

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

Important 2021 Compliance Training FAQ Info:

- All MCPS employees must take the 11-module compliance training yearly. It is **not** marked on the PDO as required training due to the different access schedules, but all MCPS employees must complete the training by August 27, 2021 (*certain exemptions apply*). Staff should follow the instructions and schedule HERE to see when and how they should take the training.
- To access the training, launch the **Chrome** browser, navigate to PDO and register for course **#90256 for returning staff** Returning Staff screencast or **#90255 for new hires** New Hire screencast. For assistance in accessing the training, please refer to the Help Desk for technical support and to SWC@mcpsmd.org for questions about content.
- 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. To check on your own completion, click the Grades tab in the myMCPS Classroom course. Once you have a 100% for each of the 11 training topics, your score will pass from myMCPS Classroom to PDO and appear on your PDO transcript.
- At the school-based level, **only Principals** have access to the compliance reports.
- **RS stands for Returning Staff** completion, meaning an employee most likely completed the “returning hire” course, but was scheduled for the “new hire” course. Employees marked RS have **completed** the required training.
- Compliance reports are updated **three times a day** (6am, Noon, and 6pm), depending on time of completion it may take a few hours for your report to update.

The direct link to the Compliance Report is here.

Compliance

- Compliance Unit
- **Compliance Report**
- Volunteer/Contractor Completion Report