

Training Requirements for Six or Fewer (SOF) Child Care Providers

The Child Care Development Fund (CCDF) is provided by the federal government and requires all child care providers to complete training on specific health and safety topics in order to receive child care subsidy payments. The purpose of this requirement is to ensure children are receiving safer and more family-friendly care.

In order to track completion of training, you must register yourself with Opportunities in a Professional Education Network (OPEN) for a Missouri Professional Development (MOPD) ID. Once you receive your MOPD ID, you will need to create a Toolbox account. Once you have received your DVN (Departmental Vendor Number) from DSS, you will need to join the MOPD Registry and request Program Level Access.

Refer to the OPEN Initiative website at <https://www.openinitiative.org/> for more information about getting an MOPD ID, creating a Toolbox Account, information about enrollment in the MOPD Registry and how to request Program Level Access.

Initial Training Requirements

1. Child Care Subsidy Orientation **you only have to complete this training once time*

Approved options for completing this training include:

Option 1: Take the training online for **FREE** at <https://apps.dss.mo.gov/childcareorientation/>

Option 2: Educare offers this training in-person for **FREE**. You can find contact information for the Educare provider that covers your county at <https://dss.mo.gov/cd/child-care/child-care-providers/educare.htm>. Contact your local Educare provider for assistance registering for training. After completion of this training, Educare will enter attendance and training credit will upload to OPEN.

2. CCDF Health and Safety Training **you only have to complete this training one time*

Approved options for completing this training include:

Option 1: Take the training online for **FREE** at <https://apps.dss.mo.gov/CDTraining/>.

Option 2: Educare offers this training in-person for **FREE**. You can find contact information for the Educare provider that covers your county at <https://dss.mo.gov/cd/child-care/child-care-providers/educare.htm>. Contact your local Educare provider for assistance registering for training. After completion of this training, Educare will enter attendance and training will upload to OPEN.

3. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR) **Must be kept current – expires every two (2) years*

First Aid/CPR training is only accepted from the following national models:

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	ProTrainings
American Trauma Event Management (ATEM)	

Approved options for completing this training include:

Option 1: The Missouri Workshop Calendar (<http://www.moworkshopcalendar.org/>) lists companies and organizations throughout Missouri that offer First Aid and CPR training. Costs vary by training provider; training costs are **not reimbursed**. Click on the blue 'First Aid/CPR Training' tab on the Workshop Calendar to locate a trainer in your area. You will need to contact the trainer directly to schedule your training. After completion of this training, the trainer will enter attendance so that it will upload to OPEN.

Option 2: You can take First Aid/CPR training outside of the Workshop Calendar if the trainer offers certificates from one of the national models listed above. Costs vary by training provider; training costs are not reimbursed. For training completed outside of the Missouri Workshop Calendar, submit your First Aid/CPR certificate of completion to OPEN Initiative (email/scan your certification to openinitiative@missouri.edu). **You must include your MOPD ID number and DVN in your email. In your email, you also need to inform OPEN that you do not need clock hour credit.**

Annual Training Requirement (For Renewing Providers Only)

Following the first year of training, the provider shall complete six (6) hours of training available through the MO Workshop Calendar annually thereafter.