



# OPR Verification Requirements

## Ohio Department of Job & Family Services Licensed Programs

### Education Verification

#### High School or Equivalency

Document Type	Verification Requirement
High School Diploma	Document must include professional's name, graduation date, school name, issuing school district and state and signatures from school officials
High School Transcript	Document must include professional's name, graduation date, school name and either a seal or school official signature
Letter on school letterhead from School official	Document must be signed by school officials and graduation date
Verification via official college transcript verified in profile	Document must list high school name and date of graduation
Home School diploma	Document must be accompanied with a letter of excusal from graduation year from Superintendent for the graduation year
Ohio High School Equivalency Diploma or Transcript	Document must be issued by the State Department of Education
Career Tech Certificate	Document must be issued by a two-year career tech program in Early Childhood Education programs only

*Tip: Name on the document must match the name(s) in your profile. If not, update the Former Name section on the Account tab.*

#### College or University

Document Type	Verification Requirement
Official College Transcript	Transcript must include all pages of the official transcript with visible registrar signature. College/University must be accredited by CHEA and/or US Dept of Education.  Transfer credits will only be verified from an official transcript from the original institution attended.
National Student Clearinghouse DegreeVerify Certificate	Certificate must list school name, major and date of graduation. Cannot be used to evaluation coursework for related degree

*Tip: Name on the document must match the name(s) in your profile. If not, update the Former Name section on the Account tab.*

## Professional Development/Training Verification

### Current Biennium

*Tip: Name on the document must match the name in your profile. If not, update the Former Name section on the Account tab in your profile. Training documents are accepted for the current biennium only except for First Aid, CPR, Child Abuse & Communicable Disease training.*

Document Type	Verification Requirement
Health and Safety Trainings	JFS01276- Training Organization must be approved by ODJFS <a href="http://jfs.ohio.gov/cdc/docs/TrainingChartCPRwithchanges.stm">http://jfs.ohio.gov/cdc/docs/TrainingChartCPRwithchanges.stm</a>
Certificate/Card completion of health and safety course	Document must include date of training, number of hours of training, expiration date, signature or typed name of trainer, date trainer completed form, name and address of trainer or organization
Professional Development Trainings	JFS01307 only valid for non-Ohio Approved trainings (not valid for health and safety training that is included on JFS 01276)  <b>Ohio Approved trainings completed after 10/1/2018 are instructor submitted in the OPR and will not be verified by a JFS01307</b> <b><i>Training documents are only accepted for the current biennium</i></b>

*Tip: Documents that appear altered in any manner will not be verified.  
If changes are made on a form, the trainer must initial the change.*

### Continuing Education Units (CEUs)

Document Type	Verification Requirement
IACET CEUs certificate	Each training session must uploaded separately. Required documentation needs to include IACET logo, professional's name, date of training, number of CEUs, all boxes completed, including participant signature if applicable <b><i>CEU documents are only accepted for the current biennium</i></b>
College issued CEUs	College/University transcript or letter on school letterhead with number of CEUs and date of completion, including participant name <b><i>College issued CEU's are only accepted for the current biennium</i></b>
Certificate from college/university	Document must include college logo with number of CEUs listed and date of completion, including participant name <b><i>Certificates are only accepted for the current biennium</i></b>

*Tip: Documents that appear altered in any manner will not be verified.  
If changes are made on a form, the trainer must initial the change.*

### Credentials

Document Type	Verification Requirement
Any credential listed on the Career Pathway Model effective 7/1/18	Document must be currently valid and include the name of the professional with expiration date, if applicable
Currently valid CDA issued by the Council for Professional Recognition	Document must be currently valid and be issued from the Council on Professional Recognition. A valid high school or equivalency must be verified in profile for CDA to be verified.

*Tip: Documents that appear altered in any manner will not be verified.*