

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

FY23 Districtwide Compliance Training FAQs (Frequently Asked Questions)

Montgomery County Public Schools (MCPS) is committed to providing a safe and welcoming learning and working environment for students and staff across our district. To fulfill this commitment, all staff are required to complete the annual Districtwide Compliance Training for the 2022-2023 school year. This training is designed to ensure that every employee has the necessary information to establish and maintain a positive, safe, healthy, and lawful climate and culture in which all adults and students are able to thrive and do their best work.

Click below for training modalities and deadlines:

[MCEA](#)

[SEIU](#)

[MCAAP/MCBOA / Student Teachers, Interns, Coaches, TPT](#)

[Substitutes](#)

Question	Answer
Q1: Who needs to complete the Districtwide Compliance Training?	<p>A1: All MCPS employees must take the 10-module compliance training yearly. It is not marked on the Professional Development Online (PDO) as required training due to the different access schedules, but all MCPS employees must complete the training by August 26, 2022 (<i>certain exemptions apply – see Q5 below</i>). Staff should follow the training modalities and deadlines linked above.</p> <p><i>Note: Temporary Part-Time (TPT) employees are not compensated for completing the compliance training. The module training requirement is a condition of employment prior to working the first shift. This includes lunch/noon-hour aides and clerical staff.</i></p>
Q2: How do I sign up for the compliance training?	<p>A2: To sign-up for the training, launch the Chrome browser, navigate to PDO and register for course #91134 for returning staff or #91133 for new hires. For assistance in accessing the training, please refer to the User Support Guide HERE. This video linked HERE is also helpful.</p>
Q3: When I registered for the training, all the sections were marked “FULL” ... what do I do?	<p>A3: When registering on PDO, if a course section is full, scroll down to “view more sections”. There are more than 30 sections with 999 seats in each section.</p>
Q4: How do I check on my training completion?	<p>A4: To check on your own completion, click on the “Grades” tab in the myMCPS Classroom course. Once you have a 100% for each of the 10 training modules, your score will pass from myMCPS Classroom to PDO and appear on your DPO transcript.</p>
Q5: When can I complete the Districtwide Compliance Training?	<p>A5: Four hours will be scheduled during pre-service week (August 22-26, 2022) for all school-based staff to complete their compliance training. For MCEA unit members, there will be a designated 4-hour block of time during the three days of individual teacher planning time. MCEA unit members who complete all compliance training modules before the start of pre-service will be released from reporting onsite during the schools’ designated 4-hour. (The online training is available to all MCEA unit members, as well as all 12-month employees,</p>

	<p>beginning July 1, 2022.) Ten-month SEIU unit members must complete the training during their duty day during pre-service week.</p> <p>Note: The only school-based exception to the 8/26/22 deadline is cafeteria employees (DFNS). They will complete their training during the 9/14/22 in-service training. If DFNS employees aren't able to attend the in-service, they must complete using the online PDO Course format.</p>
<p>Q6: Who should monitor staff completion?</p>	<p>A6: Principals and school-based administrators (Principals, Interns, APs and ASAs) should monitor the completion of staff by accessing their Compliance Report on myMCPS. Directors and supervisors should monitor the completion of central office staff by accessing their team/department Compliance Report on myMCPS. The direct link to the Compliance Report is here.</p> <p>Compliance</p> <ul style="list-style-type: none"> • Compliance Unit • Compliance Report • Volunteer/Contractor Completion Report • Culture of Respect Student Training Report
<p>Q7: How do I know if staff have completed the training?</p>	<p>A7: Employees marked Y or RS have completed the required training. RS stands for Returning Staff completion, meaning an employee most likely completed the “returning hire” course, but was scheduled for the “New Hire” course Compliance reports are updated every 6 hours (6:00am, Noon, 6:00pm, Midnight).</p>
<p>Q8: Who can complete the pre-assessment questions?</p>	<p>A8: Returning staff only qualify to complete the pre-assessment questions in course #91134. New staff completing course #91133 do not have the pre-assessment option.</p>
<p>Q9: How do I know if I passed the pre-assessment questions?</p>	<p>A9: There are five pre-assessment questions for six of the compliance modules. You must answer each question correctly, before receiving credit for the module. If you answered one or more questions incorrectly, you must complete the full training module.</p>
<p>Q10: Are there online resources available for support?</p>	<p>A10: Yes. See online resources below:</p> <p>Online Resources for the module training - Click Here Training Module Support Guide – Click Here Video: How to Register and Access – Click Here Student Welfare and Compliance website - Click Here</p>