

# Registry Profile User Guide

## OPR Registry Profile

**Sally Jones**

OPIN: 1121-8391

**Career Pathways Level**

CPL  
2

Previous 06/30/2018 1 2 3 4 5 6

Current 06/29/2018 1 2 3 4 5 6

**Professional Development Certificate**

Tier  
2

Previous 06/30/2017 1 2 3

Current 06/29/2018 1 2 3

Find Training

Name and OPIN

**'Assessed As' Career Pathway Level**

Indicated in the green circle. Shows you which one of the two CPLs is higher.

**Previous Career Pathway Level**

Previous CPL that was captured on 06/30/2019

**Current Career Pathway Level**

Current CPL for the current biennium

**'Assessed As' PD Certificate**

Indicated in the green circle. Shows you which one of the two PD certificate is higher.

**Previous PD Certificate**

Previous PD Certificate hours that was captured on 06/30/2019

**Current PD Certificate**

Current PD Certificate hours for the current biennium

Find Trainings in the OPR

## Upcoming Trainings Tab



The upcoming trainings tab is the default tab and will list any trainings you are registered for. You can unregister from a training on this page as well, by clicking unregister. You will get an email confirming your registration has been cancelled. By clicking the expand carrot on the right you can display additional information regarding that training.

[Ohio Healthy Programs Session 1 Healthy Habits: Parts 1 - 4](#)

Instructor:

Session 1 is intended for ECE/School-age program teachers and family child care providers and will provide information on healthy habits and strategies for imple...

Unregister

⌵

You will see the sponsoring agency information and contact number on this page so that you can easily contact the training agency for additional information and questions regarding attendance verification.

## Account Tab

OCCRRRA Tester  
OPIN: 1124-7503

**Career Pathways Level**  
Assessed As: **CPL 4**  
Previous: 06/30/2018 [1 | 2 | 3 | 4 | 5 | 6]  
Current: 05/14/2020 [1 | 2 | 3 | 4 | 5 | 6]

**Professional Development Certificate**  
Assessed As: **Tier 3**  
Previous: 06/30/2017 [1 | 2 | 3]  
Current: 05/14/2020 [1 | 2 | 3]

[Find Training](#)

**Account** Applications Credentials Education Employment Professional Development Reports Upcoming Trainings

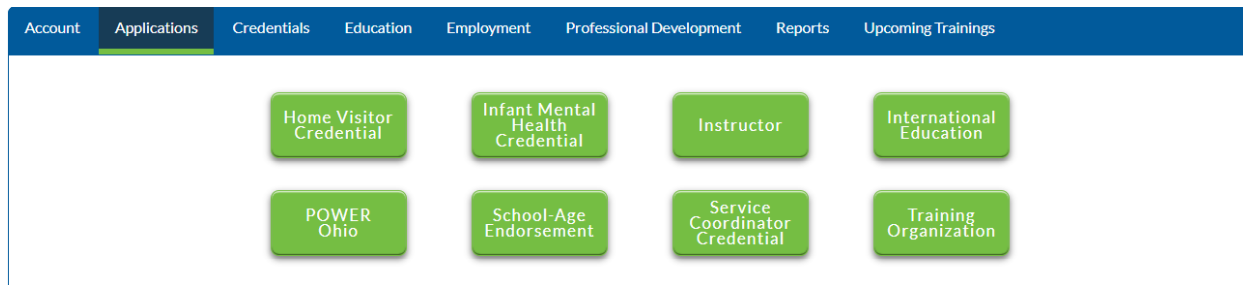
**Personal Information** (Full Legal Name Required and special characters are not accepted)

**First Name \***  **Middle Name(s)**  **Last Name / Surname \***  **Suffix**

**Former Name**

The Account tab includes your Personal Information, address, demographics and sign in credentials. This is where you can provide a former name, update your phone number and address, and change your password. By clicking Save information button you are updating your registry profile.

## Applications Tab



The applications tab is where you can find the following application types:

- Home Visitor
- Infant Mental Health Credential
- Instructor Application
- International Education
- POWER Ohio
- School Age Endorsement
- Service Coordinator
- Training Organization

The Applications Dashboard is where you can access applications that you have saved as draft, have already been approved, marked denied or needing additional information. By clicking the action button, you can view additional actions you can have on each application.

### Application Dashboard

Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
International Education	Initial				Draft	Action ▾
International Education	Initial				Draft	Action ▾
International Education	Initial				Draft	Action ▾
Early Intervention Service Coordinator I	Initial	2018/08/07 11:56:57 AM	2018/08/06	2019/08/17	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018/10/09 10:47:31 AM	2018/10/15	2018/10/08	Approved	Action ▾
School-Age Endorsement II (Lead Teacher)	Initial	2018/10/09 11:37:02 AM	2018/10/17	2020/10/16	Approved	Action ▾
Instructor	Initial	2017/02/14 11:51:29 AM			Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018/10/15 1:07:40 PM			Add'l Info ⓘ	Action ▾
Early Intervention Service Coordinator I	Initial	2018/07/05 11:47:11 AM			Unable To Verify	Action ▾

## Credentials Tab

OCCRRRA Tester  
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Career Pathways Level  
Assessed As: CPL 4  
Previous: 06/30/2018 [1 2 3 4 5 6]  
Current: 05/14/2020 [1 2 3 4 5 6]

Professional Development Certificate  
Assessed As: Tier 3  
Previous: 06/30/2017 [1 2 3]  
Current: 05/14/2020 [1 2 3]

[Find Training](#)

Account Applications **Credentials** Education Employment Professional Development Reports Upcoming Trainings

[+ Add Certificate or Credential](#)

Search:

Show 50 entries

Credential	Points	Effective Date	Expiration	Status	Actions
CDA (Infant Toddler)	25.00	2018/12/13	2020/12/13	Verified	<a href="#">Download</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

The Credentials tab is the where you can view or add any credentials listed on the Career Pathway Model Credentials list to your profile, which includes certain ODE teaching licenses.

A verified Child Development Associate or CDA in your profile will remain under the credentials tab. To learn more about the details of the CPL model please view our resources and additional documentation regarding the CDA updates. It is important to note that while a CDA is listed under education on the CPL model, it will still be entered into your credentials section of your profile.

## Education Tab

Under the Education tab, you will view all education uploaded into the system.

Institution	Degree	Major	Date Awarded	Related	Status	Actions
No Degree-PD Cert 350917	No Degree - College Coursework for PD Certificate			Unrelated	Verified	<a href="#">Edit</a> <a href="#">Coursework</a> <a href="#">Download</a> <a href="#">Remove</a> Select to update...
Bach School 350918	Bachelor's Degree	Child Development	2003/06/13	Related	Verified	<a href="#">Edit</a> <a href="#">Coursework</a> <a href="#">Download</a> <a href="#">Remove</a> Select to update...
High School 350915	High School		1998/05/08	Unrelated	Verified	<a href="#">Edit</a> <a href="#">Coursework</a> <a href="#">Download</a> <a href="#">Remove</a> Select to update...
Career Tech 350916	2-year Career Tech Education		1998/05/06	Related	Verified	<a href="#">Edit</a> <a href="#">Coursework</a> <a href="#">Download</a> <a href="#">Remove</a> Select to update...

Per the CPL model effective 7/1/18, education degrees are categorized by either related or unrelated. This is where each education record will list whether it is determined related. High school education will always be listed as unrelated.

If you are uploading an official transcript for review for the child development exemption, you can choose the option named “No Degree- Child Development exemption” on the drop-down menu.

You also will have the opportunity to upload an official transcript if you are wishing to have current ECE or related college coursework counted into your contact hours for the PD Certificate. If you wish to do that, please select the new drop-down option named “No Degree- College coursework for PD Certificate”.

## Employment Tab

You may add new employment records by clicking on the “Add Employment” button.

You may edit already entered records by clicking the “Edit” button.

You may remove a record by clicking the “Remove” button. Please note, if you remove employment you will lose the experience point associated with that employment record.

OCCRRRA Tester  
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Career Pathways Level  
Assessed As: Previous 06/30/2018 [1 2 3 4 5 6] Current 05/14/2020 [1 2 3 4 5 6] **CPL 4**

Professional Development Certificate  
Assessed As: Previous 06/30/2017 [1 2 3] Current 05/14/2020 [1 2 3] **Tier 3**

[Find Training](#)

Account Admin Applications Credentials 0 Education 0 **Employment** Professional Development 0 Reports Upcoming Trainings

[+Add Employment](#)

Show 10 entries Search:

	Name	Start Date	End Date	Primary Role	Actions
<input checked="" type="radio"/> Primary	Child Care Test Center - 999999 301161	2001/08/21		Assistant Teacher	<a href="#">Edit</a> <a href="#">Remove</a>
<input type="radio"/> Primary	Old ChildCare center 301155	1999/01/08	2001/03/15	Lead Teacher / Head Teacher / Co-Teacher	<a href="#">Edit</a> <a href="#">Remove</a>

Showing 1 to 2 of 2 entries

Previous **1** Next

## Professional Development Tab

OCCRRRA Tester  
OPIN: 1124-7503

Career Pathways Level  
Assessed As: **CPL 4**  
Previous: 06/30/2018 [1 2 3 4 5 6]  
Current: 05/14/2020 [1 2 3 4 5 6] ⓘ

Professional Development Certificate  
Assessed As: **Tier 3**  
Previous: 06/30/2017 [1 2 3]  
Current: 05/14/2020 [1 2 3] ⓘ

[Find Training](#)

Account Applications Credentials Education Employment **Professional Development** Reports Upcoming Trainings

[+Add Training](#)

Showing 1 to 3 of 3 entries

Search:

Training	Contact Hours	Instructor	Date	Status	Approvals	Action
Ohio's Approach to Quality	2.00	Kimberly Shibley	2020/05/13	Verified	OA-L1	<a href="#">View</a>
Ohio's Overview of Child Development	3.00	Kimberly Shibley	2020/05/13	Verified	OA-L1	<a href="#">View</a>
oa training	25	OA	2020/05/05	Verified	Ohio Approved	<a href="#">Download</a> <a href="#">Remove</a>

The Professional Development tab has minimal changes and the screen is displayed with the new design. Professionals still enter a Professional Development training by click on the ADD TRAINING button.

## Reports Tab

OCCRRA Tester

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Career Pathways Level

Assessed As:

**CPL 4**

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Current 05/14/2020: 1 2 3 4 5 6

Professional Development Certificate

Assessed As:

**Tier 3**

Previous 06/30/2017: 1 2 3

Current 05/14/2020: 1 2 3

[Find Training](#)

Account	Applications	Credentials	Education	Employment	Professional Development	Reports	Upcoming Trainings
<b>Personal Reports</b>							
<a href="#">Career Pathways Certificate</a>	View your CPL Certificate with your achieved points and level for the current and previous biennium.						
<a href="#">Current Career Pathways Summary</a>	View a detailed breakdown of your current biennium Career Pathways Level points.						
<a href="#">Profile Training Summary</a>	View a detailed report of Ohio Approved, Non-Ohio Approved Professional Development and Health and Safety courses verified in your profile.						
<a href="#">CDA Area Report</a>	View your completed Instructor Submitted Ohio Approved training that is aligned to specific CDA Content Areas. This report may be submitted with a CDA Credential application. This report will only contain Instructor Submitted Ohio Approved trainings.						
<a href="#">Professional Development Certificate (PD Cert)</a>	View your Ohio Approved completed training for programs participating in Step Up To Quality. Completed Tier contributes to your CPL points.						

Review the descriptions of each report to see what data is will provide to you. Click the blue download link to download the PDF report to your profile.

Please review our other resources to assist you in using the Ohio Professional Registry. You can view that information by clicking the RESOURCES button at the top of your profile. Once you are there, select OHIO PROFESSIONAL REGISTRY. The Career pathways model resources are listed under the Career pathways model section. You also can use the CPL worksheet to calculate your points.