

# 2018 Clock Hour Review Checklist

## DHSS-approved clock hours can be verified with the following documentation:

- Toolbox Program Training Clock Hours Report - Child care owners/directors need to create an individual Toolbox account and request program level access (PLA) in order to access the report. Assistance can be found on OPEN's website at [www.OPENINITIATIVE.org](http://www.OPENINITIATIVE.org) or by calling the OPEN office at (573) 884-3373.
- Toolbox Individual Training Clock Hours Report – Available to child care providers who create a Toolbox account and join the Missouri Professional Development (MOPD) Registry.
- Certificate for in-person trainings must have assigned a 13-character approval code from the 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.**
- Certificates for Online/On demand trainings are verified by a 9 or 10-character approval code, which can be found on the MWC if not printed on certificate. **Write code on certificate for quicker verification.**
  - ◆ Most online/on demand trainings will report completion to OPEN and will appear on the Toolbox report.
  - ◆ Training organizations listed in the second portion of the list on the MWC do not report attendance data to OPEN. For sessions offered by organizations in that section you may upload the certificate to the MWC in order to view the clock hour credit on Toolbox reports.
- National conferences or trainings listed on the MWC “Pre-approved national” tab. **Questions about national conferences or trainings 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 issued by the Council for Professional Recognition for CDA or MASN for YDC. **Copies of certificates accepted.**
- Child related college credits earned and reported on a transcript from an accredited college or university. **See college credit guide, page 5.**

## 2018 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 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).
- Each calendar year 12 clock hours of child related training are required. 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 part-year, for staff working part-time or intermittently, nor for staff who take extended leave.
- Clock hour training is required as follows:
  - ◆ *Group Home/Child Care Center—center director, group child care home provider, and all other caregivers and volunteers who are counted in staff/child ratio.*
  - ◆ *Family Child Care Home—provider and any assistant who routinely works more than 5 hours per week.*
- 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.
- If the training was not approved 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.

## Approved National Conferences/Trainings

National conferences/trainings 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/Training Organization 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
Conscious Discipline	Conscious Discipline Summer Institute
Council for Exceptional Children (CEC)	Special Education Convention and Expo
Council for Professional Recognition	Early Educators Leadership Conference
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)	Spazzing up our Leadership Style Conference

## Approved National Conferences/Trainings

Sponsoring Organization	Conference/Training Name
National Community Education Association	Annual Conference
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) may choose 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. **Child care providers are required to maintain records on site for CCFS review so you may wish to have a printout of the Toolbox report on hand to share during inspection.**
- The facility will want to make sure all staff have a MOPD ID. Individuals may obtain a MOPD ID at [www.openinitiative.org](http://www.openinitiative.org). 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* by SCCR to set up their facility (DVN) in the Toolbox however this is the only way they will 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.
  - ◊ In-person, and scheduled online training completion data is sent to OPEN from the Missouri Workshop Calendar (MWC) weekly
  - ◊ Online/on demand training completion data that is uploaded to the MWC by an individual is sent to OPEN weekly
  - ◊ Online/on demand training completion data is sent to OPEN directly from the training provider/sponsor at least monthly
  - ◊ Data is validated prior to being imported into the Toolbox, data unable to be validated will not be imported until corrected

## Child-related College Credits

**College credits** must appear on official documentation issued by the college or university. This can be an official transcript, unofficial transcript or grade report.

Any individual with a MOPD ID may submit official transcripts, unofficial transcripts or grade reports for the current or past calendar year to OPEN for review of related courses. Any relevant courses will be added to the individual's training record. It is preferred that documents are sent via email to [openinitiative@missouri.edu](mailto:openinitiative@missouri.edu). If that is not possible, documents can be faxed to (573) 884-4627, or mailed to the OPEN office at 1400 Rock Quarry Road, Suite 108, Columbia, MO 65211-3280. *\*Please note that only members of the MOPD Registry will be able to access the Toolbox Individual*

**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)

The courses below are samples of accepted child-related courses. To inquire if a course will be accepted for clock hours, email the name of the college or university, 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  
Child Psychology  
Educational Psychology  
Emergent Language/Literacy in Early Childhood  
Introduction to Early Childhood Special Education  
Normal Language Acquisition  
Principles of Development in Early Childhood

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

Early Childhood Assessment  
Educational Evaluation for the Exceptional Child

### **Families and Communities**

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

### **Health Safety and Nutrition**

Child Health  
Child Nutrition  
Elementary Teachers Child Abuse Intervention  
Elements of Health Education  
First Aid Nutrition, Health & Safety Health Education for

### **Human and Family Services**

Advocacy for Families and Youth  
Child and Family Advocacy  
Child Care Profession

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

Counseling Psychology

### **Learning Environment and Curriculum**

Aiding: Pre K through 6  
Art for Elementary Teachers  
Children's Literature  
Communication Disorders  
Creative Movement for Early Childhood  
Curriculum Development for Early Childhood Professionals  
Curriculum for Early Childhood Education  
Elementary School Music  
Foundations of Reading Instruction  
Introduction to Elementary Education  
Math Methods for Elementary Teachers  
Music for the Classroom Teacher  
Physical Education for Elementary Teachers  
Science Methods for Elementary Teachers  
Special Education  
Student teaching – Early Childhood, Elementary, or Special Education  
Teaching Social Studies in Elementary School  
Technology in the Classroom

### **Program Planning and Development**

Elementary Administration  
Management of Child Care Centers

### **Psychology**

Child and Adolescent Development  
Child Behavior Strategies  
Child Psychology  
Developmental Psychology  
Educational Psychology  
Human Growth and Development  
Psychology of Learning

### **Social Work**

Introduction to Child Welfare  
Parenting

**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, and Lifespan Human Development.