Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS

FY25 Districtwide Compliance Training FAQs (Frequently Asked Questions)
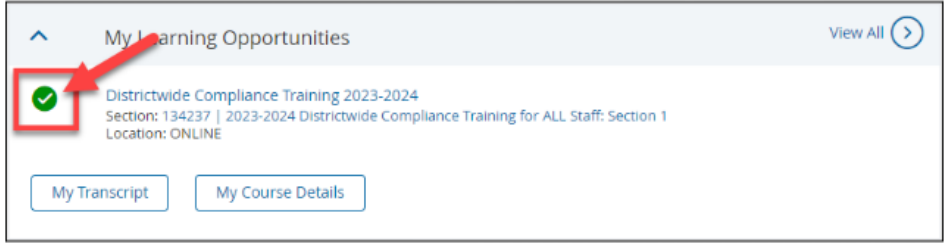
Montgomery County Public Schools (MCPS) is committed to providing a safe and welcoming learning and working environment for students and staff across our district. To fulfill this commitment, all staff are required to complete the annual Districtwide Compliance Training for the 2024-2025 school year. 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.

This year, **new modules** have been developed and organized around three important areas of focus:
1. *Student Safety* 2. *Respecting Student Differences* 3. *Workplace Expectations*.
In addition to the new content, employees now also have the option to take the training in Spanish.

Click [HERE](#) for training modalities and deadlines:

Question	Answer
Q1: Who needs to complete the Districtwide Compliance Training?	**A1:** All MCPS employees must take the 3-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, 2024** (*certain exemptions apply – see Q6 below*). Staff should follow the training modalities and deadlines linked above. *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.*
Q2: How do I sign up for the compliance training?	**A2:** To sign-up for the training, launch the **Chrome** browser, navigate to [PDO](#) and register for course **#92589** For assistance in accessing the training, please refer to the User Support Guide [HERE.](#)
Q3: When I registered for the training, all the sections were marked "FULL" …what do I do?	**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.
Q4: How do I check on my training completion?	**A4: Verify via myMCPS Classroom:** To verify your completion, check the **Grades Tab** in the myMCPS Classroom course to ensure that you have a score of 100% for each of the three (3) required modules. **Verify via PDO:** Within 24-48 hours after you complete your final module in myMCPS Classroom, you will receive credit in PDO. The green check mark next to the title of the course in your myMCPS Courses section will let you know that your PDO transcript has been updated and that you met your requirement.
Q5: When do MCEA Unit members and 12-Month employees complete the Districtwide Compliance Training?	**A5:** Two (2) hours will be scheduled during pre-service week (August 19-23, 2024) for all school-based staff to complete their compliance training. MCEA unit members may elect to complete the online training before the start of pre-service week. MCEA unit members who choose to do so will be released from the scheduled two (2) hours of time during pre-service week dedicated for compliance training. The online training is available to all MCEA unit members, as well as all 12-month employees, beginning July 1, 2024.

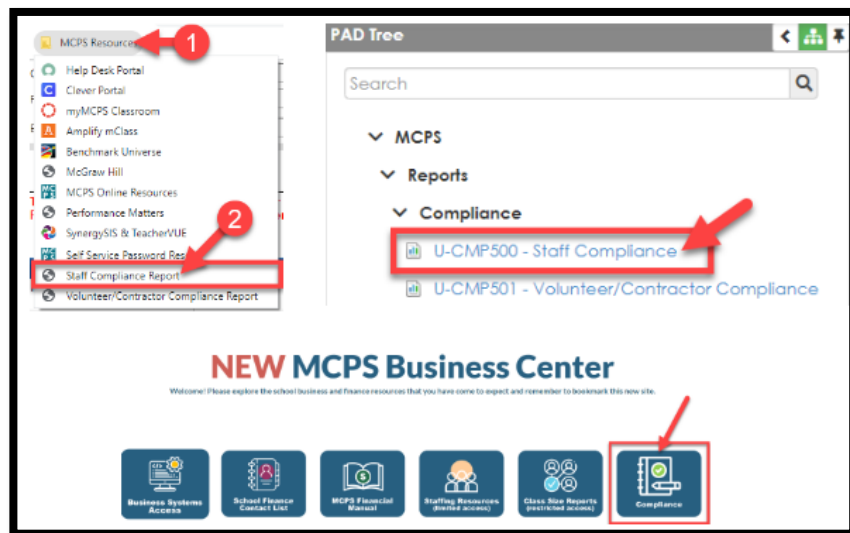|	
Q6: When do SEIU 10-Month employees complete the Districtwide Compliance Training?	**A6:** Two (2) hours will be scheduled during pre-service week (August 19-23, 2024) for all school-based staff to complete their compliance training. **10-month / school-based SEIU members** will have the opportunity to complete their training **prior pre-service and will be compensated two (2) hours of pay.** *Compensation for completions prior to pre-service, will be $20 an hour, totaling $40 (Tier 2 Optional). Payments will be included in the September 6, 2024, paychecks.* The online training is available for 10-month, school-based, SEIU unit members, beginning July 1, 2024. *Note: The only school-based exception to the 8/25/24 deadline is cafeteria employees (DFNS). They will complete their training during their in-service training. If DFNS employees aren't able to attend the in-service, they must complete using the online PDO Course format.*
Q7: Who should monitor staff completion?	**A7:** Principals and school-based administrators (Principals, Interns, APs and ASAs) should monitor the completion of staff by accessing their Compliance Report. The report is located in a number of places. You can find a link to the report in the MCPS Resources bookmark bar folder in the Chrome browser. Synergy SIS (report U-CMP500), and the MCPS Business Center The report is updated every 6 hours to reflect completions in PDO. Once completion is recorded on the PDO transcript, the report will also show the completion within 6-12 hours.
Q8: Are there online resources available for support?	**A8:** Yes. See online on the Student Welfare and Compliance Website.