

OCCRRA's Instructor and Professional Development Event Application Policy Manual

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Our Mission:

OCCRRA enhances the statewide system of child and youth learning and development experiences to achieve high quality outcomes for Ohio children and families. We accomplish our mission by:

- Supporting Ohio's network of Child Care Resource and Referral agencies
- Collaborating with other networks and partners
- Implementing statewide programs that improve service quality
- Advocating for policy improvements

Our Vision:

The Ohio Child Care Resource and Referral Association, the thought-leading network of highly functioning Child Care Resource and Referral agencies, will be the “go-to” collaborative resource for quality childcare and youth learning and development systems.

Our Shared Values:

OCCRRA serves our Colleagues, Customers, Members, and Stakeholders, as we...

- Respect each other and act as a team to achieve our goals
- Commit to open, proactive communication
- Embrace diversity in thought, word and deed
- Take pride in our work to ensure quality, accuracy and efficiency
- Engage and lead supportive partnerships in pursuit of excellence
- Create and drive innovation for better results
- Promote professional development for learners at all levels
- Conduct ourselves with integrity
- Are good stewards of all resources entrusted to OCCRRA

1.0 Instructor Qualifications

Policy IQ 1.1 An applicant must have a completed Ohio Professional Registry profile to submit an Instructor application for review.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IQ 1.1A – Applicant must have an updated Ohio Professional Registry (OPR) profile including education and employment.

IQ 1.1B – OCCRRA's Approval Team will review verified education in applicant's profile.

- i. See policy number IQ 1.3 for instructor qualifications.

IQ 1.1C – OCCRRA's Approval Team will review the applicant's employment history in the applicant's profile.

- i. Applicant must have primary role selected with start and end dates for each employment record.

Policy IQ 1.2 A professional must be an Ohio Approved Instructor to instruct and facilitate any Professional Development Events that are to be managed in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IQ 1.2A – A professional must be an Ohio Approved (OA) instructor to instruct and facilitate any Professional Development Events (PD Events) that are to be managed in the Ohio Professional Registry (OPR).

Policy IQ 1.3 The applicant may be approved as a Level 1, Level 2, or Level 3 Instructor in the Ohio Professional Registry, dependent on education and experience.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IQ 1.3A – Applicant for Ohio Approved (OA) Instructor Core Knowledge and Competency Level 1 must have a minimum of an associate degree in a field aligned to a Core Knowledge and Competency (CKC) content area **and** must have three years' experience in the field aligned to a CKC content area **OR** minimum of a bachelor's degree in the field aligned to a CKC content area **and** one year experience in the field aligned to a CKC content area.

- i. Applicant must have a minimum of an associate degree verified in their OPR profile.
 - a. If an education record is verified as related within the OPR profile, OCCRRA's Approval Team accepts the education record without further review.
 - b. If an education record is verified as unrelated within the OPR profile, OCCRRA's Approval Team will review the transcript for coursework related to a CKC content area.
 - i. Example: If requesting to be approved for CKC content area *Professionalism*, does the applicant have related courses, etc.

IQ 1.3B – Applicant for Ohio Approved (OA) Instructor Core Knowledge and Competency (CKC) Level two must have a minimum of a bachelor's degree in field related to a CKC content area **and** three years' experience in field related to a CKC content area.

- i. Applicant must have a minimum of bachelor's degree verified in OPR profile.
 - a. If an education record is verified as related within the OPR profile, OCCRRA's Approval Team accepts the education record without further review.
 - b. If an education record is verified as unrelated within the OPR profile, OCCRRA's Approval Team will review the transcript for coursework related to a CKC content area.
 - i. Example: If requesting to be approved for CKC content area *Professionalism*, does the applicant have related courses, etc.

IQ 1.3C – Applicant for Ohio Approved (OA) Instructor Core Knowledge and Competency (CKC) Level three may have a minimum of a master's degree in a field related to a CKC content area **and** one year experience in field related to a CKC content area **OR** a minimum of bachelor's degree in field related to a CKC content area **and** five years' experience in field related to a CKC content area.

- i. Applicant must have a minimum of bachelor's degree verified in OPR profile.
 - a. If an education record is verified as related within the OPR profile OCCRRA's Approval Team accepts the education record without further review.
 - b. If an education record is verified as unrelated within the OPR profile OCCRRA's Approval Team will review the transcript for coursework related to a CKC content area.
 - i. Example: If requesting to be approved for CKC content area *Professionalism*, does the applicant have related courses, etc.

IQ 1.3D – Applicant will select the CKC content area(s) that reflects their knowledge and expertise within the instructor application.

- i. Selection of CKC content area(s) does not determine applicant eligibility, rather provides OCCRRA’s Approval Team guidance for which content area(s) the applicant wishes to instruct.
- ii. CKC content area(s) chosen must be reflected in education and employment as provided in the applicant’s profile.
- iii. CKC content area(s) instructor approval identifies CKC content area(s) that an instructor is approved to:
 - a. Instruct/facilitate.
 - b. Select when creating a Professional Development event (PD event).
 - c. Identify how they apply CKC content area to PD content.

IQ 1.3E – Additional experience in the field can be entered within the instructor application.

- i. Additional experience is used to support expertise and knowledge base.
 - a. Example: volunteer experience, internships, instructor/PD author of content not related to employment history.
- ii. Additional experience should not include experiences that are not related to the CKC content area(s) or group(s) chosen.
- iii. Applicant should not repeat employment already listed in OPR profile; however, they should clarify and further expand on the employment roles/duties, volunteer experience, internships.

IQ 1.3F OCCRRA’s Approval Team will review and act on an Instructor Application within 30 business of submission.

- i. Resubmitted applications will be reviewed within 5 business days of submission.

2.0 Instructor Responsibilities

Policy IR 2.1 An Ohio Approved Instructor must acknowledge, understand, and follow the ethical guidelines set forth by the *NAEYC Code of Ethical Conduct*.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix: [National Association for the Education of Young Children \(NAEYC\) Code of Ethical Conduct Supplement for Early Childhood Adult Educators](#)

IR 2.1A – Instructors must adhere to ethical guidelines that apply to their work with adult learners. The [National Association for the Education of Young Children \(NAEYC\) Code of Ethical Conduct Supplement for Early Childhood Adult Educators](#) lists principles and ideals organized under six main areas:

- i. Ethical responsibilities to adult learners
- ii. Ethical responsibilities to practicum sites
- iii. Ethical obligations to institutions of higher learning and agencies providing training
- iv. Ethical responsibilities regarding colleagues
- v. Ethical responsibilities to children and families
- vi. Ethical responsibilities to children and families

Policy IR 2.2 An Ohio Approved Instructor must adhere to the content outlined in *Ohio's Core Knowledge & Competencies for Instructors & Instructor Guide*.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix: [Ohio's Core Knowledge & Competencies for Instructors & Instructor Guide](#)

IR 2.2A – [Ohio's Core Knowledge & Competencies for Instructors & Instructor Guide](#) contains competencies instructors are expected to possess and progress at various level: *Laying the Groundwork, Instructor Core Knowledge & Competencies, The Cycle of Instruction and Tools and Resources*.

- i. Instructors must review and acknowledge understanding of the content outlined in this document.

Policy IR 2.3 An Ohio Approved Instructor is required to acknowledge and comply to the terms of being an Ohio Approved Instructor.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.3A – If the professional is an OA instructor only and does not have their own training organization or affiliated with a training organization, the instructor is responsible for following all policies listed in the Instructor Responsibilities as stated in this manual.

IR 2.3B – If the professional is an OA instructor and has their own training organization, the instructor policies for both instructor and training organization must be followed.

- i. The instructor is responsible for creation, management, and maintenance of PD Events.
 - a. See Professional Development: Create Event Requirements as outlined in policy number 4.0.
- ii. The instructor is responsible for scheduling of PD Events.
 - a. See Professional Development: Schedule Event Requirements outlined in policy number 5.0.
- iii. The instructor is responsible for attendance verification of PD Events.
 - a. Attendance policy created to be completed.

IR 2.3C – If the professional is an OA instructor and is also affiliated with another training organization, the instructor policies for both instructor and, potentially, the training organization policies must be followed.

- i. In this situation, it is required that the instructor communicates with the training organization and clearly identifies who is responsible for which tasks (i.e. scheduling, attendance verification, PD Event materials and customer service, etc.)

Policy IR 2.4 An Ohio Approved Instructor is required to know what the responsibility of OCCRRA is not.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.4A – OCCRRA is not responsible for participant behavior.

IR 2.4B – OCCRRA is not responsible for instructor behavior.

IR 2.4C – OCCRRA is not responsible for training organization behavior.

IR 2.4C – OCCRRA is not responsible for searching for or connecting an instructor to a PD Event opportunity or a training organization.

Policy IR 2.5 An Ohio Approved Instructor must communicate and coordinate with the training organization they are affiliated with for each Professional Development Event, if it is not themselves.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.5A –The instructor is responsible for communicating and coordinate with the training organization they are affiliated with for each Professional Development Event (PD Event) if it is not themselves.

- i. All communication will go to the email on file in the Ohio Professional Registry for that Training Organization Administrator. It is the responsibility of the Training Organization Administrator/designee receiving those emails to communicate the information to whomever it needs to go to within the organization.

Policy IR 2.6 An Ohio Approved Instructor must identify and acknowledge who is responsible for scheduling and managing attendance for each Professional Development Event.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.6A –The instructor is responsible for all managerial items concerning each Professional Development Event (PD Event) if it has been determined by the affiliated training organization and the instructor that these items are not the responsibility of the affiliated training organization.

IR 2.6B – Attendance must be completed in the Ohio Professional Registry within 14 business days of the initial PD Event date.

Policy IR 2.7 An Ohio Approved Instructor must instruct/facilitate Professional Development Event content as it was approved.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.7A – An Ohio Approved (OA) instructor must instruct/facilitate the Professional Development Event (PD Event) hours and content as it was approved.

Example: If the PD Event is approved for 6 hours, the event must last 6 hours

Example: If the PD Event was approved using a PowerPoint, the PD Event must include the approved PowerPoint.

IR 2.7B – Materials that were not submitted in the training application, including videos and handouts may not be included in the presentation.

IR 2.7C - Meal and break time, during a PD Event must, must be in addition to the approved PD Event hours.

Policy IR 2.8 An Ohio Approved Instructor must attest to the truthfulness of the Professional Development content submitted and presented.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.8A – The content that is submitted and presented is true and accurate to the best of the instructor’s knowledge.

Policy IR 2.9 An Ohio Approved Instructor must comply with the proper handling of Professional Development Event rosters, materials, and evaluations.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.9A – All materials associated with a Professional Development Event (PD Event), including but not limited to attendance rosters, sign-in sheets, training materials and evaluations are confidential and are not to be shared or distributed in any mean, including but not limited to electronic and/or through social media.

IR 2.9B – Intentional Misrepresentation is defined as deliberate and willful false representation by submission to gain an unfair advantage over an individual or system. Any document that is found as being misrepresented will be shared with OCCRRA's Director of Quality and Innovation.

IR 2.9C – Data gathered from the Ohio Professional Registry (OPR) should not be stored on a non-company work devices. Data gathered on company issued work devices should have data cleared weekly to ensure proper removal of sensitive material. This includes removing downloads weekly, then emptying the desktop recycle bin. This is a step to ensure data is not being stored more than one week on each device.

Policy IR 2.10 An Ohio Approved Instructor must instruct/facilitate the content aligned to the Core Knowledge Competencies (CKC) and Groups Related to Content that they have been approved.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.10A – Instructors whose Ohio Approval level, CKC content area(s), and/or Groups Related to Content do not match those of the Ohio Approved PD Event cannot be added as an instructor to said PD Event in the Ohio Professional Registry and cannot instruct or facilitate an approved PD Event.

Policy IR 2.11 An Ohio Approved Instructor and/or author cannot receive credit for instructing/facilitating their own Professional Development Event(s).

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.11A – An instructor/author may not receive credit for a Professional Development Event (PD Event) session they authored.

IR 2.11B – An instructor/author may not receive credit for a PD Event session they instruct/facilitate.

IR 2.11C – An instructor/author may not register themselves for a PD Event session that they instruct/facilitate.

Policy IR 2.12 An Ohio Approved Author/Instructor can only receive credit for a Train-the-Trainer event once within a six-year period.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.12A – An instructor/author can receive credit only once in a six-year timeframe for attending a Train-the-Trainer session.

Review Train-the-Trainer policies under the Training event type in policy number CE 4.9 for details.

Policy IR 2.13 An Ohio Approved Instructor must acknowledge that a Professional Development Event approval review process has been completed prior to scheduling and conducting the PD Event.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.13A – All Ohio Approved (OA) instructors must acknowledge that the OA review process must be complete, and the Professional Development Event (PD Event) must be scheduled in the Ohio Professional Registry prior to being conducted.

Policy IR 2.14 An Ohio Approved instructor must comply with all Instructor Responsibilities' policies to remain an Ohio Approved instructor.

Adopted: 03/30/2021

Last Revised: 03/30/2021

IR 2.14A – If the instructor is non-compliant with one or more of the Instructor Responsibilities' policies, the following actions will be taken:

- i. First infraction: The instructor will receive an initial warning from OCCRRA identifying the infraction(s) and action(s) needed.
- ii. Additional warnings of the same initial or different infraction(s) may lead to removal of Ohio Approval Instructor status on all PD Events.

IR 2.15B – The instructor may submit an appeal. Review OCCRRA's Appeal policy on page two of this document for further guidance.

3.0 Training Organization Dashboard Responsibilities

Policy TO 3.1 The Training Organization is ultimately responsible for all aspects of the Training Organization Dashboard in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.1A – The training organization designee is responsible to ensure all responsibilities and requirements of the training organization are being met as listed in the policies below and as outlined in the *Instructor Qualifications, Instructor Responsibilities, Professional Development: Create Event requirements, Professional Development: Schedule Event requirements and Professional Development: Manage Event* requirement policies.

TO 3.1B – The training organization is responsible for all actions taken in their training organization.

TO 3.1C – OCCRA does not manage and is not responsible for any training organization dashboard tasks or actions needed.

Policy TO 3.2 The Training Organization designee is required to know what the responsibility of OCCRRA is not.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.2A – OCCRRA is not responsible for creating a training organization in the OPR at the request of a training organization.

TO 3.2B – OCCRRA is not responsible for any permission functions in the training organization dashboard, including but not limited to adding/removing employees, instructors, and Training Organization Administrators.

TO 3.2C – OCCRRA is not responsible for creating, submitting, and editing a PD Event application in the OPR on behalf of the training organization.

TO 3.2D – OCCRRA is not responsible for scheduling and managing a PD Event in the OPR on behalf of the training organization, including, but not limited to, managing registration, attendance, and editing dates/times.

TO 3.2E – OCCRRA is not responsible for communicating with training organization’s instructors.

TO 3.2F – OCCRRA is not responsible for participant and customer needs, including providing materials, videoconferencing links, dates/times, location, etc.

TO 3.2G – OCCRRA is not responsible for requesting/accepting PD Event training organization access amongst another training organization.

Policy TO 3.3 To become a Training Organization in the Ohio Professional Registry, an application must be submitted for OCCRRA review.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.3A – OCCRRA has the right to deny applications that are identical/already and approved organization.

- i. Training Organizations may only have one (1) training organization in the OPR.

TO 3.3B – The applicant must enter the applicant field.

- i. Applicant must select Create New Organization in the drop down or select one already created to move forward in the application process.

TO 3.3C – The applicant must enter the organization name.

- i. No duplicate names for training organizations are allowed.
- ii. Only one address is allowed for a training organization.

TO 3.3D – The applicant must enter the organization email.

- i. This email is used for all communication in the system and should be an email that is monitored for OCCRRA communications.

TO 3.3E – The applicant may enter the website URL.

- i. A website URL is not required if they do not have a website.
- ii. If they have a website, it must be listed in this field for internal review.

TO 3.3F – The applicant must enter the organization’s address, including city, state, zip, and county.

- i. There must only be one dashboard per agency (physical address).
 - a. If there is one already created, the applicant must contact staff within their organization for training organization permissions.
 - b. If there is not one already created, the applicant may create a training organization on behalf of their organization with the organization’s permission.

TO 3.3G – The applicant must enter the organization’s primary phone number.

- i. This is the number displayed on the training details page and will be the one used by professionals for customer service/technical assistance questions.

TO 3.3H – The applicant may enter the organization’s secondary phone number.

TO 3.3I – The applicant may enter the organization’s fax number.

Policy TO 3.4 An Ohio Approved Instructor must be associated with a training organization to post and present Professional Development Events in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.4A – If an individual is not already associated with a training organization and are an Ohio Approved instructor, they can apply to be a training organization. A training organization is necessary to create and submit Professional Development Events (PD Events) for review.

TO 3.4B – The individual who completes the training organization application is automatically assigned as the administrator, and they may designate and grant permissions to others as secondary administrators. See policy number TO 3.5 for adding and removing administrators.

TO 3.4C – Instructors are not to apply to be a training organization in the OPR if they are employed by a PD Event provider, or existing training organization in the OPR.

TO 3.4D – Training organization staff are to create PD events within their agency's training organization.

TO 3.4E – Instructors must not create an agency's training organization PD Events within their personal training organization.

TO 3.4F – The training organization that the PD Event is created under owns that PD Event.

Policy TO 3.5 The Training Organization designee is responsible for managing additional/removal Training Organization administrators, staff, and instructors.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.5A – The training organization designee is responsible for adding new administrators, staff, and instructors.

- i. An Individual training organization must have at least one training organization administrator.
- ii. An agency-based training organization should have a minimum of two training organization administrators identified in the OPR.

Policy TO 3.6 The Training Organization designee is responsible for adding or removing Ohio Approved Instructors associated with the training organization.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix TO 3.6A: [Training Organization Dashboard User Guide](#)

TO 3.6A – There must be an agreement between the instructor and the training organization designee prior to associating an Ohio Approved (OA) instructor with the training organization.

- i. This does not apply if the instructor is an employee of the training organization.

TO 3.6B – This function does not grant instructors access to the training organization dashboard or give them permission to present/facilitate specific PD Events.

TO 3.6C – This function is managed from the front page of the training organization dashboard.

- i. For more information on this process, see the [Training Organization Dashboard User Guide](#)

Policy TO 3.7 The Training Organization designee must grant and/or remove permissions to the Training Organization Dashboard.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.7A – The training organization designee is responsible for granting and/or removing permissions to the training organization. This includes additional administrators and those with access to create Professional Development Event (PD Event) applications and schedule/manage PD events.

TO 3.7B – OCCRRA does not over-see any of this process. The training organization is responsible for all actions taken in training organization.

Policy TO 3.8 The Training Organization designee is responsible for accepting/requesting access to Professional Development Events from other training organizations.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix TO 3.8A: *Training Organization Dashboard User Guide*

TO 3.8A – A training organization can request access to schedule and manage another training organization’s PD events. It is best practice to communicate to the other training organization prior to requesting access.

TO 3.8B – The training organization designee is responsible for accepting/requesting access to PD Events from other training organizations.

TO 3.8C – This function is managed from the training organization dashboard.

For more information on this process, see the *Training Organization Dashboard User Guide*.

Policy TO 3.9 The Training Organization designee is responsible for ensuring all contact information is accurate at all times.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.9A – The training organization designee is responsible for updating contact information for the training organization as needed.

- i. This includes essential contact information, such as:
 - a. Phone
 - b. Email
 - c. Physical address
 - d. Contact person/administration/designee

Policy TO 3.10 The Training Organization designee must accept responsibility for all OCCRRA, instructor, and participant communications.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.10A – The training organization designee is responsible for forwarding any OCCRRA communications to other relevant parties within the training organization, including but not limited to other training organization administrators, staff, and affiliated instructors.

TO 3.10B – The training organization designee is responsible for communicating to participants.

- i. Status of event, dates, times, location, and contact information

TO 3.10C – The training organization designee should ensure attendance is being completed within 14 business days of the event.

Policy TO 3.11 The Training Organization designee must select applicable visiting presenter/instructor for Professional Development Events.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TR 3.11A – The training organization designee can only select a presenter/instructor who meets the Ohio Approval requirements and who is approved for PD content, Core Knowledge and Competency content areas and Groups Related to Content.

TR 3.11B – Visiting presenters/instructors/authors are not required to apply to be an Ohio Approved Instructor.

- i. These professionals are required to meet the requirements of an Ohio Approved Instructor and upload a current resume or Curriculum Vitae (CV) in the training application. These professionals do not regularly deliver PD; or provide PD for a one-time special event.
- ii. If these professionals are an Ohio Approved Instructor, they must be entered as such in the training application and may not be listed as Visiting Presenter. It is the training organization's responsibility to know if the presenter/instructor/author is Ohio Approved.
- iii. OCCRA has the right to determine that visiting presenters/instructors must apply to be an Ohio Approved instructor if they repeatedly are selected as a visiting presenter and regularly deliver PD.

Policy TO 3.12 The Training Organization designee is responsible for all Professional Development Event submissions.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.12A – The training organization designee is responsible for:

- i. Submitting all new Professional Development Event(s) for approval.
- ii. Addressing Action Needed notes from OCCRRA's Approval Team.
- iii. Resubmitting for approval if desired.

Policy TO 3.13 The Training Organization designee is responsible for scheduling and managing of all events in their Training Organization dashboard.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.13A – The training organization designee is responsible for scheduling and managing of scheduled events.

Policy TO 3.14 The Training Organization designee is responsible for verifying that all Professional Development Event attendance is completed within 14 business days of the event.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.14A – It is the responsibility of the training organization that all Professional Development Event (PD Event) attendance in their dashboard is completed with 14 business days of the event.

- i. It is the responsibility of the training organization that asynchronous PD Event attendance must have attendance completed within 14 business days of the participant's completion date.
- ii. The date the training organization verifies attendance for an asynchronous training becomes the date of completion in the professional's profile. The date of attendance may be edited to indicate the exact date of the training completion. The training organization designee being able to edit the training date allows the user to see the date the training was completed in the system, rather than the date attendance was marked by the designee.

TO 3.14B – It is the responsibility of the training organization that asynchronous PD Event attendance must have attendance marked as the date the participant completed the course, not the last day of the event, if the participant completed earlier, or the date the training organization marked attendance.

TO 3.14C – The date the training organization verifies attendance for an asynchronous training becomes the date of completion in the professional's profile. The date of attendance may be edited to indicate the exact date of the training completion. Being able to edit the training date allows the user to see the date the training was completed in system, rather than the date attendance was marked.

Policy TO 3.15 The Training Organization designee must revise and re-submit each Ohio Approved Professional Development Event every 6 years for review.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix TO 3.15A: *Create Professional Development Event User Guide*

TO 3.15A – The training organization designee or original author is responsible for resubmitting for review all Ohio Approved trainings every 6 years from the approval date of the Available Training (AT).

- i. A notification will be sent to the training organization designee 90 days before 6-year expiration date.
 - a. The training organization designee cannot schedule an AT that is being reviewed within 90 days of expiration.
- ii. The training that is expiring will show “expiring” or “expired” in red in the “Status” column in the Event queue in the training organization dashboard.
 - a. The training organization administrator will receive an expiration warning notification
 - b. The AT will be editable once it is assigned the “expiring” status.
 - c. The AT “the one that needs revised” will no longer be available to schedule and the revised event cannot be scheduled until it has been approved.
 - d. See the *Create Professional Development Event User Guide* for additional guidance on this process.
 - e. Once the AT expires, the status will change in the training organization event queue to “expired” and it will be red in color.

TO 3.15B – If there is an author change, a new AT will be created.

- i. Revisions to the expiring/expired application are limited. If the training organization designee attempts or wants to edit a field that will change the entire application, they will have to create an entirely new AT.

Policy TO 3.16 The Training Organization designee is responsible for participant and customer needs.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.16A – The training organization designee is responsible for providing customer service, including technology assistance for all their professional development events.

TO 3.16B – The training organization designee is responsible for providing all Professional Development Event (PD Events) registrants and participants with PD Event details, including, but not limited to, weblinks and audio options, location, and training materials.

Policy TO 3.17 The Training Organization is responsible for marketing all Professional Development Event sessions.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.17A – The training organization designee is responsible for marketing all Professional Development Events (PD Events) sessions.

Policy TO 3.18 The Training Organization is responsible for assigning Ohio Approved Instructors to specific Professional Development Events.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.18A – Instructors whose Ohio Approval level, CKC content area(s), and/or Groups Related to Content do not match those of the Ohio Approved PD Event cannot be added as an instructor to said PD Event in the OPR and cannot instruct/facilitate an approved PD Event.

Policy TO 3.19 A Training Organization must comply with all Training Organization policies to remain a Training Organization in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

TO 3.19A – If the training organization is non-compliant with one or more of the Training Organization policies, the following actions will be taken:

- i. First infraction: The training organization will receive an initial warning from OCCRA identifying the infraction(s) and action(s) needed.
- ii. Additional warnings of the same initial or different infraction(s) may lead to removal of the training organization in the OPR.

TO 3.19B – The training organization designee may submit an appeal.

Review the appeal policy on page two of this document for further guidance.

4.0 Professional Development: Create Event Requirements

Policy CE 4.1 Professional Development Events are designated as either Ohio Approved or Non-Ohio Approved through the application approval system in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.1A – Professional Development Events (PD Events) are designated as either Ohio Approved (OA) or Non-Ohio Approved (N/A) through the Application Approval System in the Ohio Professional Registry(OPR).

- i. Applications are submitted in the OPR by the Training Organization as either Ohio Approved or Non-Ohio Approved.
- ii. All applications are reviewed by OCCRRA's Approval Team.
- iii. Ohio Approved and Non-Ohio Approved PD Events can be scheduled and managed in the OPR, if the PD Event's application was submitted, reviewed, and designated as Ohio Approved or Non-Ohio Approved (N/A).

CE 4.1B – OCCRRA's Approval Team will review and act on a Training Application within 30 business of submission.

- i. Resubmitted applications will be reviewed within 5 business days of submissions.

CE 4.1C – A Professional Development (PD) Event can be designated as Ohio Approved through the Application Approval System in the Ohio Professional Registry(OPR).

- i. Ohio Approved designation represents the state's consolidated professional development process for high quality professional development. Professional Development designated as Ohio Approved is recognized by the state agencies to meet their requirement for specified credentials, certificates, licensures, licensing rules/regulations, programs, projects, and initiatives.
- ii. Step Up To Quality professional development requirements states that only Ohio Approved PD meets these requirements.
- iii. Ohio Approved PD is to expand and scaffold the knowledge and skills of early care and education and school-age professionals, professionals in the field of infant/child health, child development, mental health and child welfare, and their families, to influence practice and increase the quality of care, learning, and development of children.
- iv. PD Event Formats including Face-to-Face, E-Learning Asynchronous, E-Learning Hybrid, and E-Learning Synchronous and Event Types including Community of Learners (study groups) and Training can receive Ohio Approved status. A Series cannot be Ohio Approved. See policy number CE 4.8 for Series policies.
- v. Ohio Approved hours completed by a professional are recorded on the professional's Professional Development Certificate and the professional's Profile Training Summary, located in the professional's OPR profile.

- vi. Paper certificates of completion for OA trainings should not be provided to training participants. If paper certificates are provided for any reason, it is the training organization's responsibility to communicate to all attendees that OA training certificates are not to be uploaded into their OPR profile as all OA attendance is completed in the OPR. Any training certificate uploaded into a profile will be denied verification as the attendance verification is completed by the training organization.
- vii. Professional development must meet requirements for content (policy CE 4.22), target audience (policy CE 4.26), Groups Related to Content (policy CE 4.27), and delivery to be designated as Ohio Approved.
- viii. The training application contains specific required fields to be completed to submit the application for review.
- ix. Instructors/presenters/facilitators must be Ohio Approved or meet the Ohio Approved Instructor requirements via resume or Curriculum Vitae (CV). See policy number CE 4.17 for detailed information regarding the author.

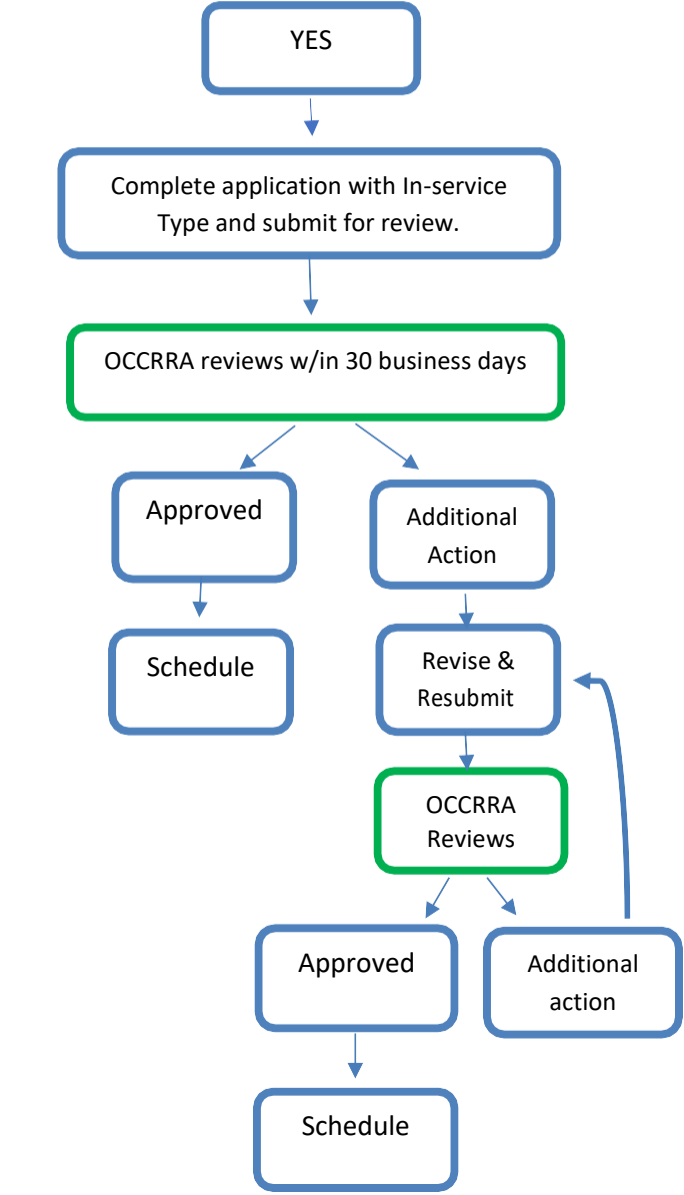
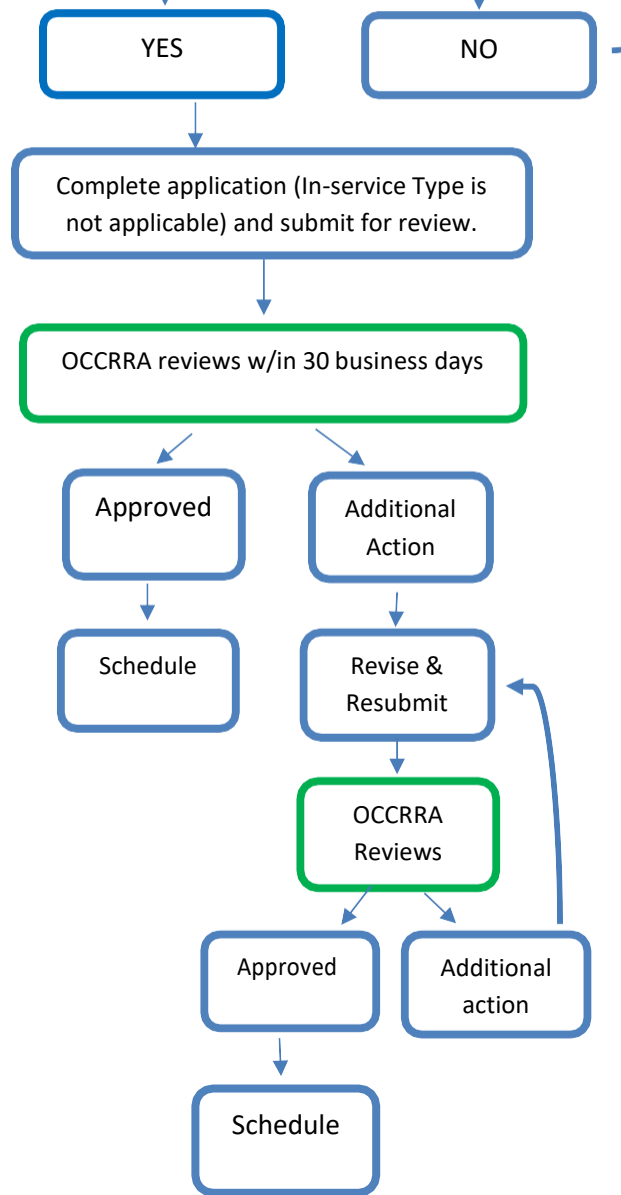
CE 4.1D – A Professional Development Event (PD Events) can be designated as Non-Ohio Approved (Not Applicable, N/A) through the Application Approval System in the Ohio Professional Registry(OPR).

- i. Non-Ohio Approved PD represents basic and foundational knowledge.
 - a. Licensing required PD: Child Abuse, Communicable Disease, CPR, First Aid.
 - b. Basic health and safety.
 - c. Staff meetings, staff orientations, policies and procedures, "How-to" instructional training/tutorials, and content for informational purposes.
- ii. Non-Ohio Approved PD Events may be eligible for in-service hours for licensing compliance and accepted by a credentialing agency.
- iii. It is the professional's responsibility to know if PD Event hours are accepted/not accepted for licensing, credentialing, licensure, etc.
- iv. PD Event formats including Face-to-Face, E-Learning Asynchronous, E-Learning Hybrid, and E-Learning Synchronous and Event Types including Community of Learners (study groups) and Training can be Non-Ohio Approved. A Series can only be Non-Ohio Approved. See policy number CE 4.8 for Series policies.
- v. The training application contains the required fields to be completed to submit the application for review.
- vi. Instructors/presenters/facilitators must be Ohio Approved or meet the Ohio Approved Instructor requirements via resume or Curriculum Vitae (CV) to instruct Non-Ohio Approved PD. See policy number CE 4.17 for detailed information regarding the author.

NOTE: All application fields are identical for Ohio Approved (OA) and Non-Ohio Approved (Non-OA) except for the In-service Type field for Non-OA applications.

Ohio Approved PD is to expand and scaffold the knowledge and skills of early care and education and school-age professionals, professionals in the field of infant/child health, child development, mental health and child welfare, and their families, to influence practice and increase the quality of care, learning and development of children.

Non-Ohio Approved PD represents basic and foundational knowledge. A) Licensing required PD: Child Abuse, Communicable Disease, CPR, First Aid. B) Basic health and safety. C) Staff meetings, staff orientations, policies and procedures, "How-to" instructional training/tutorials, and content for informational purposes.



Policy CE 4.2 OCCRRA is not responsible for making edits to Professional Development Create Event application submissions.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.2A – OCCRRA’s Approval Team will mark the application as Additional Action Needed when content edits/revisions are needed.

CE 4.2B – OCCRRA’s Approval Team will review all application submissions for grammatical, misspelling, and typing errors. The Approval Team is not responsible for making any edits.

CE 4.2C – The instructor/training organization is responsible for making all edits noted by OCCRRA’s Approval Team and resubmitting the application.

Policy CE 4.3 Professional Development Event(s) approved for Ohio Approval must have content that is practical and have a purpose.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.3A – Ohio Approved training applications must contain full citations of research-based materials (policy CE 4.24) and references (policy CE 4.19) used to create the content.

CE 4.3B – Professional Development Event(s) (PD event) approved for Ohio Approval are required to have a rationale.

- i. Content must be based and be apparent of the fundamental reasons or basis for content; have statement, exposition, or explanation of reasons for principles.
- ii. Rationale must align to content, selected Core Knowledge and Competency document, areas, competency statements, and levels.
- iii. Content must match the selected Audience.
- iv. Content must match the selected Groups Related to Content.

CE 4.3C – PD Events approved for Ohio Approval are required to have intentionality.

- i. Learner objectives are relevant to the content, written in measurable terms, and relevancy to participants' practice. See policy number CE 4.20 for the learner objective policy.
- ii. Content must have a specific theme carried throughout the PD Event.
- iii. It must be apparent in how content and new skills can be applied by the participants in multiple learning domains.

CE 4.3D – PD Events approved for Ohio Approval are required to develop and further knowledge and skills for PD Events Target Audience.

- i. Include needs assessment in the content to be conducted throughout the PD Event to gauge participants' comprehension of content and to drive instruction.
- ii. Content is to scaffold to move participants progressively toward stronger understanding and increased skill development.
- iii. Must have an application/into practice component in the content, so participants have an opportunity(s) to practice and apply new knowledge during the PD Event.
- iv. Must identify and implement a variety of adult learner instructional strategies.

CE 4.3E – PD Events approved for Ohio Approval are required to have direct impact on Groups Related to Content.

Policy CE 4.4 All Professional Development Create Event submissions are required to be job embedded.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.4A – The Professional Development (PD) content must be aligned, relevant, and reflective of the roles/responsibilities of the instructor/presenter/author’s employment.

CE 4.4B – The PD content must be aligned to Core Knowledge and Competency content areas, Groups Related to Content, and relevant and reflective to the roles/responsibilities of the instructor/presenter/author’s employment.

Policy CE 4.5 All Professional Development Create Event submissions are required to be appropriate.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.5A – The Professional Development (PD) content must comply with developmentally appropriate practices founded on evidence-based research.

CE 4.5B – The PD content must align to competencies outlined in the state’s Core Knowledge and Competency (CKC) documents.

- i. [Ohio’s CKCs for Afterschool Professionals](#)
- ii. [Ohio’s CKCs for Early Childhood Mental Health Professionals](#)
- iii. [Ohio’s CKCs for Instructors & Instructor Guide](#)
- iv. [Ohio’s CKCs for Program Administrators](#)
- v. [Ohio’s CKC Guide for Social and Emotional Development](#)
- vi. [Ohio’s Early Childhood CKCs](#)

CE 4.5C – The PD content must align to and comply with appropriate groups that the content is related.

CE 4.5D – The PD content must not support in text, lecture, or imagery, improper or inappropriate practices, ideas, suggestions. (i.e. harm, maltreatment, violence, indecency).

- i. Must not discriminate based on the groups, classes, or other categories to which persons are perceived to belong, including but not limited to race, gender, age, religion, or sexual orientation.

Policy CE 4.6 All Professional Development Create Event submissions are required to be relevant to the group served by the participants of the Professional Development Event.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.6A – The Professional Development Event (PD Event) content must align to target audience (policy CE 4.26).

- i. This includes all potential audiences that will benefit from the content and who this training is written.
- ii. Application Audience selection options: Infants, Toddlers, Preschoolers, School-agers, Young Adults, Family Child Care, Foster/Surrogate Parents, Homelessness, Instructors/TA Specialists, Parents/Guardians, Program Administrators, Special Needs/Inclusion.

CE 4.6B – The PD Event content must align to Groups Related to Content (policy CE 4.27).

- i. Groups for which the training content is written.
- ii. Application Groups Related to Content selection options: Infants, Toddlers, Preschoolers, School-agers, Young Adults, Child Welfare Specialists, Early Childhood Mental Health, Families/Guardians, Family Child Care, Foster/Surrogate Parents, Homelessness, Instructors/TA Specialists Parents/Guardians, Program Administrators, Special Needs/Inclusion

Policy CE 4.7 All Professional Development Create Event submissions for an event type of *Community of Learners* must meet all the requirements for that event type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.7A – A Community of Learners, or Study Group, entails instructor or facilitator-led discussions, application strategies, and journaling for investigation and analysis on specific topics.

- i. Topics may include, for example, implementation of curriculum, standards, assessment, instruction, family engagement, business practices, or other developmentally appropriate topics by a cohort of peer members.

CE 4.7B - For Ohio Approval, content plans must include journaling by the facilitator and participants, Into Practice application activities, and a final project presentation.

CE 4.7C - Community of Learner applications must follow the policies as outlined in the training title (policy CE 4.16), training description (policy CE 4.18), training details, and content plan policies outlined in this manual.

Policy CE 4.8 All Professional Development Create Event submissions for an event type of *Series* must meet all the requirements for that event type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.8A – A Series event type at OCCRRA is defined as a minimum of two PD Events scheduled in succession focused on a common topic.

CE 4.8B - All events included in a Series must have the same approval type.

- i. A Series cannot have an Ohio Approved Session and a Non-Ohio Approved Session.

CE 4.8C - Participants will only receive credit for the session(s) they attend. Participants do not have to attend all sessions in a series to receive training credit.

CE 4.8D - A Series cannot be submitted for Ohio Approval; individual PD events/sessions in the series can be submitted for Ohio Approval.

Policy CE 4.9 All Professional Development Create Event submissions for an event type of *Training* must meet all the requirements for that event type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.9A – A Training event type includes four instructional training formats: Face-to-Face, Online: Asynchronous, Online: Hybrid, and Online: Synchronous. These policies are outlined in individual requirements below.

CE 4.9B – Train-the-Trainer (TTT) or Training of Trainers (TOT) are intended to engage master trainers/instructors to prepare other instructors to understand and learn the PD content as presented with the intent to replicate the training content and delivery.

- i. TTT content must include how to instruct TTT participants how to present content effectively, respond to participant questions, and lead activities that reinforce transference of knowledge.

CE 4.9C – When submitting for an event type of Train-the Trainer (whether OA or Non-OA) the submission must include the words “Train the Trainer” in the training title.

CE 4.9D – Train-the-Trainer participants must be Ohio Approved Instructors (policy IQ 1.3).

Policy CE 4.10 A State Sponsored agency must follow specific requirements to create a Professional Development Event identified as State Sponsored in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.10A – A state sponsored agency or a state identified sponsored organization must follow specific requirements to create a State Sponsored Professional Development Event in the Ohio Professional Registry (OPR).

- i. A State Sponsored agency is identified as such in the OPR by a state agency designee.
- ii. Only State Sponsored agencies, if identified as such in the OPR, will have access to select State Sponsored option in the training application.
- iii. Create a State Sponsored event in the state agency or state identified State Sponsored Training Organization Dashboard.
- iv. Identify submission as *State Sponsored* within application.
- v. Submit final content in its entirety.
- vi. Attest to the truthfulness and accuracy of submitted content.
- vii. OCCRRA's Approval Team reviews applications to ensure State Sponsored PD meets the Ohio Approval requirements, if Ohio Approval is selected in the application.

Policy CE 4.11 An International Accreditors for Continuing Education and Training (IACET) agency must follow specific requirements to create a Professional Development Event in the Ohio Professional Registry.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.11A – An International Accreditors for Continuing Education and Training (IACET) approved organization providing IACET CEUs must follow specific requirements to create a Professional Development Event in the Ohio Professional Registry.

- i. Create an event in the agency’s training organization.
- ii. Identify submission as IACET Approved Provider in application.
- iii. Submit final content in its entirety.
- iv. Attest to the truthfulness and accuracy of submitted content.
- v. OCCRRA’s Approval Team reviews applications to ensure IACET PD meets the Ohio Approval requirements, if Ohio Approval is selected in the application.

Policy CE 4.12 All Professional Development Create Event submissions for a face-to-face event format must meet all the requirements for that format type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Explanation: The four format types are Face-to-Face, E-Learning: Asynchronous, E-Learning: Hybrid and E-Learning: Synchronous. Each PD Event must select a format type before submitting a Create Event submission. Each policy is outlined below that includes an explanation of each.

CE 4.12A – All face-to-face Professional Development Event (PD Event) submissions are required to be conducted in the traditional classroom-style PD event format where the instructor(s) leads participants through a course of instruction in the same setting.

- i. All face-to-face PD Event should be conducted in the time frame that it is approved for and follow all format requirements.

CE 4.12B – Face-to-Face PD Events can be Ohio Approved or Non-Ohio Approved.

Policy CE 4.13 All Professional Development Create Event submissions for an E-Learning: Asynchronous event format must meet all the requirements for that format type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Explanation: The four format types are Face-to-Face, E-Learning: Asynchronous, E-Learning: Hybrid and E-Learning: Synchronous. Each PD Event must select a format type before submitting a Create Event submission. Each policy is outlined below that includes an explanation of each.

CE 4.13A – All E-Learning: Asynchronous Professional Development Event (PD Event) Create Event submissions are required to be held virtually and are conducted as asynchronous (the participant is alone, does not require real time interaction, without an instructor present for the entirety of the PD Event).

- i. Training must include various interactions and engagements in addition to the functions that advance the training to support adult learning and transference of knowledge.
 - a. Interactions may include, but not limited to clicking on tabs/text/images for additional content, interactive glossary, drag-n-drop activities, interactive timelines, text entry answer fields, graded/non-graded quizzes, and topic/knowledge checks, use of workbooks, handouts.
 - b. Engagements may include, but are not limited to narrated content, use of relevant imagery, various visual and sound effects.
- ii. Training must be timed or locked, preventing users from freely advancing.
- iii. The time needed to complete the training must match the approved hours.
- iv. Contact information must be provided in the training for participant customer service.

CE 4.13B – When submitting an asynchronous PD event for Ohio Approval, the PD Event must be unlocked to allow OCCRRA's Approval Team to advance freely through the content.

- i. The instructor/training organization designee must provide information on how OCCRRA's Approval Team can access the training, including links, usernames, passwords, etc.

CE 4.13C – The instructors/training organization designee must utilize an attendance tracking system to track participation, and satisfactory completion of the asynchronous PD Event.

CE 4.13D – It is preferable the training organization work with OCCRRA to establish an Application Programming Interface (API) to interface with the Ohio Professional Registry (OPR). An API allows automatic training verification to a professional's OPR profile once the training is completed. Direct all inquiries for an API to the OPR Director.

CE 4.13E – Asynchronous PD Events can be Ohio Approved or Non-Ohio Approved.

Policy CE 4.14 All Professional Development Create Event submissions for an E-Learning: Hybrid event format must meet all the requirements for that format type.

Adopted: 03/30/2021

Last Revised: 04/02/2021

Explanation: The four format types are Face-to-Face, E-Learning: Asynchronous, E-Learning: Hybrid and E-Learning: Synchronous. Each PD Event must select a format type before submitting a Create Event submission. Each policy is outlined below that includes an explanation of each.

CE 4.14A – All E-Learning: Hybrid Professional Development Event (PD Event) Create submissions must have two formats, asynchronous, face to face or synchronous sessions. All PD Create Event submissions for E-Learning: Hybrid are required to follow each policy for the two chosen formats: Face-to-Face Policy CE 4.12, Asynchronous Policy CE 4.13, Synchronous Policy CE 4.15.

CE 4.14B – Hybrid PD Events can be Ohio Approved or Non-Ohio Approved.

Policy CE 4.15 All Professional Development Create Event submissions for an E-Learning: Synchronous training format must meet all the requirements for that format type.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Explanation: The four format types are Face-to-Face, E-Learning: Asynchronous, E-Learning: Hybrid and E-Learning: Synchronous. Each PD Event must select a format type before submitting a Create Event submission. Each policy is outlined below that includes an explanation of each.

CE 4.15A – All E-Learning: Synchronous Professional Development (PD Event) Create Event submissions require the instructor and participants to be present online at a scheduled time(s), for instruction, discussions, and activities.

- i. Instructors must provide opportunities for the participants to interact directly with them via real-time video/and or audio communication between the instructor and participants situated at different locations (i.e. video conferencing (preferred), conference call).
- ii. Video conferencing must be interactive between instructor and participants in real time and must include discussion. In addition to discussion, interactions which may include but not limited to breakout rooms, polls, and chat functions.
- iii. In addition to video conferencing and real time interactions, additional interaction may include but not limited to the use of monitored discussion boards or blogs or other forms of communications that do not occur in real time.
 - a. Time for a discussion board, blog activities, etc. held outside of the real-time event cannot count toward the PD Event hours.
- iv. The instructor must provide direct feedback to participant responses and reflections.
- v. Webinars are typically a one-way communication system in which the instructor/presenter speaks to the remote audiences with limited possibilities of interaction with the participants and does not meet the requirement for Synchronous PD.

CE 4.15B – The instructors/training organization designee must utilize an attendance tracking system to track participation throughout the event.

CE 4.15C – Synchronous PD Events can be Ohio Approved or Non-Ohio Approved.

Policy CE 4.16 All Professional Development Create Event submissions are required to have a training title.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.16A – The training title must accurately describe the Professional Development Event (PD Event) content, marketing it to and piquing the interest of the target audience.

CE 4.16B - For a Train-the-Trainer PD Create Event submission- the words “Train the Trainer” or “Training of Trainers” must be in the title.

CE 4.16C – Each PD Create Event submission must capitalize all words in the title except for articles (i.e., a, an, and, at, by, in, the, to - except when it is the first word of the title).

CE 4.16D – Each PD Create Event submission must not contain spelling error(s), typo(s), grammatical error(s).

Policy CE 4.17 All Professional Development Create Event submissions must identify an author.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.17A – The Training Organization designee can only select an author who meets the Ohio Approval (OA) Instructor requirements and who is approved for specific PD content, Core Knowledge and Competency content areas and Groups Related to Content for each specified PD Event.

- i. There are three types of authors as defined by OCCRRA.
 - a. An author may currently be designated as an OA instructor.
 - b. An author may not be currently designated as an OA Instructor. They can submit an Ohio Approved Instructor Application for review, and if designated as an Ohio Approved Instructor the author may be entered in the training application as the author.
 - c. An author may be a visiting presenter and does not regularly author/deliver PD (i.e., one-time special event). These professionals are not required to be an Ohio Approved Instructor. They are required to meet the requirement of an Ohio Approved Instructor and upload a current resume or Curriculum Vitae (CV) in the training application.

CE 4.17B – OCCRRA has the right to determine that visiting authors must apply to be an Ohio Approved instructor if they repeatedly are selected as an author.

Policy CE 4.18 All Professional Development Create Event submissions are required to have a training description.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.18A – The training description is a short paragraph that accurately describes the PD content, what participants will explore, learn, and experience, and who the content is designed. Professionals view the description when searching for PD Events on Ohio’s Professional Registry.

- i. The description informs participants on content to be taught, participant experiences and to market and pique interest.

CE 4.18B - Each PD Create Event submission must not contain spelling error(s), typo(s), grammatical error(s).

CE 4.18C – Each PD Create Event submission training description must align with the training title, learner objectives. Core Knowledge and Competency content areas and levels, audience, Groups Related to Content and Child Development Associate Competency Area.

Policy CE 4.19 All Professional Development Create Event submissions are required to have references.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.19A – Each Professional Development Create Event submission must include full citations of evidenced-based materials and references used in the creation of the Professional Development Event (PD Event).

- i. Citations are not required to be in APA, MLA, or other recognized format/styles.
- ii. Citations for references in print must include author(s), date of publication, full title of book/journal/magazine/article, edition/volume/issue number if applicable, publishing company's name, and place of publication.
- iii. Citations for website references must include author(s), article name, title of website/project/document, version/editions/volume/issue number if applicable, publisher's name and publishing date if applicable, date posted to website, URL, date accessed.

CE 4.19B – The author cannot be listed unless their publication(s) is used as a complete cited reference.

CE 4.19C – Publications/website cited references contain information that is researched and written within the last five years. The exception being references of well-renown research, such as child development theorists.

CE 4.19D – References must be credible and use reputable sources.

- i. Blogs, podcasts, Pinterest, and the like often do not meet this requirement.
- ii. YouTube videos may meet the requirement if they include evidence-based information or from a credible and reputable source.

Policy CE 4.20 All Professional Development Create Event submissions are required to have a learner objective.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.20A – The learner objective must be based on the skills targeted to form mastery.

CE 4.20B – The learner objective must be written SMART: Specific, Measurable, Achievable, Relevant and Time-Specific.

CE 4.20C – The learner objective is to be stated in measurable, behavioral terms based on what participants will be able to do by the end of each time frame (ex: identify, define, apply, etc.); not written for skills mastered after the event.

- i. Terms that are not measurable behaviors are not to be written into the learner objective.
 - a. Example of terms that are not measurable and are to not to be written into a learner objective are: Understand, know, learn, realize, have, etc.
 - b. The instructor will know what is learned when the participant explains it, demonstrates it, or completes a plan, etc.
 - c. Be specific to the content presented during each time frame.

CE 4.20D – The learner objective must align with the training description.

CE 4.20E – The learning objective must align with the audience.

CE 4.20F – The learner objective must align with the Group Related to Content.

CE 4.20G – The learner objective must align with the chosen CKC document, competency area, competency statement, and level.

CE 4.20H – The learner objective must align with the chosen CDA area.

CE 4.20I – The learner objective is not to contain grammatical errors, typing errors, or misspellings.

CE 4.20J – Each learner objective aligns with the appropriate competency level that is reflected and representative of the content.

- i. Level One = Introductory/basic/foundational
- ii. Level Two = Application/demonstration
- iii. Level Three = Analyze/evaluate/use knowledge to generate new ideas

CE 4.20K – The learner objective must address the same CKC competency level.

CE 4.20L – The learner objective must provide an appropriate timeframe of the objective.

- i. Time frame per learner objective reflects the amount of instruction time on content that supports the specified learner objective. Suggested practice is to select one competency per hour of instruction.
- ii. If more instruction time is required to achieve mastery of a learner objective for a CKC Level two or three, the learner objective may be repeated.
- iii. The total time is the Ohio Approved training hour credits. (i.e., Three learner objectives at one-hour per objective totals three contact hours. The Ohio Approved training credit hours will be three OA hours.)
- iv. It is understood that there may be content within the selected timeframe that is in addition to content that addresses the learner objective.

Policy CE 4.21 All Professional Development Create Event submissions are required to have a Core Knowledge and Competencies area indicated in the application.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.21A – Each Professional Development Create (PD Event) Event submission must select Core Knowledge and Competency (CKC) content areas in the application.

- i. The Core Knowledge and Competencies (CKCs) are the knowledge area(s) that are represented in the PD event content regarding the knowledge and skills of the professional. CKCs define what all professionals should understand and implement to ensure that children have the best possible environments, experiences, and relationships in which to grow and learn.
- ii. The appropriate CKC document must be selected based on Target Audience, Groups Related to Content, and PD content.
- vii. [Ohio's CKCs for Afterschool Professionals](#)
- viii. [Ohio's CKCs for Early Childhood Mental Health Professionals](#)
- ix. [Ohio's CKCs for Program Administrators](#)
- x. [Ohio's CKC Guide for Social and Emotional Development](#)
- xi. [Ohio's Early Childhood CKCs](#)
- iii. The selected CKC content area(s) and competency statement must align with learner objective(s).
- iv. The selected CKC content area(s) and competency statement must align to content including Target Audience and Groups Related to Content.
- v. The CKC content areas are Child Growth and Development, Child Observation and Assessment, Family and Community Relations, Health, Safety and Nutrition, Learning Environments and Experiences, and Professional Development.

CE 4.21B – Core Knowledge and Competencies (CKC) are the knowledge area(s) that are represented in the PD event content regarding the knowledge and skills of the professional. CKC's define what all professionals should understand and implement to ensure that children have the best possible environments, experiences, and relationships in which to grow and learn.

- i. CKC content areas are divided into three levels. The levels represent a progression of complex skills.
- ii. The three levels are:
 - a. Level 1= Introductory/basic/foundational
 - b. Level 2 = Application/demonstration
 - c. Level 3 = Analyze/evaluate/use knowledge to generate new ideas

CE 4.21C – Instructors are only approved to instruct/author content for CKC Level one, two, three per their Ohio Approved Instructor Level status. (i.e., An instructor approved as a Level 1 instructor cannot train on content that is selected for CKC level two or three.)

CE 4.21D – Instructors are only approved to instruct/author content for CKC content areas they are approved per their Ohio Approved Instructor status. These CKC content areas are:

- i. Child Growth & Development
- ii. Family & Community Relations
- iii. Health, Safety & Nutrition
- iv. Learning Environments & Experiences
- v. Observation & Assessment
- vi. Professionalism

CE 4.21E – The appropriate Core Knowledge and Competency document must be selected based on Target Audience, Groups Related to Content and PD content.

- i. The selected CKC content area(s) must align to content including Target Audience and Groups Related to Content.

CE 4.21F – Only one document linked below is to be selected for the content plan. The selected CKC content area(s) must align with learner objective(s).

- i. [Ohio's CKCs for Afterschool Professionals](#)
- ii. [Ohio's CKC for Early Childhood Mental Health Professionals](#)
- iii. [Ohio's CKCs for Program Administrators](#)
- iv. [Ohio's CKC Guide for Social and Emotional Development](#)
- v. [Ohio's Early Childhood CKCs](#)

Policy CE 4.22 All Professional Development Create Event submissions are required to have an outline of content indicated in the application.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.22A – The outline of content must meet the following criteria:

- i. The outline of content must provide specific comprehensive detail on content to be presented including activities.
- ii. The outline of content must provide a comprehensive instructional plan that details instructional strategies of content, how the participants will interact with the instructor, peers, and material to reflect an understanding of the information presented.
- iii. The outline of content must provide a description of the content to be presented for each objective.
- iv. The outline of content must be adequately detailed so OCCRRA's Approval Team can deem what is being taught, that the instructor has knowledge in the field, and able to determine Developmentally Appropriate Practice, accuracy, etc.

Policy CE 4.23 All Professional Development Create Event submissions are required to have instructional strategies.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.23A – The instructional strategies must meet the following criteria:

- i. The application must include all instructional strategies used to teach content.
- ii. The instructional strategies must be intentional strategies/behaviors intended to promote an individual's learning of a specific skill or concept (i.e.: small group/peer activity, workbook, charting, brainstorming, journaling, reflection etc.)
- iii. The instructional strategies must encompass a variety of instructional strategies to address various adult learning strategies.
- iv. The Instructional Strategies selection options in the application (also to be used during instruction) are based on the requirements of the selected PD Event type.
 - a. Face-to-Face: Charting, demonstration, guided discussion, individual work, Into practice application, journaling, large group work, mini-lecture, move about/gallery walk, multi-media, pair/small group, participant presentation, role play, pre/posttest, reflection. (policy CE 4.12)
 - b. Asynchronous: Demonstration, individual work, interactions (form of action/reaction on a learner's behalf i.e. interactive scenarios, questions, simulations, interactive multi-media, tabs, interactive timeline or process steps, drag/drop, hotspot/hovers, buttons), Into Practice, pre/posttest, reflection, text entry, videos. (policy CE 4.13)
 - c. Hybrid: Charting, demonstration, discussion board, individual work, interactions (form of action/reaction on a learner's behalf (i.e. interactive scenarios, questions, simulations, interactive multi-media, tabs, interactive timeline or process steps, drag/drop, hotspot/hovers, buttons), Into Practice application, mini-lecture, polling/raising hand, pre/posttest, questions/verbal or electronic responses, reflection, text entry, videos/multi-media. (policy CE 4.14)
 - d. Synchronous: Charting, demonstration, discussion board, individual work, Into Practice and application, mini-lecture, polling/raising hand, pre/post test, questions/verbal or electronic responses, reflection, videos/multi-media (policy CE 4.15)
 - e. Community of Learners: Discussion, final project, journaling, Into Practice application, workbook/worksheets. (policy CE 4.7)

Policy CE 4.24 All Professional Development Create Event submissions are required to have instructional materials.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.24A – The Instructional Materials section must include the following items:

- i. Instructional materials are source materials used in conducting the PD event.
 - a. Examples of this include handouts, PowerPoints, videos, etc.
 - b. PowerPoints must include the notes, that are detailed and comprehensive.
- ii. Materials with copyright are not accepted without permission from copyright owner.
 - a. Permission for Use statement must be uploaded into application.
- iii. All materials, print or multi-media, must be uploaded into the application.
 - a. Links for videos/websites/weblinks used for instruction must be provided in the application.
 - b. Username/passwords must be provided in application.
 - c. PowerPoints must include the notes that are detailed and comprehensive.
- iv. All materials must be of good quality, easy to read, free of grammatical errors, typing errors and misspellings and well-formatted for ease of participant use and understanding.
- v. OCCRA's Approval Team views materials, including video/websites/weblinks and printed materials.

Policy CE 4.25 All Professional Development Create Event submissions are required to have Child Development Associate Competency Areas.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.25A – Each Professional Development Create (PD Event) Event submission must select the applicable Child Development Associate (CDA) Competency Area in the application.

- i. The Child Development Association (CDA) Competency Standards are national standards use to evaluate a caregiver’s performance with children and families. The Competency Standards are divided into six Competency Goals, which are statements of a general purpose for caregiver behavior. The Competency Goals apply to all childcare settings.
- ii. The eight CDA Functional Competency Areas include:
 - a. To establish and maintain a safe, healthy learning environment
 - b. To advance physical and intellectual competence
 - c. To support social and emotional development and to provide positive guidance
 - d. To establish positive and productive relationships with families
 - e. To ensure a well-run, purposeful program responsive to participant needs
 - f. To maintain a commitment to professionalism
 - g. Observing and recording children’s behavior
 - h. Principles of growth and development
- iii. The applicant must select the one Competency Area that best aligns with your PD Event content.
- iv. The applicant will select N/A for School-age content.
- v. Professionals use the CDA Registry Transcript from their OPR profile to provide to the CDA Council as a verification of their 120 clock hours of training.

Policy CE 4.26 All Professional Development Create Event submissions are required to have a target audience.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.26A – Each Professional Development Create (PD Event) Event submission must select the target audience in the application.

- i. The target audience is defined as the audience that the content is written for.
- ii. The target audience includes all potential audiences that will benefit from the content.
- iii. Audience includes Infants, Toddlers, Preschoolers, Schoolagers, Young Adults, Family Child Care, Foster/Surrogate Parents, Homelessness, Instructors/TA Specialists, Parents/Guardians, Program Administrators, Special Needs/Inclusion.

Policy CE 4.27 All Professional Development Create Event submissions are required to have Groups Related to Content.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.27A – Each Professional Development Create (PD Event) Event submission must select Groups Related to Content in the application.

- i. The content of the PD Event is to be written for and based on the groups identified in the Groups Related to Content field
- ii. Must be apparent in the content which group(s) this content is written about.
- iii. Content must address and be appropriate for each group identified (i.e., if groups selected are infants, toddlers, and preschoolers then the content must address and be appropriate for all three age groups).
- iv. The developmental appropriateness of the content, best practices, and the accuracy of protocol and procedures are considered based on each group identified.
- v. Groups Related to Content include Infants, Toddlers, Preschoolers, Schoolagers, Young Adults, Child Welfare Specialists, Early Childhood Mental Health, Families/Guardians, Family Child Care, Foster/Surrogate Parents, Homelessness, Instructors/TA Specialists Parents/Guardians, Program Administrators, Special Needs/Inclusion.

Policy CE 4.28 All Professional Development Create Event submissions are required to have ELDS.

Adopted: 03/30/2021

Last Revised: 03/30/2021

Appendix CE 4.28A: [Early Learning Development Standards](#)

CE 4.28A – Each Professional Development Create (PD Event) Event submission must select the Early Learning Development Standard(s) (ELDS) fields in the application.

- i. Select the Early Learning Development Standard(s) that best represents the content of the PD Event regarding the development and learning expectations of children ages 0-5 years.
- ii. Select N/A for content that is not related to birth through five child development.
- iii. The Early Learning Development Standards can be found [here](#).

Policy CE 4.29 Some Professional Development Create Event submissions are required to have pre-requisite completed.

Adopted: 03/30/2021

Last Revised: 03/30/2021

CE 4.29A – Some PD Events require a pre-requisite to be completed in the OPR prior to completing the next event.

- i. If a participant must take a PD Event prior to attending this PD Event that is being submitted for approval, the AT# of the pre-requisite PD Event must be entered into the application.
NOTE: Participants will not be able to register for a PD Event until they have taken the pre-requisite PD Event.

5.0 OCCRRA Approvals Appeal Policy

Policy AP 1.1 OCCRRA Approvals Appeal Policy

Adopted: 03/30/2021

Last Revised: 03/30/2021

OCCRRA manages the Ohio Approval Instructor and Training Application Process via the Ohio Professional Registry (OPR). Instructors who wish to instruct and/or author professional development events through the OPR must submit an Instructor Application to determine if they meet the requirements to be an Ohio Approved Instructor. Training Organizations are eligible to submit a training application, if the instructor/author listed in the training application is Ohio Approved. This application process is necessary for training organizations to schedule and manage their Professional Development Events (PD Events) in the OPR.

OCCRRA's Approval Team processes all instructor and training applications to ensure requirements and policies meet the Ohio Approved Instructor and PD Event policies. OCCRRA's Approval Team acts on each application determining if the application is Ohio Approved, Non-Ohio Approved or Not Applicable (N/A), Additional Action Needed, or Unable to Verify for Ohio Approval.

If an instructor believes they should be approved as an Ohio Approved Instructor but have been denied, they should review the *Ohio Approved Instructor Requirements* to determine what requirements they do not meet.

If a training organization or instructor/author believes the training application should be Ohio Approved, but have been denied, they should review the *Professional Development Event: Create Event Requirements* to determine what requirements the submission does not meet.

Requests for a review or an appeal are to be submitted to appeals@ocrra.org. OCCRRA's Director for the Office of Quality and Innovation will evaluate the review/appeal request. If additional information or documentation is required, the Director for the Office of Quality and Innovation will evaluate submitted additional information and documentation and respond with the results of the review to the professional who submitted the request (i.e. Training Organization Administrator, Instructor, Author) within 10 business days.

If after this review/appeal process the professional still believes their application should be approved, a formal appeal can be submitted. Formal Appeals are reviewed by OCCRRA's Professional Development Team and a member of OCCRRA's Leadership Team. Results will be returned within 10 business days.