

# How to Apply for the Trauma Informed Care Certificate



## 1. Create/Log into your OPR profile

Create or log into your existing profile at <https://registry.occrra.org/> A separate user guide is available that outlines the steps to creating a profile.

## 2. Education Requirement – Level III

Level III Trauma Informed Care Certificate includes an education requirement. If you are going to apply for the Level III Certificate, upload the required education to the Education tab in your profile for review by the OPR staff. *Please note: only official college transcripts are accepted for verification in the OPR.*

Level I and Level II certificates do not include an education requirement, however, education may be added to your profile if you choose.

## 3. Training Requirement

The Trauma Informed Care Certificate is based upon completion of training that meets the Trauma Informed Competencies as determined by the Ohio Department of Job & Family Services and the Ohio Department of Mental Health and Addiction Services.

Training can be completed from several sources. Two resources outlining some of the available training are included in the OPR Resources section for the Trauma Informed Certificate. A listing of available Trauma training, **Trauma Training Directory**, with links to the learning modules is available. In addition, several trainings were developed specifically for this certificate and you can find the listing of these learning modules, **Trauma Training Opportunities available in the Ohio Professional Registry** on the resource page.

There are also other training opportunities that **may** be applicable to this certificate. On the OCCRRA training search, you can search for training topics using the competency area key words or phrases. You can filter for online training opportunities that ODJFS, ODE, OHMAS, DODD, ODH, along with other training organizations, post in the OCCRRA training search.

### a. Training posted in the OPR

Using the search function under **Find Training**, you can find applicable training. From the search you register for training in the OPR. Trainings posted in the OPR are from many different training organizations as well as training hosted and available through the OCCRRA Learning Management System (LMS) and other online LMS systems.

b. **Registration** for training from the OPR training listing directly includes attendance verification from the training organization. **You will not need to upload any certificates for verification for a training that you registered for in the OPR.**

c. **Types of training and attendance verification timelines**

i. **OCCRRA LMS training**

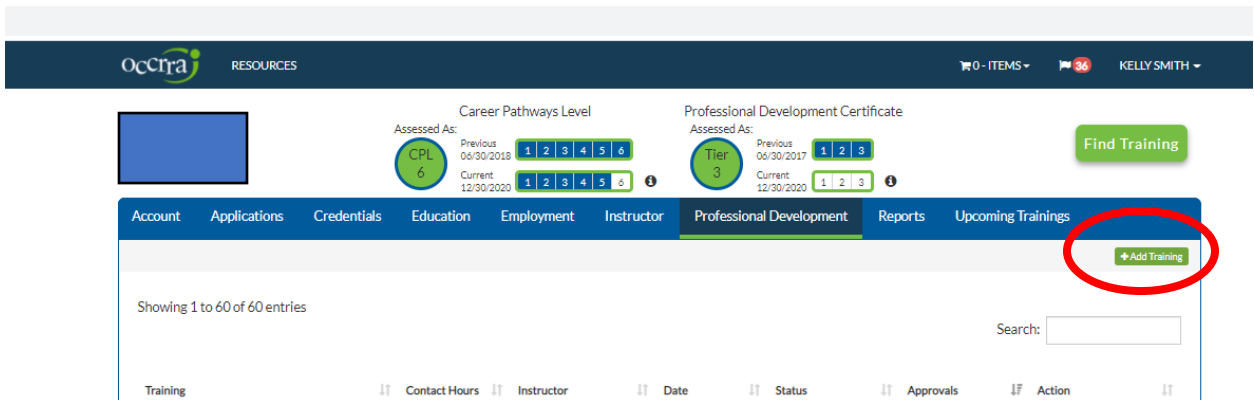
Training in the OCCRRA LMS is accessed from your Professional Development tab in your OPR Profile. After you have registered for the training, go to the Professional Development tab and review the information on the screen. You will click on the blue ACCESS TRAINING button. You will be directed to the LMS and will be able to take the training.

**Attendance will be automatically provided to you upon completion of the training and will show as Verified in the listing.**

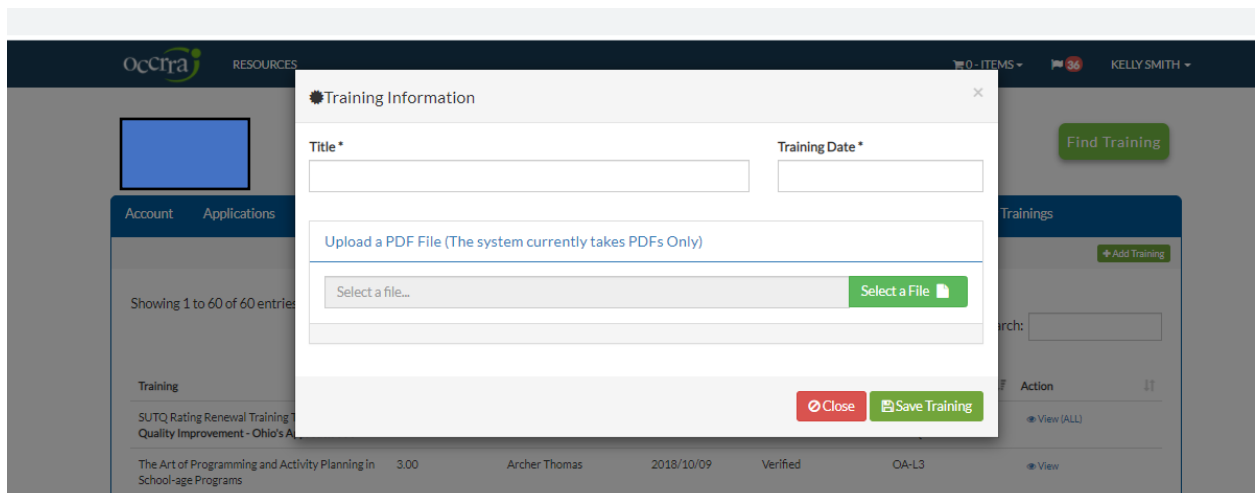
The screenshot displays the OCCRRA LMS interface. At the top, there are navigation tabs: Account, Applications, Credentials, Education, Employment, Instructor, **Professional Development** (highlighted with a red circle), Reports, and Upcoming Trainings. Below the tabs, there are two assessment progress indicators: 'Career Pathways Level' (CPL 6) and 'Professional Development Certificate' (Tier 2). A 'Find Training' button is visible in the top right. The main content area shows a table of training entries with columns for Training, Contact Hours, Instructor, Date, Status, Approvals, and Action. The 'Status' column for the first entry is 'Verified' (circled in red). The 'Action' column for the fifth entry contains a blue 'Access Training' button (circled in red).

Training	Contact Hours	Instructor	Date	Status	Approvals	Action
SUTQ Rating Renewal Training TTT: Continuous Quality Improvement - Ohio's Approach TTT	2.00	Kelly Smith	2014/10/02	Verified	SUTQ	<a href="#">View (ALL)</a>
The Art of Programming and Activity Planning in School-age Programs	3.00	Archer Thomas	2018/10/09	Verified	OA-L3	<a href="#">View</a>
Managing Behaviors Using Knowledge of Child Development and Guidance and Discipline Strategies in School-age Programs	2.00	Melissa Oddo	2018/10/09	Verified	OA-L3	<a href="#">View</a>
Creating Meaningful Child Interactions and Engaging Families in School-age Programs	3.00	Laura Burk	2018/10/09	Verified	OA-L3	<a href="#">View</a>
Developing Productive Relationships with Families, Schools and Communities by School-Age Administrators	3.00	Holly Scheibe	2021/06/30	Expires 2021/07/30	OA-L2	<a href="#">View</a> <a href="#">Access Training</a>
How Do the Various Ohio Core Knowledge and Competency Documents Apply to Your Practice? Online	1.50	Holly Scheibe	2021/06/30	Expires 2021/07/30	OA-L2	<a href="#">View</a> <a href="#">Access Training</a>
Developing and Instructing Quality Professional Development: Ohio's Revised Instructor Guide Cycle of Instruction - Online	2.00	Holly Scheibe	2021/06/30	Expires 2021/07/30	OA-L2	<a href="#">View</a> <a href="#">Access Training</a>
It's Time to Take Care of You!	1.00	Kimberly Shibley	2021/06/30	Expires 2021/07/30	OA-L2	<a href="#">View</a> <a href="#">Access Training</a>

- ii. Online and face to face training from other training organizations: Training posted in the OPR by approved training organizations, have three weeks to provide attendance to you in your profile and once they have provided attendance, it will show as Verified in your profile. Please note: There are several training organizations and state agencies that have an automatic attendance verification for online training with their LMS and the OPR. If you take training from these organizations, your attendance verification will be within 24 hours – 48 hours. Training will then show as Verified in the Professional Development tab in your profile.
  
- d. Training that is not posted in the OPR may be applicable to the certificate, specifically the training available in the Trauma Training Directory. If you complete any of these trainings, you will need to upload the certificate of completion into your Profile in order to have it verified.
  - i. Click on **+Add Training**



- ii. Fill in the title of the training and the training date. Upload a PDF file of the certificate. Click Save Training. OPR staff will verify training uploads.



#### 4. Application Process:

To apply for the certificate, you will need to have completed the applicable trainings based upon the Trauma Informed Care Competency and Level for your application. Review your OPR Professional Development tab to make sure that the training is verified in your profile or that you have uploaded certificates from other applicable training into your profile to be verified.

- a. Training completions from your profile will be included in your application, so please make sure that you have the training in your OPR Professional Development tab.

#### 5. Application

Access the Trauma Informed Care Certificate Application from your Applications tab:

The screenshot shows the OPR Professional Development dashboard. At the top, there are two assessment sections: 'Career Pathways Level' with 'Assessed As: CPL 6' and 'Professional Development Certificate' with 'Assessed As: Tier 3'. Below these are navigation tabs: Account, Applications (circled in red), Credentials, Education, Employment, Instructor, Professional Development, Reports, and Upcoming Trainings. The main area contains several green tiles for different credentials: Home Visitor Credential, Infant Mental Health Credential, Instructor, International Education, POWER Ohio, School-Age Endorsement, Service Coordinator Credential, Training Organization, and Trauma Informed Care (circled in red with a red arrow pointing to it). Below the tiles is an 'Application Dashboard' table.

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
Early Childhood Home Visitor	Initial	2016/12/13 1:15:34 PM			Approved	Action ▾
Instructor	Initial	2017/01/10 7:05:51 AM			Approved	Action ▾

- a. Click on the green tile for Trauma Informed Care. Please Note- you must meet the minimum education requirement for Level III application. The "I" icon next to Level III outlines the education requirement.

- b. Click on the Level for your application.

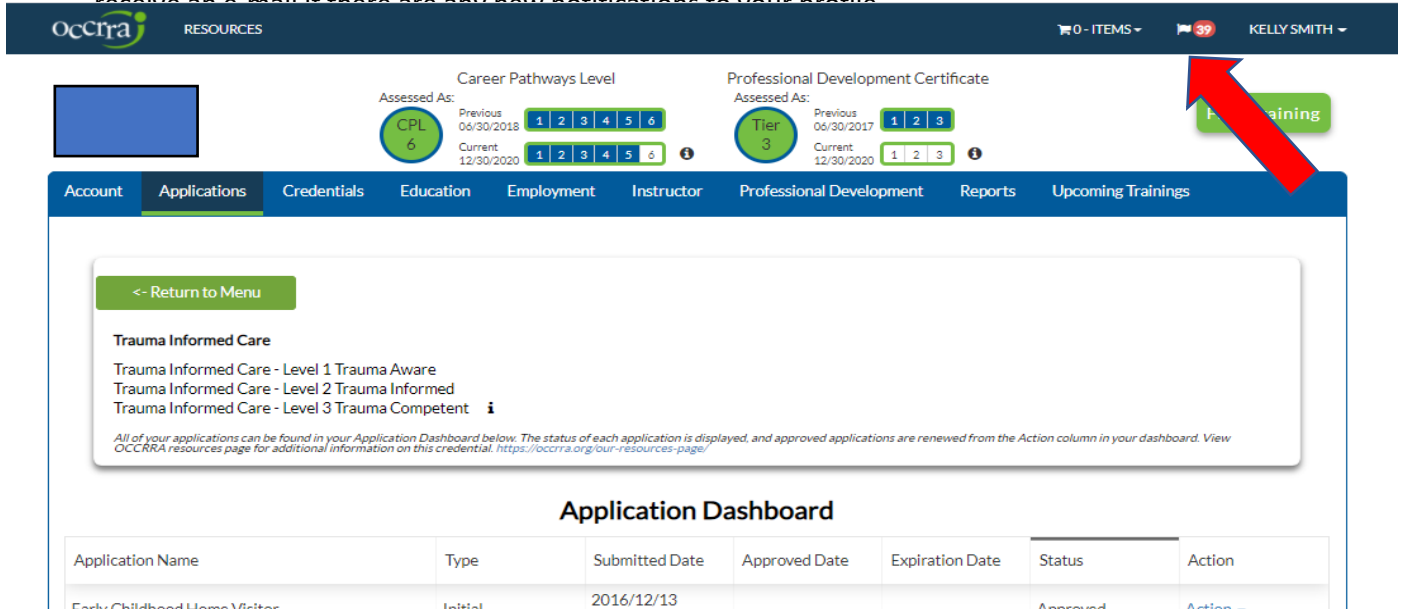
The screenshot displays the OCCRRRA user interface. At the top, there is a navigation bar with the OCCRRRA logo and 'RESOURCES' on the left, and '0 ITEMS', '99', and 'KELLY SMITH' on the right. Below the navigation bar, there are two assessment sections: 'Career Pathways Level' (CPL 6) and 'Professional Development Certificate' (Tier 3). A 'Find Training' button is located on the right. The main content area has a blue navigation bar with tabs: 'Account', 'Applications', 'Credentials', 'Education', 'Employment', 'Instructor', 'Professional Development', 'Reports', and 'Upcoming Trainings'. The 'Applications' tab is active. Below the navigation bar, there is a 'Return to Menu' button and a list of 'Trauma Informed Care' applications: 'Level 1 Trauma Aware', 'Level 2 Trauma Informed', and 'Level 3 Trauma Competent'. A red arrow points to the 'Level 3 Trauma Competent' option. Below this list is an 'Application Dashboard' table with the following data:

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
Early Childhood Home Visitor	Initial	2016/12/13			Approved	Action

- c. Review the application. Once in the application, under each Competency Area you will select the training(s) that meet(s) the competency requirement for this certificate. Please note that you must select at least one training from each of the competency areas. You will need to select enough training hours to meet the certificate level which may require more than one training per competency to be selected., select the trainings from the list available that includes all verified training in your OPR Profile.
- d. Once you have selected the training, and have selected enough hours for the level, you will click Submit.
- e. Your application will be reviewed and processed by the OPR staff within 30 days of submission.

## 6. Notifications

The OPR provides notifications to you within your profile. You will be informed of any action taken on an application. You will find the notifications by the flag next to your name. In addition, you will receive an e-mail if there are any new notifications to your profile.

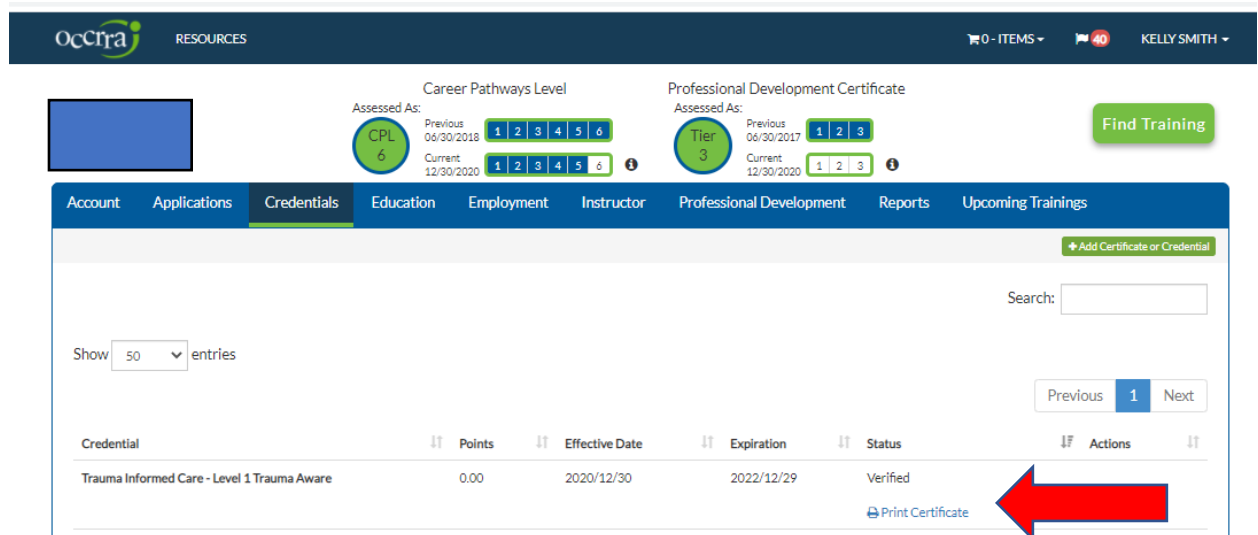


The screenshot shows the OCCrra OPR profile for Kelly Smith. At the top right, there is a notification flag with the number '99' next to it, highlighted by a red arrow. Below the navigation bar, the 'Applications' tab is selected. The main content area displays a list of applications under the heading 'Trauma Informed Care'. Below this, there is an 'Application Dashboard' table.

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
Early Childhood Home Visitor	Initial	2016/12/13			Approved	Action

## 7. Approved Certificate Application

Upon approval of an application, a Trauma Informed Care Certificate record and certificate for the Level you applied for, will be available in the Credentials tab in your OPR Profile. A printable certificate is available for download for your personal records.



The screenshot shows the OCCrra OPR profile for Kelly Smith, with the 'Credentials' tab selected. A table lists the credentials, and a red arrow points to the 'Print Certificate' link for the 'Trauma Informed Care - Level 1 Trauma Aware' credential.

Credential	Points	Effective Date	Expiration	Status	Actions
Trauma Informed Care - Level 1 Trauma Aware	0.00	2020/12/30	2022/12/29	Verified	<a href="#">Print Certificate</a>

For questions related to the Trauma Informed Application please e-mail [credential@occr.org](mailto:credential@occr.org).