

About the MOPD ID: The MOPD ID was developed to facilitate individuals' participation in Missouri's Professional Development System. This 6-digit number is jointly managed by the OPEN Initiative and Child Care Aware® of Missouri. Professionals can use their MOPD ID when participating in activities such as using the Missouri Workshop Calendar and accessing training reports on the OPEN website.

Common Reasons Professionals Need a MOPD ID:

- All early childhood, afterschool and youth development professionals in Missouri need a MOPD ID to
 - register for approved clock-hour workshops on the MO Workshop Calendar.
 - access their training attendance reports on the OPEN website.
- All early childhood, afterschool and youth development trainers need a MOPD ID to complete all processes necessary to provide clock-hour approved trainings, including
 - seeking training approval;
 - publishing training events on the Missouri Workshop Calendar; and
 - managing event attendance and training clock-hour credit for training participants.
- Program administrators and other duly authorized professionals need a MOPD ID to access other features on the OPEN or Child Care Aware® of Missouri secure websites.

Note: If a professional does not have a MOPD ID, he/she will be unable to use the services described above.

Generating a MOPD ID: Although many professionals receive a MOPD ID as a function of their enrollment in the MO Professional Development Registry, any professional interacting with the MO Professional Development System will receive a MOPD ID. An individual may request a MOPD ID or their employer may do so for them, to associate an employee with their program in the database systems. *Additionally, a MOPD ID may be generated by the system for training participants.*

Data Needed to Generate the MOPD ID: The following information is needed about a person in order to generate his/her unique MOPD ID.

- Full name (first and last)
- Date of birth
- The last 5 digits of the Social Security Number
- Email account (*Note: This is not required.*)

This information is necessary to create a unique ID for the individual and to uphold data systems' operating standards.

How OPEN and Child Care Aware® of Missouri will use the MOPD ID and/or Associated Data: The last 5 digits of the social security number and date of birth are confidential information. While they are stored in the data system to ensure proper MOPD ID generation, the last 5 digits of the SSN are not used for any other purpose. The participant's email address is only used for communication purposes. Finally, the person's name and MOPD ID may be shared to support his/her participation or his/her employer's participation in the MO Professional Development System.

Security of MOPD ID Data

Although jointly managed, the data required for the MOPD ID is stored in the OPEN data system. OPEN stores electronic information at a secure server housed at the University of Missouri. Data exchanges with other organizations will be encoded and governed by a Memorandum of Understanding that requires these organizations uphold high levels of security. For details about data security policies, please refer to OPEN's policies and procedures.

The information requested to generate a MOPD ID is not sufficient to allow anyone to steal an identity. Identity theft is difficult, if not impossible, without a full SSN combined with the birth date information. The collection of the last 5 digits of a Social Security number and birth date are in line with other industry standards for data security in the United States. Additionally, all data received by OPEN are subject to OPEN's security and confidentiality standards.

Future updates to Terms of Service: OPEN and Child Care Aware® of Missouri reserve the right to change the Terms of Service without any further notice to you. All changes will be posted on the OPEN website at least 30 days prior to their implementation.