



Application for Ohio Approved Designation User Guide

The Ohio Approved designation represents the state's consolidated approval process to ensure early care and education and afterschool professionals receive high quality professional development to maximize the learning and development of children in their care. Ohio Approved Training Guidelines helps to ensure quality content for training delivery.

Trainings and Community of Learners (study groups) can be submitted for Ohio Approved (OA) designation. The submission process is managed in the Training Organization Dashboard. Certain professional development offerings, such as basic health and safety, may not receive Ohio Approved designation yet may be accepted by credentialing agency and may receive training in-service hours. Individual conference sessions may be Ohio Approved; however, conferences are not.

To apply for Ohio Approved designation, you will need access to a **Training Organization Dashboard**. The dashboard is the portal through which training applications are created and submitted for Ohio Approval. This is also where you would schedule and manage training events. To gain access to a Training Organization Dashboard, please choose from one of the following options:

- A. If you **are not** associated with a training organization and are an approved instructor, you can apply to be a Training Organization. You can apply to be a training organization following the instructions below:

Apply to be a Training Organization:

1. Visit www.occrra.org to sign in to your profile. Select **Applications** from the blue menu bar across the middle of the screen. From the next screen that appears, choose **Training Org Application**.
2. Select **Applicant:** within the drop down, choose Create New Organization. Continue, completing all fields.
3. Click **Next Step**. You will be automatically directed to the Training Organization Dashboard.

- B. If you **are** associated with a training organization (and that organization already manages a Training Organization Dashboard), the administrator of that dashboard will need to grant you permissions for that dashboard. Please see the **Training Organization Dashboard User Guide** for more information.

Please note: *The Primary Author for the training must be an Ohio Approved instructor. If you are not an Ohio Approved instructor, you must submit an Instructor Application and be approved before beginning the training approval process. Please see the Instructor Approval Application User Guide for more information.*



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Creating a Training/Community of Learners to submit for OA:

1. Visit www.occrra.org and sign in to your profile. Select Training Organization Dashboard from the drop-down menu below your name in the top navigation bar. **NOTE:** This function is only enabled if you are a training organization.

2. Select the **organization** you want to manage. You only have access to organizations associated with your OPIN.

3. Select **Manage Training** from the menu on the left.

4. Select **Create Event** from the menu on the left.

5. Select **New Training** or **New Community of Learners** from the blue boxes listed in the middle of the page.

- The **New Conference** option is used to schedule an event with multiple session options that participants choose from.
- A **Series** is a group of previously approved trainings, linked together by one AT number, and are generally similar in subject matter. Professionals would register once, and registration would apply to all trainings in the series. For example, CDA trainings could be grouped in a series by CDA area; however, it is not required.
- The **New Career Tech** option is for use by Career Tech Programs only.

6. Complete the first page of the application and **SAVE**. The remainder of the application will then appear. *If you are submitting the training as a conference session proposal, click the drop down under the **Related Conference field**, and click on the appropriate conference.* **NOTE:** The Training AT# (which is an identification number for each training) is automatically generated and appears by the Application Information header. You will want to record this AT number, so you can locate/manage this training.

****When submitting a training application on behalf of a National Speaker for a one-time special event, enter the term “National Speaker” in the Primary Author field, and upload their CV (preferred) or Resume in the Training Materials section of the application. ****

7. Complete Training Description:

- **Training Description** appears on the Ohio Professional Registry, in-service forms, marketing brochures, etc. Word in a way that “markets” the session to professionals.
- **References and Resources** are required to ensure that training content is evidence-based or based on research. All references and sources should be cited.

8. Complete Training Details:

- **Evaluation Method** identifies how this training will be evaluated.



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- **Groups Related to Content** identifies what group(s) the training content is written for. The developmental appropriateness of the content will be considered for the group(s) selected.
- Select the **Core Body of Knowledge Category(s)** that this training addresses. The Core Body of Knowledge Areas are derived from Ohio's Early Childhood Core Knowledge and Competencies (CKC). Please visit the CKC documents to learn more about each competency. These documents can be found on the OCCRRA website by clicking the Resources tab. In addition to Early Childhood, Core Knowledge and Competency documents are also available for Afterschool

Professionals, Program Administrators, as well as a document titled Guiding Young Children's Behavior by Supporting Social and Emotional Development.

The same CKC categories chosen here should also be represented in the Content Plan.

- **Early Learning Development Standards** are indicated when the training content aligns to the Standards. N/A is selected if training content focuses on the afterschool population, parents/guardians or other content areas not covered by the Standards. The Standards can be found at <https://boldbeginning.ohio.gov/programs/sutg/guidance-document/>.
- **Target Audience** includes all potential audiences that will implement and benefit from this training content.
- **Child Development Associate Area (CDA)** is a national credential issued by the Council for Professional Recognition and is recognized in Ohio for points on Career Pathways. Most trainings align to one of the eight CDA content areas, afterschool content being the exception.
- **In-service Information** is marked for sessions receiving in-service from ODFJS, ODE or both. **Sessions not receiving in-service credit cannot be submitted for approval.**

9. Complete the **Content Plan**:

A **Content Plan** includes the learner objective(s), alignment to the CKC, outline of training content, time frame and training methods used per objective. A content plan is required for an OA submission. *There is generally one objective per hour of training; for example, a two-hour training will have two objectives, a 2.5-hour training will have 3 objectives.*

- Select **Add Objective**. All objectives should be listed individually.
- Select **Core Knowledge and Competency Document, CKC, subgroup and competency** (click on the competency). The **Select Competency Level** auto populates based on your Competency selection.
- **Timeframe** states the number of minutes per objective. **Minutes per objective must add up to total minutes for the training.** Timeframe per objective should generally not be less than 30 minutes or more than 90 minutes.



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- **Learner Objective** states what the participant will “describe, discuss, list, demonstrate, explain (measurable behavior), etc.”. Learner objectives are typically stated as “The participant will be able to...”
- **Outline of Content** provides description of content to be presented for each objective and during that time frame.
- **Teaching Method** includes a list of methods for instruction and assessment to be used during the content for each objective. (i.e. small group activity, discussion, mini-lecture, PowerPoint, charting, demonstration)

10. Upload Training Materials:

- All non-commercial training materials must be uploaded in final form, including Power Point with trainer notes (if a Power Point presentation is being used), handouts, workbooks, and agenda(s).
- For PPTs with video links – embedded links should be removed, the URL added in the PPT notes on that slide with a description of the video and how the information will be presented.
- For commercially produced or copyrighted materials, include a document with details pertaining to permissions for using the materials and how materials will be used. **Please do not upload copyrighted materials.**
- Emailed materials will not be accepted, unless specifically requested.

11. Enter Prerequisite, if applicable:

- If a participant must take a training prior to attending the session you are applying for OA, enter the AT# of the prerequisite training. Keep in mind that participants will not be able to register for a training until he/she has taken the prerequisite training.

12. Select Application Status:

- Select the type of approval you are requesting.
- Click Save
- Click Submit Application

The Approval Review Team will review submissions within **approximately 30 business days**. The reviewer will approve, deny or note more action is needed. If more action is needed on the part of the professional, the time for review process may be extended. The professional submitting the request will receive notification via the email listed in the professional’s profile.

Questions can be emailed to approval@occrra.org.