

FIRST AID / CPR Child Care Clock Hour Training Approval Process for certified trainers offering:

- American Academy of Pediatrics PedFACTs
- American Red Cross
- American Heart Association
- American Safety and Health Institute
- EMS Safety
- National Safety Council
- Emergency Care and Safety Institute

If your certification is not listed above, please email CCTraining@health.mo.gov for information.

Below are step-by-step instructions for Approval, Publishing, and Registration/Attendance Management. Instructions are also provided as you navigate the process on the Missouri Workshop Calendar. These instructions are specific to certified First Aid/CPR instructor applications. For individuals who require oral instruction, please email CCTraining@health.mo.gov to schedule at time to receive assistance with this process.

STEP 1: OBTAIN A MOPD ID if you do not have one www.mopdid.org

To apply for clock hour training approval, a Missouri Professional Development ID (MOPD ID) is needed. This 6-digit number can be obtained easily and instantly by entering a name, last 5 SSN, DOB, and email address. Trainers are not required to enroll in the MOPD Registry – only the 6-digit number is needed.

STEP 2: SET UP A MISSOURI WORKSHOP CALENDAR ACCOUNT www.moworkshopcalendar.org

After obtaining a MOPD ID, create an account on the MO Workshop Calendar so that a training approval application can be submitted. ***Be certain to indicate in the account settings that you would like to submitted training applications for approval and be a trainer.***

NOTE: As you are working on the Missouri Workshop Calendar, your work is saved automatically. If you need to leave the site during the application process, you may return to the site and begin working on your application again, which will be saved as a “Draft” in your account.

STEP 3: SUBMIT AN APPLICATION

A training approval application should be submitted for each course that you offer for a pre-determined number of hours. You might offer First Aid and CPR together in a 4.5 hour course and a separate CPR course for 3 hours. Those would be entered as two separate applications. An individual application is approved for a three-year period.

- Sign in to www.moworkshopcalendar.org and go to your Dashboard
- From the “Apply for training approval tab”, select “Start a new training application”
- Click “Begin” at the bottom of the screen
- Enter the trainer’s MOPD ID number and click “Look up MOPD ID”, then add any additional trainers
- Select Lead trainer and assign editing or scheduling permissions to trainers as needed click “Next”
- Your contact information will fill in automatically, click “Next”
- Choose “Face-to-face (standard) training” format
- Under Endorsement, select AHA, ARC, ASHI, EMS Safety, or NSC Certification, click “Next”
- Enter Event (Course) Title, Number of Hours, Brief Description (Example: “AHA First Aid/CPR Certification”), Outcome (Example: “AHA First Aid/CPR Certification”)
- Select Core Competency 5.1, Level 1, C. “Responds calmly and effectively in a crisis”, click “Next”
- On the far right of the box, click “Add Activity”
- Enter the Number of Minutes, Activity Description (Example: “AHA First Aid/CPR Training”), Support Materials (Example: “AHA Training Materials”), Assessment (Example: “AHA Skills Test”), Competency

5.1.1.c., Objective (Example: "AHA First Aid/CPR Certification"), click "Save and return to outline", Click Next

- Select Target Audience(s) to whom the training is relevant
- Select Age Group(s) that the participants will be working with, click "Next"
- Skip to the bottom of the Evaluation, Certificate, References page and click "Next"
- Additional Trainers: If you manage multiple trainers' scheduling of courses you may enter the MOPD IDs of other trainers in your organization here and click "MOPD ID Lookup", otherwise leave blank, click "Next"
- When your application is complete, click "Complete application"
- The training application will be reviewed by DHSS within 30 days (often within one week or less) and when approved, the application will appear on your Calendar account for you to schedule when you hold a training session. You may also publicize the course on the Calendar "By Request".

STEP 4: PUBLISH TRAINING SESSION AND/OR ADVERTISE TRAINING "BY REQUEST"

- Sign in to www.moworkshopcalendar.org and go to your Dashboard
- Select "Manage approved training"
- Select "Publish a training"
- From the list of approved training courses, click "Publish" under the title of the training to publish
- Enter the Date, Start time, and End time of your training session OR select "Check if this training should be available by request"
- Click "Add date and return to event form"
 - IF Date, Start time, and End time entered:
 - Under Sponsor and trainers, click "+/- Change Sponsors"
 - Either click "+ Add" to enter your organization name, or your individual name if you do not have a sponsoring agency OR, if you have previously added your organization or individual name, click "+/- Add" to choose the name from the drop down list. Once you have added your sponsor it will remain in the drop down list for future use, click Continue
 - Under "Clock hours and credentials", enter the certification (Example: "AHA CPR certification")
 - Select "Region" training will be offered
 - Under "Location" select "Change event location"
 - "Create new location" at the right, click "Create" Once you have added the training location, it will remain in the list at the left for future use
 - After creating Location, click "Select location" under the location at the left
 - Enter "Cost", if any, Description of "Cost" (Example: "Cost includes AHA certification fee and all materials. Snack is included")
 - Enter payment link, if any (Some trainers use Paypal)
 - Under "Registration instructions" enter method participant should register
 - "Cancelation policy" is optional
 - NOTE: If this is a PRIVATE training – You should mark it PRIVATE so it will not appear on the training calendar for the public to view. To do this, Hold the cursor over the word "Publication" on the black bar at the top of the screen. Select "Make private". If "Make public" appears, instead of "Make private", this means it is already a private training so do not click on it.
 - Click "Publish this training to the training calendar"
 - IF "Check if this training should be available by request" is selected:

- See process above for "Sponsor"
- See process above for "Clock hours and Credentials"
- Under "Region" select region you are willing to offer the training, or if more than one region, select "Statewide"
- "Location" is optional – Complete this if you offer your training in a specific location
- See process above for "Cost" (Description may say "Call for quote" and provide contact info)
- Repeat process for "Registration" and "Cancelation"
- Click "Publish this training to the training calendar"

IMPORTANT: Please request that training participants bring their MOPD IDs to the training session and collect their numbers on a sign in sheet for later entry.

STEP 5: ENTER ATTENDANCE

After the training has been completed:

- Sign in to www.moworkshopcalendar.org and go to your Dashboard
- From the "Apply for training approval tab", select "Manage Registration"
- On the far right of the completed training, select "Manage Registration" to enter attendance
- Follow step-by-step instructions for "Step 1: Manage registration", "Step 2: Attendance worksheet" and "Step 3: Close out attendance"
- If you do not see the step-by-step instructions, click "Click for more help" in blue below the "Step 1:, Step 2:, or Step 3:" headings
- **NOTE:** An electronic copy of the training sign in sheet is required. An electronic copy can be made by scanning the sign in sheet or taking a clear photograph of the sign in sheet and saving it as a file
- Once you have clicked "Close out (archive) attendance" the process is completed and participants will have electronic attendance records recorded

STEP 6: CERTIFICATES

Trainers must provide certificates to training participants while we are transitioning to the electronic system (through at least December 31, 2015). On the certificate please include:

- Training name
- Trainer name
- Participant name
- Number of hours
- Date
- Training approval number (the approval number will be a 13-digit number that will be different each time you publish a training session. When you publish (schedule) the training on the calendar, you'll see the 13-digit code.) To look up the 13-digit approval number for a Published training session, Go to the Dashboard, click "Manage approved training" and click "Browse published trainings, drafts, and templates" and select "Published" at the top of the screen.

A "User Guide" is located on the "Getting Started" link on the MO Workshop Calendar webpage that will also assist in the training approval, publishing, and attendance management process.

Any questions with the application, publishing, or recording attendance can be sent to CCTraining@health.mo.gov.