

# 2016 Clock Hour Review Checklist

## DHSS-approved clock hours can be verified by records that are:

- on a Program Training Report generated from OPEN's Toolbox. **Training reports can be printed from the Toolbox website. Owners or directors can receive assistance in setting up a Toolbox account by viewing information on OPEN's website [www.openinitiative.org](http://www.openinitiative.org). or contacting OPEN at 573-884-3373.**
- on a MOPD Registry Member Training Report from OPEN's Toolbox. **Only registry members with Toolbox accounts can print individual clock hour reports.**
- assigned a 13-character approval code from the Missouri Workshop Calendar (MWC) which can be verified by DHSS. (If only 9 characters the training was not scheduled and may not be accepted.) **Ensure certificate lists 13-character approval code for quicker verification. Contact the trainer to obtain the 13-character approval number.**
- on the MWC "Online on demand" tab. **Verified by a 9-character approval code, which can be found on the MWC if not printed on certificate. Write code on certificate for quicker verification.**
- conferences listed on the MWC "Pre-approved national" tab. **Questions about national conferences or events not on this list should be directed to [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov).**
- Child Development Associate (CDA) credentials and Youth Development Credentials (YDC) are credited for 12 clock hours for the calendar year in which the initial or renewal certificate was received. **Copies of certificates accepted.**
- child related college credits earned and reported on a transcript from an accredited college or university.

## 2016 DHSS-Approved Clock Hour Training Information

Visit the DHSS Child Care website at [www.health.mo.gov/safety/childcare](http://www.health.mo.gov/safety/childcare) for updates to about clock hour training and training approval on the "Training" and "Trainer Information" links.

- Questions about clock hour training may be addressed to [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov).
- Documentation of clock hours is reviewed at the first inspection of the following year. Violations will be corrected when the facility provides follow up documentation confirming the completion of 12 hours of *approved* training for each staff member. Clock hours for staff beginning employment during the year are prorated to one clock hour required for every month in which the staff member was employed at least one day. Hours are not prorated for facilities operating part time or staff working part-time or intermittently.
- If clock hours were obtained in 2017 to satisfy 2016 training a violation should be cited. If they have completed 12 hours by the time of the first inspection in 2017 mark the violation as "corrected on site".
- If a certificate is missing the 13-character approval number, the **child care provider** is responsible for contacting the trainer to inquire about the approval status of a training and to request the 13-character approval code for the training session. The **child care provider** may ask the trainer to submit a training application for retroactive approval.
- Trainers should refer to the clock hour training approval process described on the "Trainer Information" tab on the child care website at <http://health.mo.gov/safety/childcare/trainerinfo.php>.
- If the trainer chooses not to complete the approval process, that training session will not be counted toward annual training requirements.

**Online On Demand Approved Training List for 2016**  
**(Always access online training from the Missouri Workshop Calendar to ensure the current approval status of online training.)**

**Certificates for online on-demand trainings have a 9-character approval code for verification. Training on this list may be applied to clock hours when documented on the Toolbox training report or with a certificate issued by the training organization. This list includes 2016 approved training ONLY. Check the MWC in 2017 to determine approval status before completing training modules for clock hours in 2017.**

**Not all Online/On Demand sessions are set up to transfer attendance data to OPEN. For sessions offered by organizations marked with \* the provider may upload their certificate to the Missouri Workshop Calendar in order to view their clock hour credit on Toolbox reports.**

<b>Sponsoring Organization</b>	<b>Title</b>	<b>Hours</b>
Better Kid Care—Penn State Ext	Valid certificates will have approval #	Varies
* CACFP	A Call to Action; Healthy Nutrition Environment; Meal Patterns; Menu Planning; Nutrition 101; Nutrition Overview; Purchasing Food in CACFP—Parts 1-3; Serving Credible Foods in CACFP	Varies
Care Courses	Valid certificates will have approval #	Varies
Child Care Education Institute	Valid certificates will have approval #	Varies
Child Care Lounge	Valid certificates will have approval #	Varies
Community Partnership of Ozarks	Mandated Reporter Training	2
CypherWorx MOSAC2 Learning Lab	Valid certificates will have approval #	Varies
DHSS SCCR	Valid certificates will have approval #	Varies
* DSS Subsidy Orientation Training	Provider will need to write approval #	1
Early Childhood Academy	Valid certificates will have approval #	Varies
Early Sprouts	Valid certificates will have approval #	Varies
* FEMA	Active Shooter: What You Can Do	1
* FEMA	Multihazard Planning for Child Care	2
* FEMA	Planning for the Needs of Children in Disasters	4
* Healthy Child Care America	Influenza Prevention & Control	1
* Healthy Child Care America	Medication Administration in Early Education and Child Care	2
* Healthy Child Care America	Preventing and Managing Infectious Diseases in EE & CC	3
* Healthy Child Care America	Reducing the Risk of SIDS in Early Education and Child Care	1
Little Butterfly Educare	Valid certificates will have approval #	Varies
* National Alliance of Children's Trust	Strengthening Families Protective Factors (Modules 1-7)	2
ProSolutions Child Care Training	Valid certificates will have approval #	Varies
Smart Horizons via Child Care Aware	Valid certificates will have approval #	Varies
>Texas A & M	Certificates will not have an approval #/ - May not be uploaded to MWC. Will not appear on Toolbox reports	Varies
* Thompson Center for Autism	Understanding Autism in Young Children; ASD: Screening and Referral; ASD: Evidence-Based Practice/Interventions; Building Family Partnerships	1
Quality Assist Online Learning	Valid Certificates will have approval #	Varies

## Approved Conferences/Trainings Outside of Missouri

**National conferences must be documented by certificates. National conference certificates will not have an approval number. Conferences must have been attended in person. Send questions about conferences not appearing on this list to [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov).**

**MOPD Registry members may email, mail, or fax pre-approved national conference certificates to OPEN for entry into the registry member's record. Fax: 573-884-4627 Email: [openinitiative@missouri.edu](mailto:openinitiative@missouri.edu) Mail: 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280. Contact OPEN with Registry questions at 573-884-3373 with questions.**

Sponsoring Organization	Conference Name
21st Century Comm. Learning Center	Summer Institute
American Montessori Society	AMS Annual Conference
Association for Early Learning Leaders	How Successful Directors Lead; Fall Lead Symposium
BOOST Best Out-Of-School Time Collaborative	BOOST Conference
Boulder Journey School	Annual Summer Conference
Chicago Metro AEYC	Opening Minds Conference
Child Care Aware of America (CCA)	Policy Symposium
Community Service Council of Oklahoma	International Infant & Toddler Conference
Council for Exceptional Children (CEC)	Special Education Convention and Expo
Crisis Prevention Institute, Inc (CPI)	Non-Violent Crisis Intervention Instruct Cert
Devereux Center for Resilient Children	All in person trainings (Webinars not accepted)
Division for Early Childhood (DEC)	Conf on Young Children w/ Special Needs and Fam
Environmental Rating Scales (ERS)	Environmental Rating Scales National Institute
Florida Center for Inclusive Communities (FCIC)	National Training Institute on Effective Practices
Foundations, Inc.	Beyond School Hours Conference
Frank Porter Graham Child Development Institute	National Early Childhood Inclusion Institute
High Scope	Annual International Conference & All courses
Montessori Educational Programs Interntl (MEPI)	MEPI Annual Conference
Montessori Foundation / IMC	Annual International Conference
National After School Association	Annual Convention
National Association for the Education of Young Children (NAEYC)	NAEYC Public Policy Forum; Annual Conference, Professional Learning Institute
National Association of Child Care Resource and Referral Agencies (NACCRRA)	National Policy Symposium
National Association of Family Child Care (NAFCC)	National Conference; Annual Conference
National Assoc. of Regulatory Admin. (NARA)	Annual Licensing Seminar
National Child Care Association (NCCA)	Jazzing up our Leadership Style Conference
National Community Education Association	Annual Conference

## Approved Conferences/Trainings Outside of Missouri

Sponsoring Organization	Conference/Training Name
National Head Start Association	National Head Start Manager and Director Academy; Birth to Three Institute, Leadership Institute; Annual Head Start Conference; Parent, Staff & Leadership Training Conf.
National Summer Learning Association	National Conference
Nature Explore and Outdoor Classroom Project	Leadership Institute
North American Montessori Teachers' Assoc.	Conferences (on-site only) see MWC for listing
Parents as Teachers (PAT)	International Conference
Parents as Teachers (PAT)	Foundational Training
Pearson Education, Inc	National Early Childhood Summer Institute
Smart Start - National Technical Assistance Center	Smart Start National Conference
Teaching Strategies	All courses
University of North Carolina	National Early Childhood Inclusion Institute
West Ed	Program for I/T Care (PITC) Trainer Institute
Zero to Three: Ctr on Infants, Toddlers & Families	Annual Conference

## Viewing and Printing MOPD Training Reports

- Child Care Facility Specialists (CCFS) will attempt to print a facility's Program Training Report from the Toolbox website prior to the on-site inspection. Training reports can only be printed if facility director/owners have created a Toolbox account, requested Program Level Access & associated all staff (by MOPD) with the program.
- The first step in making sure all staff records are listed on a facility's Toolbox report is for each staff person requiring clock hours to obtain a MOPD Id. Individuals may obtain a MOPD ID at [www.openinitiative.org](http://www.openinitiative.org) or by contacting OPEN at 573-884-3373 or [openinitiative@missouri.edu](mailto:openinitiative@missouri.edu). The MOPD ID should be given to the trainer or entered when taking online training, if requested, to create the electronic record of the training attended.
- **Owners or directors can receive assistance in setting up a Toolbox account and requesting program level access. Information can be found at [www.openinitiative.org](http://www.openinitiative.org) or by contacting OPEN at 573-884-3373.** The provider is not *required* to set up their facility (DVN) in the Toolbox however this is the only way they may have access to training reports of their staff.
- Facility training records will only be visible in the Toolbox if staff have been associated with the DVN. Individuals may only view their personal training report if they are a MOPD Registry Member.
- Training data is sent to OPEN weekly from the Missouri Workshop Calendar. Training data is sent to OPEN monthly from other online, on demand training sponsors. Training records sent to OPEN must be validated prior to being imported to the Toolbox. Data that

## Child-related College Credits

**College credits must appear on an official college transcript issued by an accredited college or university. A copy of an official transcript will be accepted.**

**MOPD Registry members may email, mail, or fax official college transcripts (copies accepted) to OPEN for entry into the registry member's record. Fax: 573-884-4627 Email: [openinitiative@missouri.edu](mailto:openinitiative@missouri.edu) Mail: 1400 Rock Quarry Road, Suite Q108, Columbia, MO 65211-3280. Contact OPEN with Registry questions at 573-884-3373.**

Generally, most courses in the following areas will be accepted for clock hour training:

ECE – Early Childhood Education

EDU – Education - Elementary or Middle School only (*Secondary/High School not accepted*)

HDFS – Human Development and Family Studies (child-related only)

CDFS – Child Development and Family Studies (child-related only)

Some courses, such as Child Psychology, may be listed in the Psychology (PSY) area or another area outside of those listed above. If it is unquestionably child related, it will be counted toward clock hours.

**The courses below are samples of accepted child-related courses. To inquire if a course will be accepted for clock hours, email the department/course code, course description, and the name, city, and state of the institution to [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov).**

### **Child/Adolescent Growth and Development**

Child Development  
Principles of Development in Early Childhood  
Introduction to Early Childhood Special Education  
Emergent Language/Literacy in Early Childhood  
Normal Language Acquisition  
Child Psychology  
Educational Psychology

### **Learning Environment and Curriculum**

Art for Elementary Teachers  
Elementary School Music  
Music for the Classroom Teacher  
Curriculum Development for Early Childhood Professionals  
Curriculum for Early Childhood Education  
Introduction to Elementary Education  
Math Methods for Elementary Teachers  
Physical Education for Elementary Teachers  
Creative Movement for Early Childhood  
Aiding: Kindergarten  
Supervised Teaching – Elementary Student Teaching – Special Education  
Children's Literature  
Foundations of Reading Instruction  
Teaching Social Studies in Elementary School  
Science Methods for Elementary Teachers  
Communication Disorders  
Special Education

### **Learning Environment and Curriculum (continued)**

Special Education  
Technology in the Classroom

### **Child/Adolescent Observation and Assessment**

Early Childhood Assessment  
Educational Evaluation for the Exceptional Child

### **Families and Communities**

Multi-Cultural Study: Child and Family  
Counseling Parents of Exceptional Children  
Teacher/Parent Interactions  
Utilizing Community/Family Resources  
Parent-Child Relations Family Counseling

**Health Safety and Nutrition** First Aid Nutrition, Health & Safety Health Education for Elementary Teachers Child Abuse Intervention

### **Interactions with Children/Youth**

Counseling Psychology

### **Program Planning and Development**

Elementary Administration  
Management of Child Care Centers

### **Professional Development and Leadership**

Child & Family Advocacy

**CLOCK HOUR TRAINING CREDIT:** One (1) college credit equals fifteen (15) clock hours. Clock hours may not be carried over to the following year.

**HALF-CREDIT COURSES:** SCCR will count college courses that are partially child-related for half credit. These courses include General Psychology, General Sociology, Lifespan Human Development, and others. To inquire if a course will be accepted for clock hours, email the department/course code, course description, and the name, city, and state of the institution to [CCTraining@health.mo.gov](mailto:CCTraining@health.mo.gov).