Public School Training Exception: The Department of Elementary and Secondary Education will accept public school Professional Development (PD) training hours for the annual requirement of six (6) hours of training. If a staff member does not participate in PD, the must take six (6) hours of training through the Missouri Workshop Calendar. 

NOTE: All new staff must complete the 2-hour online CCDF Health and Safety Training and be certified in Pediatric First Aid/CPR within 90 days of hire date.

SECTION A

*CHILD CARE FACILITY NAME

*PROVIDER DEPARTMENTAL VENDOR NUMBER (DVN)

*FACILITY ADDRESS (number and street name)

*CITY, STATE, ZIP

SECTION B

NAME OF EMPLOYEE

MOPD ID OF EMPLOYEE

Attends Professional Development Training

Yes/No

SECTION C

By signing this form, you are attesting that the employees listed above have completed the trainings required by your school district.

Return completed form to the address or the email address listed below:

Department of Elementary and Secondary Education
Office of Childhood
Quality Programs
PO Box 480
Jefferson City MO 65102

CCTraining@dese.mo.gov

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

DATE