



## Missouri DHSS Child Care Conference Approval Process

Please email [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov) for additional information on the contents of the training application.

Please email [Contactus@moworkshopcalendar.org](mailto:Contactus@moworkshopcalendar.org) for **technical assistance** with the Missouri Workshop Calendar website.

Below are step-by-step instructions for conference approval and attendance reporting using the Missouri Workshop Calendar (MWC). First, a general conference information application is submitted for review. After the initial review, the conference will be given a general conference approval number and can be placed on the calendar with a “Save the Date” message. The conference application will be returned to the applicant’s “Add sessions” listing in their MWC account for session entry. The sessions may be entered any time prior to the conference, but early enough that session numbers are available for conference attendance documentation, which is generally stickers applied to a conference certificate. Each session will be given its own approval code. Individuals who require verbal instruction may email [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov) to schedule a time to receive assistance with this process.

To submit an application:

### **STEP 1: OBTAIN A MOPD ID or LOOK UP A MOPD ID** [www.mopdid.org](http://www.mopdid.org)

A Missouri Professional Development ID (MOPD ID) is required to submit a training approval application. This 6-digit number can be obtained instantly by entering the name, last 5 SSN, DOB, and email address for the individual. Trainers and training applicants 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](http://www.moworkshopcalendar.org)

After obtaining a MOPD ID, create an account on the MWC 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 in order to access all functions of the MWC.***

**NOTE:** Work is saved automatically when working in the MWC, although it is advised to click “Update” at the bottom of the page before proceeding. After leaving the site during the application process, the applicant may return to the site and begin working on the application, which will be saved as a “Draft” in the account library. To locate draft applications, Go to the Dashboard, click “Apply for training approval” and click “View all applications” and select “Drafts” at the top of the screen.

### **STEP 3: SUBMIT AN INITIAL APPLICATION FOR CONFERENCE APPROVAL**

1. General Conference Information Needed for Initial Review
  - a. MOPD ID of at least 2 conference committee members
  - b. Conference title
  - c. Sponsoring organization
  - d. Date
  - e. Conference description
  - f. Conference website URL (optional)
  - g. Estimated number of sessions planned
  - h. Location name
  - i. Address

- j. City
  - State
  - k. Zip code
  - l. Session solicitation details (a statement about how conference sessions are selected)
  - m. Attach Request for Proposals (optional)
  - n. Missouri Workshop Calendar account email addresses of anyone who may add session info
2. Process to submit conference for initial approval
    - a. Sign in to [www.moworkshopcalendar.org](http://www.moworkshopcalendar.org). (Create account if necessary)
    - b. From the Dashboard, select “Apply for training approval”
    - c. Select “Start a new conference application”
    - d. Proceed through the application, entering information about the conference
    - e. Submit the application for initial review
    - f. Applications are generally reviewed within 10 days
  3. Application will be reviewed, accepted, and a notification email sent to applicant
    - a. Applicant can post a “Save the Date” message on the MWC after conference is accepted. Check MWC first to see if “Save the Date” message has already been posted on the date of the conference
    - b. Sessions may be entered at any time prior to the conference

#### STEP 4: ENTER CONFERENCE SESSIONS FOR FINAL APPROVAL

1. Information needed for session entry (Request this information from trainers)
  - a. Session title
  - b. Number of clock hours – minimum of 1 hour, may be in 15 minute increments
  - c. Brief description (to give reviewer a good understanding of the contents of the training session. This will also be available for the public to view for public conferences.
  - d. Trainer MOPD ID (obtained at [www.mopdid.org](http://www.mopdid.org))
  - e. Target audience (select all that apply)
    - i. Staff from child care centers/preschools/out-of school time sites
    - ii. Family child care owners and staff
    - iii. Administrators from child care centers/preschools/out-of-school time sites
    - iv. Workshop instructors, college/university faculty
    - v. Home visitors
  - f. Age group focus
    - i. Infants (0-12 months)
    - ii. Toddlers (13 – 35 months)
    - iii. Preschool (3 to 5 years)
    - iv. Lower Elementary
    - v. Upper Elementary
    - vi. Intermediate (Middle/Jr. High)
    - vii. Young Adolescent (Jr. High/High School)
    - viii. Adults
  - g. Core Competency (see listing at <https://www.openinitiative.org/content/pdfs/CoreCompetencies/CoreComp2011.pdf>)
2. To add sessions to approved conference
  - a. Sign in to [www.moworkshopcalendar.org](http://www.moworkshopcalendar.org) and go to the Dashboard
  - b. Select tab on left: “Apply for training approval”
  - c. Under “Add sessions to scheduled conferences,” (the bottom box in the list) click on the blue conference title

- d. At this point, select the “Privacy settings for calendar and registration” Decide if you want the Conference to be show up for the public to see on the MWC and if you want to handle registration outside of the Calendar (within your own organization) or within the Calendar.
- e. Next, select “Add Session” in blue, just above the privacy settings
- f. Enter title
- g. Select day/date
- h. Enter start time – for 15 minute increments, select time and change minutes
- i. Enter end time – for 15 minute increments, select time and change minutes
- j. Enter number of clock hours (minimum of one hour)
- k. Enter description – may be brief, but must contain enough information to allow review to understand the nature of the training session. Please edit as this will show on the MWC for public conferences
- l. Enter the trainer(s) MOPD ID(s) – (Number only) Then click “Lookup by MOPDId” then “Continue”
- m. Select target audience (all that apply)
- n. Select age group focus (all that apply)
- o. Enter core competency – Select the competency which most applies to the training content
- p. At the bottom, select, “Mark as complete”
- q. After all sessions have been entered, select at top, “Done adding sessions- submit for final review and publication”

#### STEP 5: ENTER ATTENDANCE AFTER THE CONFERENCE

1. Sign in to [www.moworkshopcalendar.org](http://www.moworkshopcalendar.org) and go to the Dashboard
2. From the “Manage registration” tab, select “Click to view all events with open registration” at the bottom of the list
3. On the far right of the row of the training session for which attendance is to be entered, click, “Manage reg”
4. Follow step-by-step instructions for “Step 1: Manage registration,” Step 2: “Attendance worksheet,” and Step 3: “Close out attendance”
5. If step-by-step instructions do not appear, click, “Click for more help” in blue, below the “Step 1:, Step2:, and Step3:” headings
6. NOTE: An electronic copy of the training sign in sheet is required to be uploaded for each session. An electronic copy can be made by scanning in the sign in sheet and saving it as a file to upload when archiving attendance
7. Once “Close out (archive) attendance” has been clicked, the process is completed and the participants will have electronic attendance records

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