MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF CHILDHOOD – CHILD CARE COMPLIANCE

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.

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

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