Updated MyTranscript Report Now Available and Instructions for Re-taking MyODP Courses

ODP Announcement 26-027

AUDIENCE:

All Interested Parties

PURPOSE:

To inform users that an Updated MyTranscript Report is now available and to provide instruction to users for re-taking MyODP courses.

DISCUSSION:

An update has been made to Part 1 and Part 2 of the MyTranscript reports and is now available to access from the MyTranscript link in the navigation bar. Users will now be able to export the MyTranscript report as a .pdf file.

Please **click here to view instructions on how to print the MyTranscript** reports.

We apologize for the issues experienced with the original MyTranscript reports and thank you for your patience as we worked to resolve these issues.

The MyTranscript report replaces individual certificates that satisfy the requirements of Chapter § 6100.141 (training records for both orientation and annual trainings), and acts as verification of training required during licensing, Intellectual Disability/Autism (ID/A) Quality Assessment & Improvement (QA&I), and Adult Autism Waiver (AAW) Provider Qualification processes. For further information regarding this change, please see **ODPANN 25-100.**

It is the MyODP user's responsibility to generate the MyTranscript report for an employer to track and verify completed trainings.

Agencies should **NOT** access their employee's training record through MyODP directly.

If there is a discrepancy with an employee's MyTranscript report, please have the employee contact the MyODP Help Desk at **support@myodp.org**.

The following courses are related to Program Certifications and will still require accessing a certificate. These completions will also display on Part 2 of 2 of your MyTranscript report.

- Certified Investigator Certifications,
- Dual Diagnosis Curriculum,
- Modified Medication Administration Course,
- Provider Applicant Orientation,
- Quality Management Certification,
- Supports Broker Certification,
- Live trainings or events

Instructions to re-take MyODP courses

If at any time you wish to retake a course, please click the "**Reset my activity completion**" button at the top of the course page to reset your course progress. **Please note that this will reset all current progress in the course**. After re-completing the course, the new completion will display on your MyTranscript report.

1. Click on 'Reset my activity completion'

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2. Click 'Continue' to reset the course

Confirm

Are you sure you want to reset all completion data in this course for Shelby Aaron? Warning - this may permanently delete some submitted content.

Cancel   Continue

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