note: First Aid/CPR courses that are approved for clock hours do not need to be submitted to OPEN. The trainer of the approved course will enter training attendance and certification data into the Missouri Workshop Calendar. Your training and certification data will be sent with the next* weekly *submission from the Missouri Workshop Calendar to the OPEN Initiative after the trainer has enter the information successfully.*

Approved National Conferences

Pre-Approved National Conferences are listed on the Pre-Approved National tab of the Missouri Workshop Calendar. If a National Conference is not on the pre-approved list, please contact DHSS. If approved, we will enter the conference. Conference information will be entered as a total number of hours, rather than separate sessions.

Course Conversion to Clock Hours

On behalf of DHSS, OPEN will review education documents—including official and unofficial transcripts, and grade reports—for individuals with a MOPD ID only for the purpose of converting courses to clock hours to fulfill the annual clock hour training requirement. An acceptable course completed in the current or previous calendar year will be added to the individual's clock hour training record (for the current or previous year).

In order for OPEN staff to review documents for possible course credit to clock hour conversion, college credits must appear on official documentation issued by the college or university. This can be an official transcript, unofficial transcript, or a grade report that includes the following information printed as part of the original document content:

> Name of School (in full)
> Name of student on every page
> Semester Completed
> Course Code
> Course Name
> Number of credits
> Grade earned
> In progress credits labeled (if applicable)

*MOPD Registry members already receive this service any time they submit a transcript for education review.