



CLOCK HOUR TRAINING REASSIGNMENT

In the event an individual's training record should be updated, please complete this form to reassign clock hours to a previous year.

- Clock hours may only be reassigned to a previous year and may not later be moved back to the original year.
- Clock hours for an individual training may not be split between two years. The training must be reassigned in its entirety.
- Clock hours cannot be reassigned until they are posted in the Toolbox. **DO NOT send them to OPEN until you can see them in the report.**

Complete all fields in this form to reassign clock hour credit for an individual's MOPD ID record. Submit to OPEN when completed: openinitiative@missouri.edu.

Maintain a copy on file at the facility until reassignment is posted in the Toolbox. Contact CCTraining@dese.mo.gov for questions.

FACILITY NAME:		DVN:	
SUBMITTED BY:		DATE:	

INDIVIDUAL'S NAME	INDIVIDUAL'S MOPD ID	TRAINING TITLE	TRAINING DATE	TRAINING APPROVAL #	TRAINER NAME	YEAR TO BE ASSIGNED TO