Professional Development Event (PD Event) Application

for Ohio Approval (OA) and Not for Ohio Approval (Non-OA)

Frequently Asked Questions

OCCrra
Ohio Child Care
Resource & Referral
Association

Directions on how to create a PD Event can be found in the *Create PD Event User Guide*.

OCCRRA's *Instructor and PD Event Application Policy and Procedure Manual* details, requirements, descriptions and policies.

1. **What is the difference between Ohio Approved and Not for Ohio Approved?**
   Ohio Approved (OA) 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.

   Ohio Approved PD is to expand and scaffold the knowledge and skills of early care and education and school-age professionals and professionals in child-serving agencies, to influence practice and increase the quality of care, learning, and development of children as a whole.

   Events that are not designated as Ohio Approved (Non-OA) can be offered and scheduled on Ohio's Professional Registry (OPR) and may be eligible for in-service hours for licensing compliance and accepted by a credentialing agency. These events represent basic and foundational knowledge and include licensing required PD: Child Abuse, Communicable Disease, CPR, First Aid; basic health and safety, staff meetings, orientations, policies and procedures, "How-to" instructional training/tutorials, and content for informational purposes.

2. **I want to provide training to early childhood and out-of-school time programs to count for Step Up To Quality (SUTQ). How do I get it approved for SUTQ?**

   To meet the requirements for SUTQ, professional development must be designated as Ohio Approved through the Create Event application process. PD Event applications are submitted by approved training organizations. Directions on how to apply to be an approved Training Organization can be found in the *Training Organization User Guide*.

3. **Is it necessary to have a training organization to provide Ohio Approved training? I only want to provide training for my staff.**
   If you want to provide professional development to meet the SUTQ professional development requirements, you will need to become a training organization. You may access the Training Organization Application through your OPR profile. For directions, see the *Training Organization Dashboard User Guide*. Directions on how to apply to be an approved Training Organization can be found in the *Training Organization User Guide*.

4. **How do I know if I have access to a training organization?**

   If you have a training organization or have access to a training organization dashboard, this option will appear in the drop-down under your name at the top of your profile page. If you do not see the training organization dashboard as an option, please see the *Training Organization Dashboard User Guide.*

5. **I cannot locate my event.**
   Login to your profile, go to the drop-down next to your name in the top corner, and choose Training Organization Dashboard. When you see "Select a Training Org," click in the box and choose the training organization(s) where the PD event (AT) was created. Click on the "Event" tab to view all events that have been created. You can locate the event by AT number or by title by scrolling down the page or by using the filters at the top of each column. To open the event, click on the arrow on the left to open the menu and choose an action.

6. **I want to add other instructors to my event; how do I do that?**
   All instructors must be Ohio Approved before being added to or being able to conduct an event. Instructors are added within the event by accessing the approved PD event/AT on the Training Org page, clicking on the arrow on the left to open the menu, and clicking on "Manage Instructors." Instructors are added via OPIN. Enter the OPIN and click "Add Instructor."
   NOTE: Instructors whose Ohio Approval level (1, 2, or 3), CKC categories, and/or Groups Related to Content do not match those of the PD event cannot be added as an instructor. The instructor will need to resubmit their Instructor application if they do not meet the requirements.

7. **I am trying to add the name of an instructor to my training. I know they are Ohio Approved, so why can I not locate their name?**

   When adding other instructors to an approved training, the instructor's approvals for Ohio Approved Level, Core Knowledge & Competency Category (CKC), and Groups Related to Content must match those chosen for the PD Event. If they do not match, their name will not appear, meaning they are not approved for one or more of those areas. The instructor can verify this information in their OPR profile; they can submit an updated Instructor application to include relevant areas if they meet the requirements. If approved, their name can then be added as an instructor to the PD Event.

8. **What is the difference between a Community of Learners (COL) and a training?**
   A Community of Learners, also known as a Study Group, is an ongoing event where a group of people meet regularly over a period of time to collectively examine a selected topic, practice new knowledge and skills in their own setting, and return to the group to share and reflect on the experience with colleagues. These are instructor or facilitator-led discussions that include strategies for application, into-practice opportunities, journaling for investigation, and a final project to illustrate learning and improved practice. COL participants receive credit for each session they attend. **For additional requirements, see OCCRRA's Instructor and PD Event Application Policy and Procedure Manual, Policy CE 4.7**

9. **What is the difference between asynchronous, hybrid, and synchronous online trainings?**

   Asynchronous PD Events are required to be held virtually and are self-paced, meaning participants access the event at a time chosen by them; participants and instructors are not required to be online at the same time for instruction. There must be various interactions and engagements in addition to the functions that advance the training. The event must be timed or locked to prevent users from freely advancing. The time needed to complete the event must match the approved hours. **For additional requirements, see _OCCRRA's Instructor and PD Event Application Policy and Procedure Manual_, Policy CE 4.13**

   Hybrid PD events have two components, both a synchronous portion and an asynchronous portion. Participants complete some portions of the PD event in a self-paced manner and other portions in a scheduled, instructor-led manner. ***For additional requirements, see OCCRRA's Instructor and PD Event Application Policy and Procedure Manual, Policy CE 4.14***

   Synchronous PD Events require the instructor and participants to be present online at scheduled times for instruction, discussions, and activities. The instructor must provide opportunities for the participants to interact directly with them via real-time video and/or audio communication; must be interactive between the instructor and the participants in real time and must include discussion. ***For additional requirements, see OCCRRA's Instructor and PD Event Application Policy and Procedure Manual, Policy CE 4.15***

10. **What does OA-1, OA-2, OA-3 mean?**

    The OA stands for the Ohio Approved designation. The levels 1, 2, and 3 align with the State's Core Knowledge and Competency documents. Level 1 denotes Entry Level, Level 2 denotes Experienced, and Level 3 denotes Advanced.

11. **How do I know which Level to pick in the Core Knowledge & Competency (CKC)field?**

    Select the level that aligns with the content. Level 1 is basic and introductory. Level 2 consists of taking foundational knowledge and applying it. Level 3 is elevated content that involves analyzing and evaluating the new knowledge to create a new idea that can improve the professional's work. Learner Objectives typically should be in the same level.

12. **My training is 3-hours, but the time on the objectives only goes up to 90 minutes. What do I do?**

    It is necessary to consider the time needed to present the content as it pertains to each learner objective. The content will need to be broken down into time frames no longer than 90 minutes and into specific learner objectives that align with the content being presented during that specific time frame. Best practice suggests approximately one hour per learner objective.

13. **If I upload an outline of content to the Instructional Materials section, do I need to complete the outline of content in the application?**
    Yes. All required portions of the PD Event application must be completed before the application can be submitted.

14. I am creating an event; I am listed as the primary author but the CKC areas or Groups Related to Content that I want to select do not appear in the list.

You may only select from the CKC areas and Groups Related to Content which you were approved for in your Instructor application. You may only train on CKC levels that match your Instructor level. Your Instructor approval information can be found in your Ohio Registry profile, under the Instructor tab.

15. Can I make any changes to the title, contact hours, or content of a PD event application once it has been submitted for approval? Can I make changes once it has been approved?

Once a PD event has been submitted, no changes can be made. Please review and edit your PD event prior to submission.
Once a PD event has been approved, no changes can be made. If a revision is needed, or you need assistance, please contact approval@occrra.org.

16. How long does it take for my event to get approved?
The Approval Team reviews submissions within approximately 30 business days. During this time frame, the reviewer will approve, note more action if needed from the author, or deny the event. If more action is needed on the part of the professional, the time for review may be extended. Once applications are revised and resubmitted by the training organization designee, the application will not be subjected to another 30-day review. Resubmitted events are given precedence. The timing of the review process is contingent on the volume of applications.

17. **How long is the approval good for?**
Ohio Approved events are valid for six (6) years. Events that have reached their 6-year validation period must be revised with up-to-date content. An expired AT cannot be scheduled, and a revised PD Event must be created and approved for the event to be scheduled again. The current event will no longer be available for scheduling, until the submitted revised version has been reviewed and approved.

18. The status of my approved Event is listed as "expired." What does this mean?

Ohio Approved events are valid for six (6) years. Events that have reached their 6-year validation period must be revised with up-to-date content. An expired AT cannot be scheduled, and a revision must be created and approved for the event to be scheduled again. The current event will no longer be available, and the revised event cannot be scheduled until it has been reviewed and approved.

19. There is more than one author; why can I only add one? Who should be listed?

Choose the author who created the majority of the content. If it was created equally among authors, the authors may choose who to list as the primary author.