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

ODP Announcement 26-038

AUDIENCE:

All Interested Parties

PURPOSE:

To inform users that the MyTranscript report available on MyODP has been updated to include three distinct categories and to provide instructions for accessing the reports. To provide instruction on re-taking MyODP courses.

DISCUSSION:

An update has been made to the MyTranscript and now includes three distinct reports. The MyTranscript reports can be accessed through the link in the navigation bar.

The first MyTranscript report is called "MyTranscript Course Completion" and will capture trainings completed after December 1st, 2025.

The Second MyTranscript report is called "MyTranscript Certificates" and captures specific trainings where a certificate was, or is currently being issued.

The third MyTranscript report is called "MyTranscript Historical Completion" and will capture data of certificates that were issued before December 1, 2025.

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Instructions on when to run each report:

- MyTranscript Course Completion: Run this report to access the transcript report for courses completed **AFTER** December 1st, 2025

- MyTranscript Certificates: Run this report if you completed any of the following courses:

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

    o AND Support Coordinators who completed orientation related courses prior to December 1, 2025

- MyTranscript Historical Completion: Run this report to access the transcript report for courses completed **PRIOR** to December 1st 2025. If you believe you completed a course before December 1, 2025, but have not accessed a certificate for that completion before the upgrade, previous completion will not display on your report. Please reach out to the help desk for manual verification.

Please view the **MyTranscript page** for instructions on exporting the reports as a .pdf. If you receive an error when accessing the report, please enable cookies in your browser, enable third-party cookies in the browser, or add our site to your exception list.

As a reminder, 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**.

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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.

Instructions to re-take MyODP courses

If at any time you wish to retake a course, please click the "**reset 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'
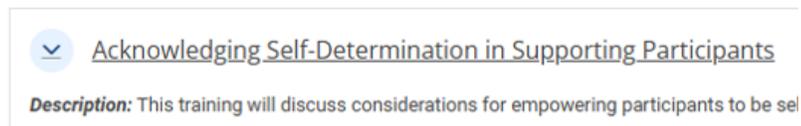
2. Click 'Continue' to reset the course

If you have any questions regarding the MyTranscript or resetting courses, please reach out to the MyODP help desk at **support@myodp.org**.

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