



Scheduled Outage: MyODP Learning Management System (LMS) Upgrade and Course Completion Enhancements

ODP Announcement 25-100

AUDIENCE:

All Stakeholders

PURPOSE:

To announce a scheduled upgrade to www.MyODP.org making the Learning Management System (LMS) unavailable from Monday, November 24, 2025, through Tuesday, December 2, 2025 and to advise that a MyTranscript report will be replacing individual certificates for courses completed on MyODP.

DISCUSSION:

An upgrade to the MyODP LMS is scheduled to begin at 10:00 PM on Monday, November 24, 2025, and will end at 12:00 PM on December 2, 2025. This planned upgrade will make ALL training courses unavailable on MyODP, including the SC Orientation curriculum. This scheduled upgrade will not impact the College of Direct Support (CDS) or the College of Employment Services (CES). **All users should complete any lesson modules, quizzes, or exams and be logged out of any training or courses by 10:00 PM on November 24, 2025, or their progress may be lost.** Please plan accordingly for any training needs you may have the week of November 24, 2025-December 2, 2025. This upgrade will improve the visual experience for learners and site loading times.

Please Note the MyODP resources that are available at home.myodp.org will continue to be available during this planned upgrade.

As part of this upgrade, users will no longer need to access a certificate for each individual course when completing an online training through MyODP. A record of all completed courses will be provided in an updated MyTranscript report that will be available in the MyLearning user dashboard.

The MyTranscript report will replace individual certificates that satisfy the requirements of Chapter § 6100.141 (training records for both orientation and annual trainings), and streamline the verification of training required during licensing, Intellectual Disability/Autism (ID/A) Quality Assessment & Improvement (QA&I), and Adult Autism Waiver (AAW) Provider Qualification processes. 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.

Although it's not necessary, as all completion data will be available in the MyTranscript report, you may download copies of current certificates before the upgrade period begins on November 24, 2025.

Beginning December 2, 2025, ODP will only issue certificates for the following training courses:

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

After the upgrade is completed, all users will be required to reselect their primary role upon first login to the site. A virtual training on how to access the new MyTranscript report and an overview of

other website improvements will be available. Further details with registration information for the virtual training will be announced sometime prior to November 24, 2025.

QUESTIONS:

Please direct any questions regarding this announcement to support@myodp.org.