

Employment Entry User Guide

Entering an Employment Entry for the first time

1. Sign in to your Ohio Professional Registry (OPR) profile. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.
2. If this is your first time signing in, an employment record is required to move forward in your profile. You will be taken directly to the 'Add Employment' screen.

OHIO Professional Registry

Demo Profile OPIN: 1141-0432

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Add Employment

1 Choose Employer Type

Click on the box that best describes your employment or employer.

- Child Care Professionals**
Examples include employment at one of the following types:
 - Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, or Type B Home
 - Ohio Department of Education (ODE) licensed program
 - Youth Development
 - Closed child care program
 - Out of state early childhood employment
 - After school program
- Credentialed or Child Servicing Professionals**
Examples include employment at one of the following types:
 - Child and Youth Services (Ohio Children's Alliance)
 - Early Intervention Service Coordinator and Supervisor Credential
 - Foster Care Agency
 - Home Visitor and Home Visitor Supervisor Credential
 - OhioRISE - Care Management Entities (CMEs)
 - OhioRISE - Aethna/CVS Employee
 - Qualified Residential Treatment Program (QRTIP)
- Workforce Support Staff**
Examples include employment at one of the following types:
 - Child Care Resource & Referral Agencies
 - Early Childhood Mental Health Consultant
 - Ohio Association of Community Health Centers (Federally Qualified Health Centers)
 - State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)
- Other Options**
Examples include employment at one of the following types:
 - Current Student
 - Higher Education
 - Instructor and Program Technical Assistance
 - Other
 - Not Currently Employed

EXIT

Entering an Employment Entry to your existing OPR profile

3. To add an employment record your existing OPR profile, simply click the green +Add Employment button to get started.

4. You will proceed to an employment type selection. For professionals working in a child care program or Family Child Care program, select “Child Care Professionals”. Choose which option works best for you. Examples of the employment types are listed to assist you in selecting which type works best for how you plan to use the OPR.

Add Employment

1
Choose Employer Type

Click on the box that best describes your employment or employer.

Child Care Professionals

Examples include employment at one of the following types:

- Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, or Type B Home.
- Ohio Department of Education (ODE) licensed program
- Youth Development
- Closed child care program
- Out of state early childhood employment
- After school program

Credentialed or Child Servicing Professionals

Examples include employment at one of the following types:

- Child and Youth Services (Ohio Children's Alliance)
- Early Intervention Service Coordinator and Supervisor Credential
- Foster Care Agency
- Home Visitor and Home Visitor Supervisor Credential
- OhioRISE - Care Management Entities (CMEs)
- OhioRISE - Aetna/CVS Employee
- Qualified Residential Treatment Program (QRTP)

Workforce Support Staff

Examples include employment at one of the following types:

- Child Care Resource & Referral Agencies
- Early Childhood Mental Health Consultant
- Ohio Association of Community Health Centers (Federally Qualified Health Centers)
- State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)

Other Options

Examples include employment at one of the following types:

- Current Student
- Higher Education
- Instructor and Program Technical Assistance
- Other
- Not Currently Employed

[EXIT](#)

5. Next you will select with type of employment you work at. For child care providers licensed by ODJFS or ODE, select the top choice. To enter closed or non-licensed programs, the other two options should be selected.

Add Employment

1
Choose Employer Type

Which provider are you with?

Ohio Department of Job and Family Services or Ohio Department of Education Licensed Program

Examples:

- Ohio Department of Job and Family Services (ODJFS) licensed center
- Ohio Department of Job and Family Services (ODJFS) licensed Type A Home
- Ohio Department of Job and Family Services (ODJFS) licensed Type B Home
- Ohio Department of Education (ODE) licensed program

Closed Child Care Program, After School Program or Out of State Early Childhood Employment

Examples:

- Employment at a now closed child care program
- Employment at an out of state child care program
- Employment in early childhood education outside of the state of Ohio
- Employment at an after school program that is not regulated by ODJFS or ODE

Youth Development

This employment section is for professionals that currently work at or previously worked at an after-school program not licensed by ODJFS or ODE.

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EXIT

- You will be prompted to search for your program. You can search either by the program name or program license number. Once you start typing, selections will begin to appear, and filter based on the data you are entering. Select the program where you work.

Add Employment

1
 Choose Employer Type

2
 Choose Program

3
 Add Role(s)

Employment Type: Ohio Department of Job and Family Services or Ohio Department of Education Licensed Program

Select the organization with the correct program type

You may only select one program type per employment record

Employer Name	License Number	County
Abc & 123 Childcare & Achievement Center	306623	Cuyahoga
Abc 123 Child Care	2220027300	Franklin
Abc 123 Daycare	503902	Allen
Abc 123 Enrichment Center	503885	Allen
Abc Academy Day Care	407872	Franklin
Abc Academy Of Fremont, Lic	502411	Sandusky

7. Add role details such as role type, start date, etc. If you no longer work at this employment, select No to the question “Do you still work in this role?” to provide an end date.

Please note: the information entered for the hours per week, months per year and wage is never identified to a person, and only you can see what is entered. The OPR never releases data on an individual, only aggregate data on the workforce is ever reported out.

Add Employment

✓
Choose Employer Type

✓
Choose Program

3
Add Role(s)

Employment Type: Ohio Department of Job and Family Services or Ohio Department of Education Licensed Program
Employer Name: Test for Occrra - Jfscnter - 9999999900
County: Franklin
License Number: 9999999900

Add Role

Do you still work in this role?

 Yes No

Please review your employment details and select if this is your primary role.

Primary Employment

If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment.

Examples of some of these ODJFS or ODE roles include:

- a. Extracurricular Used in Ratio- Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are used in ratio.
- b. Extracurricular Not Used in Ratio- Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are not used in ratio.
- c. Program Management Used in Ratio- District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and other program managerial/leadership type staff who may have an office onsite or come to visit and are used in ratio.
- d. Program Management Not Used in Ratio- District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and other program managerial/leadership type staff who may have an office onsite or come to visit and are not used in ratio.

- e. Individual Service Provider Used in Ratio- Occupational therapist, speech therapist, individual student health aide and other service providers who pull a child out of the group space to work alone with the child and are therefore counted in ratio.
- f. Individual Service Provider Not Used in Ratio- Occupational therapist, speech therapist, individual student health aide and other service providers who pull a child out of the group space to work alone with the child and are therefore not counted in ratio.

*Please consult with your licensing specialist for specifics on which role best fits someone that you are unsure about.

- 8. Depending on which role you selected, you may or may not be asked to provide an age group you work with in this role.
- 9. Select Primary Employment if this is your primary employment record.
- 10. Select Save Employment when you are finished entering that role.

Add Employment

Choose Employer Type Choose Program Add Role(s)

Employment Type: Ohio Department of Job and Family Services or Ohio Department of Education Licensed Program
Employer Name: Test for Occrra - Jfscnter - 9999999900
County: Franklin
License Number: 9999999900

Add Role

Select a Role: Assistant Teacher Start Date: [calendar icon] Do you still work in this role? Yes No

How many Hours per Week did you work? * How many Months per Year did you work? * What was your hourly wage? *

What age groups do you primarily work with in this role?

Infant (0-17 Months) Toddler (18-35 Months) Preschool (36-60 Months) School Age (60+ Months)

Please review your employment details and select if this is your primary role.

Primary Employment

If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Profile - Employment Management to mark your primary employment.

11. Review the information on the confirmation page. If the information is correct, select 'Confirm'. To make changes, select 'Cancel'. Once a role is created, it cannot be removed.

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Confirm Role Details

Role: Assistant Teacher
Start Date: 08/17/2023
End Date: Present
Hours per week: 40
Months per year: 12
Hourly wage: 12
Age groups: Infant
Estimated Yearly Income: \$24,940.8

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CANCEL CONFIRM

Reminders: Choose the best selection for your employment type to start the wizard. To assist in selecting the best option for you, start by asking the question “How do I plan to use the registry?” If I am entering the registry to be an Ohio Approved Instructor only, then perhaps selecting the “Other Early Childhood Employment” then selecting “Instructor” from the roles list may be the most applicable to you. Every employment type will have different roles and different fields to complete. Follow the instructions of the wizard as you complete your employment type and role entry.