

## What training data is provided to OPEN electronically?

### 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.*

### Online, On Demand Training completion data from the following training providers:

- CACFP
- Healthy Child Care America
- National Alliance Strengthening Families
- FEMA
- MU – Thompson Center
- MO Kids First – MO Child Abuse/Neglect Mandated Reporter

*\*Upload the printed training certificate to the MO Workshop Calendar (MWC), data will be sent with the next weekly submission.*

### 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:

*Note: Data received is for the previous month; for example, a submission in June would contain data for training completed in May.*

- 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

*If a correct and valid MOPD ID is NOT provided at the time of the training, DO NOT expect the training to show up on an individual or program training report. Providing a correct MOPD ID is the responsibility of the professional; not the responsibility of the trainer, the program director, the Missouri Workshop Calendar, or the Toolbox.*

## **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.

### ***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***

MOPD Registry members already receive this service anytime they submit a transcript for education review.

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
- # of credits
- Grade earned
- In progress credits labeled (if applicable)