

# Create Professional Development Event User Guide

Before a Professional Development (PD) Event can be posted on the Ohio Professional Registry (OPR) and presented, the Training Organization must submit a PD Event application for review through the Ohio Approval Application system. After review, the event may receive one of two designations: Ohio Approved (OA) or Non-Ohio Approved (Non-OA).

For more detailed information on the OA and Non-OA designations, please see [OCCRRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

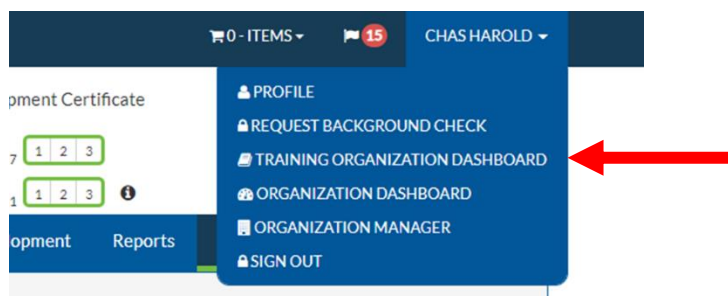
The application submission process is the same for both OA and Non-OA PD events. All event applications are reviewed by the OCCRRA Approval Team, except those created for a Series.

To submit a PD event for review, you will need access to a **Training Organization Dashboard**. The dashboard is the portal through which OA and Non-OA PD event applications are created and submitted for review. To gain access to a Training Organization Dashboard:

- A. Ask your organization/agency if they have a Training Org Dashboard in the OPR. An organization may only have one dashboard in which all staff/instructors are to use. If you or your organization is unsure, contact [approval@occrra.org](mailto:approval@occrra.org) with the organization's name, address, your name, and OPIN.
- B. Are you associated with an agency that 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.
- C. If you **are not** associated with a training organization, you can apply to be a Training Organization. For details on this process, please review the *Training Organization Dashboard User Guide*.

## Accessing the Professional Development Event Application

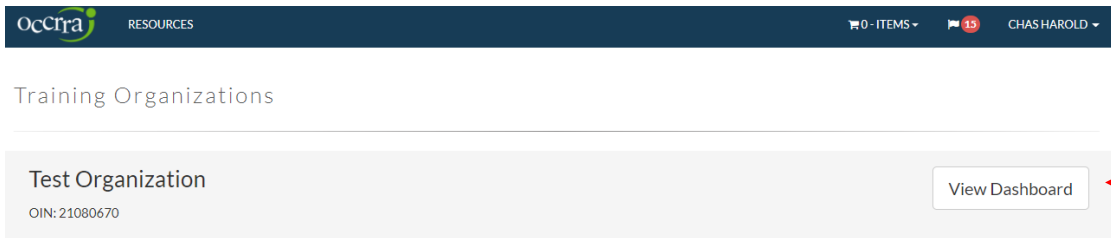
1. Visit [www.occrra.org](http://www.occrra.org) to sign in to your profile. Select Training Organization Dashboard from the drop-down menu below your name in the top navigation bar.



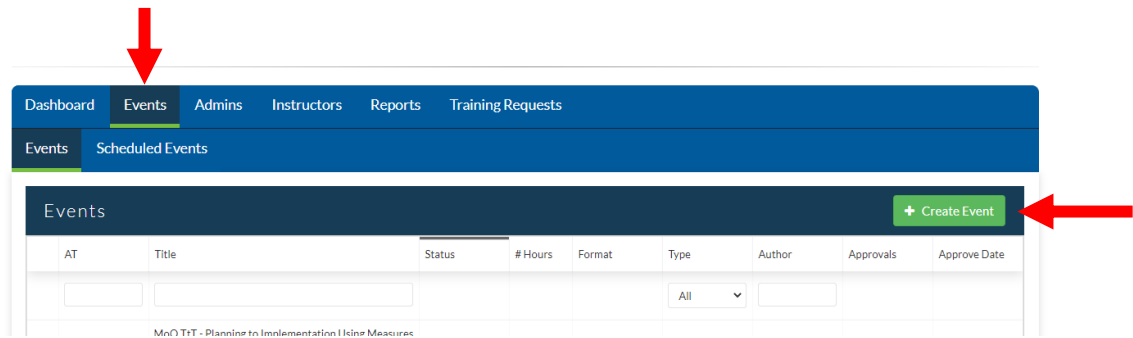
**NOTE:** This function is only enabled if you are a training organization or have access to a training organization dashboard. You only have access to organizations associated with your OPIN.

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2. Select the organization you want to manage and choose [View Dashboard](#).



3. On the dashboard menu, choose **Events**. Then click the green [Create Event](#) button.

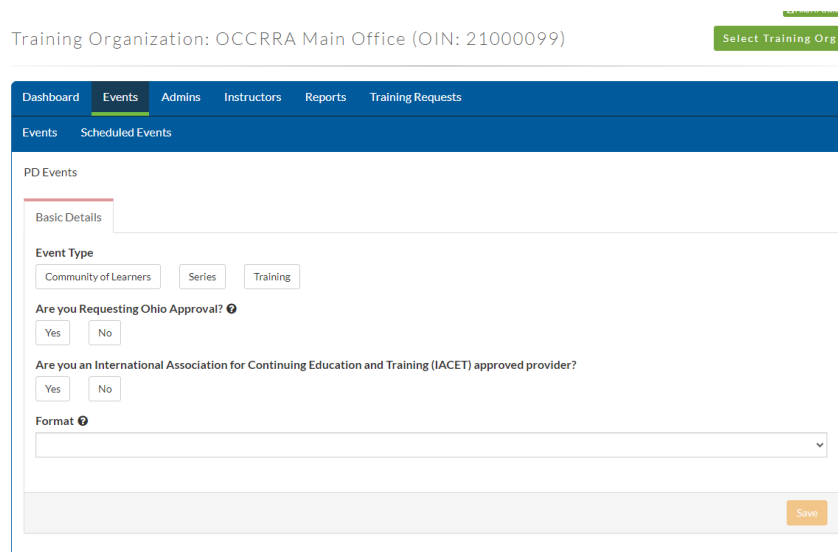


**Note:** Only PD Events that have completed the application review process can be scheduled in the OPR.

## Completing the PD Event Application

Please see [OCCRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

After choosing [Create Event](#), a new screen will open displaying the first required fields.



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## Basic Details

Event Types – For more detailed information on each event type, please see [OCCRRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

**Community of Learners** – These events are instructor or facilitator-led discussions, application strategies, and journaling to investigate and analyze specific topics. Examples include implementing curriculum, assessments, instruction, family engagement, or other developmentally appropriate topics by a cohort of peers.

- **Series** – This is a group of OA or Non-OA events linked together to create one AT number. The OCCRRA Approval Review Team does not review Series since the individual PD Events have completed the review process.
- **Training** – These events can be presented in the traditional Face-to-Face classroom-style format or an online format, including Asynchronous, Synchronous, or Hybrid.

Approval – Choose the type of approval desired for the PD event – Ohio Approved or Non-Ohio Approved. For more detailed information on each approval designation, please see [OCCRRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

IACET – Only training organizations who offer CEU's and are members of International Accreditors for Continuing Education and Training may choose "yes" to this option.

Format – Choose the desired format for the PD event. This option only applies when the Event Type is Training.

**Face to Face** – Traditional in-person classroom-style event, held at a pre-determined location.

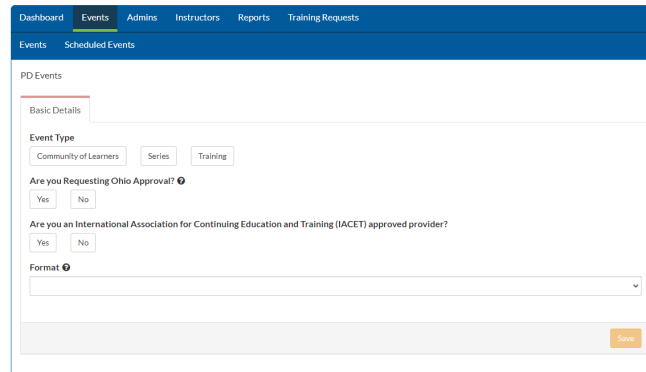
- **Online: Asynchronous** - Also known as self-paced PD, this option does not require participants and instructors to be online simultaneously for instruction.
- **Online: Synchronous** - Synchronous PD, or instructor-led PD, requires the instructor and participants to be present online at scheduled times for instruction, discussions, and activities.
- **Online Hybrid** - Hybrid PD combines both Asynchronous and Synchronous elements. Participants complete part of the content in a self-paced manner and the other part in a scheduled, instructor-led manner.
- **Online: Brightspace** – Any online course that is hosted using the Brightspace platform. Specific pre-determined training organizations have access to Brightspace.
- **Online: Insight** - Any online course that is hosted using the Insight platform. Specific pre-determined training organizations have access to Brightspace.

Once the required fields are complete under the **Basic Details** tab, click Save, and the remainder of the application will open. The system will regularly save as you complete the remainder of the application.

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Training Organization: OCCRRA Main Office (OIN: 21000099)

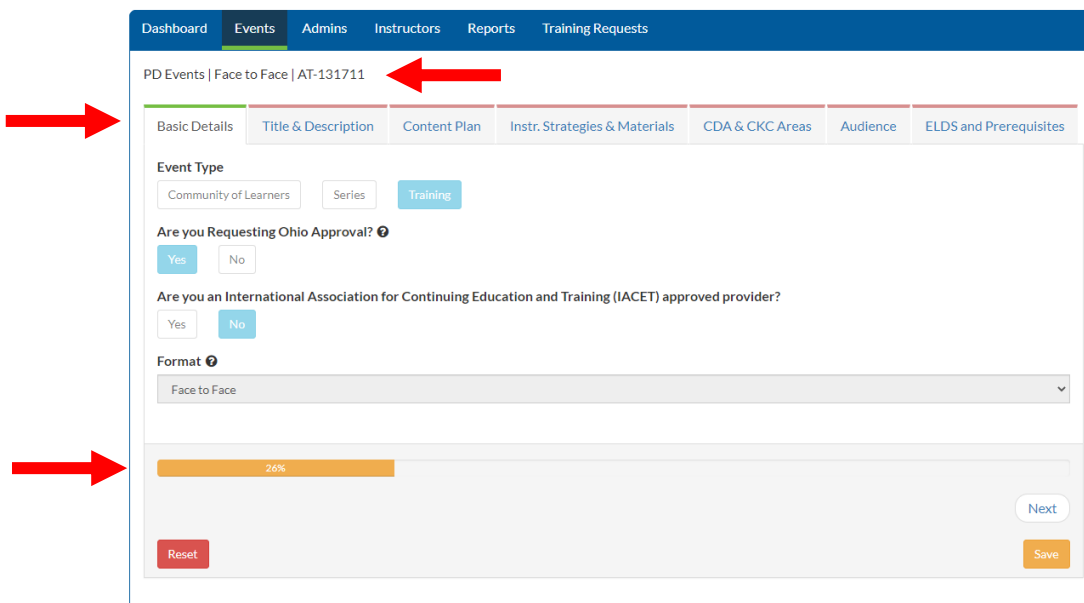
Select Training Org



The remaining tabs and the system-generated AT number (the event's unique ID number, which stands for Available Training) will appear at the top of the page. Record the AT number for reference. Completed sections will display a green bar across the top; incomplete sections will display a red bar. All fields of each section must be complete to submit the application. A progress bar along the bottom will track completion status.

Training Organization: OCCRRA Main Office (OIN: 21000099)

Select Training Org

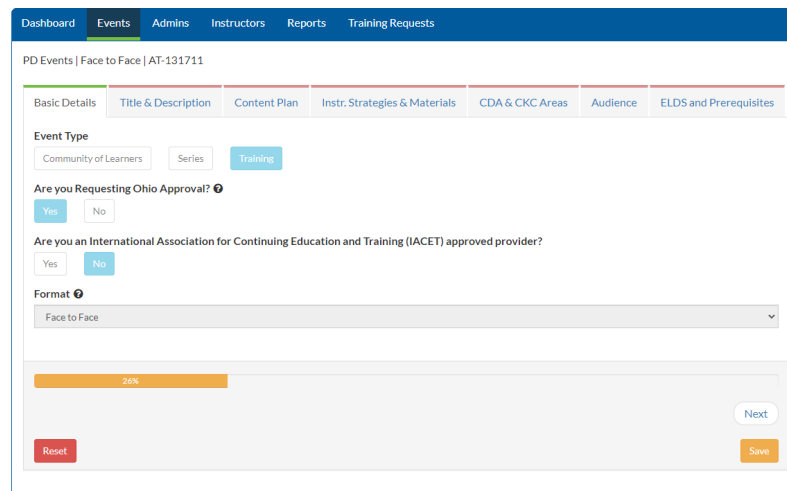


**NOTE:** If revisions to any of the information on the **Basic Details** page are necessary, click the **Reset** button. **Choosing Reset at any time in the application creation process will delete all previously entered information. Choosing Reset is the only way to revise the information on the Basic Details page.**

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Training Organization: OCCRA Main Office (OIN: 2100099)

Select Training Org




Dashboard Events Admins Instructors Reports Training Requests


PD Events | Face to Face | AT-131711

Basic Details Title & Description Content Plan Instr. Strategies & Materials CDA & CKC Areas Audience ELDS and Prerequisites

Event Type  
Community of Learners Series Training

Are you Requesting Ohio Approval?   
Yes No

Are you an International Association for Continuing Education and Training (IACET) approved provider?  
Yes No

Format   
Face to Face

24%

Next

Reset Save

## Title & Description

Title - Event titles may only be used once within the OPR system.

Submitted By – Training Organization designee that is creating the application.

Author Type – There are three types of authors available:

- Early Care Education/School age Professional
- Visiting Presenter - Speaker for a *one-time* event. A current resume or CV (Curriculum Vitae) is required to be uploaded

Primary Author – The professional who created the content. May be the same as the submitter.

**\*\*Note: The Primary Author for the training must be an Ohio Approved instructor. If they are not an Ohio Approved instructor, an Instructor Application must be submitted and approved before beginning the PD event submission process. Please see the Instructor Approval Application User Guide for more information. \*\***

- A Series will not have an author field; the author will be listed with each individual PD event.

For more detailed information on author types, please [OCCRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

Training Description – Tells users what the event is about and how it can apply to their work. This language appears on the OPR search page.

## Content Plan

References – List citations for all references and sources used to create the content. References and sources are to be evidence and research based. Web resources must include name of site and URL (web address).

Content Plan – Outlines the content that will be presented during the event.

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- Select Add Objective. All objectives should be listed individually. Click Add Objective for each new learner objective.
- Select Core Knowledge and Competency (CKC) Document, CKC category, CKC Subgroup, competency level, and individual competency.
  - Instructor approvals for CKC content areas must match those chosen for the PD event.
- Total Training Time – Describes the amount of time devoted to that learner objective.

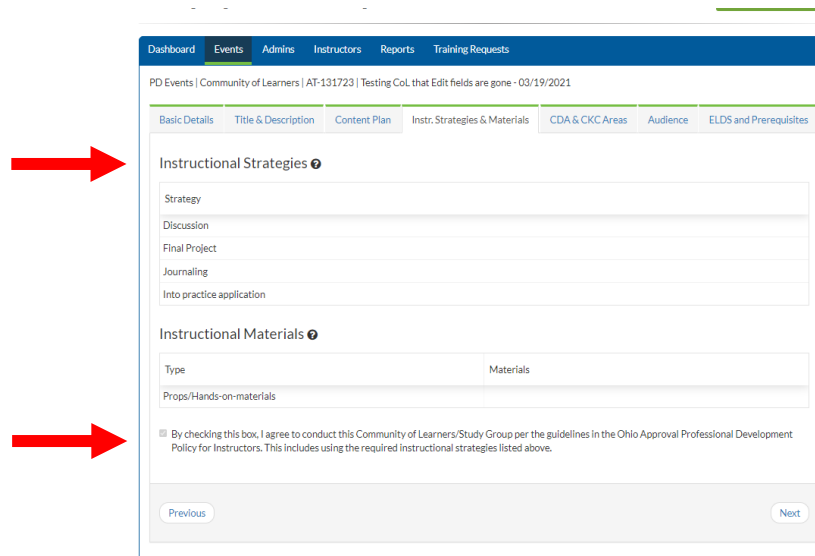
Outline of Content - Provide a description of content to be presented for each objective, during that time frame.

For more detailed information on Content Plan requirements, please see [OCCRRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

## Instructional Strategies and Materials

Instructional Strategies - All strategies used to teach content.

- Intentional strategies/behaviors intended to promote the learning of a specific skill or concept
- Must encompass a variety of instructional strategies to address various adult learning strategies
- For Event Type Community of Learners, the Instructional Strategies pre-populate with four required strategies; these cannot be removed or changed. All instructors for Community of Learners must adhere to the attestation statement at the bottom of the page.



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## Instructional Materials

- Source materials used in conducting the PD event (i.e., handouts, PowerPoints, videos, etc.)
- All materials referenced in the Content Plan must be uploaded or access provided for review
- PowerPoint presentations must include the notes.
- Copyrighted materials are not accepted without a Permission for Use statement, which must be uploaded into application.
- Links for videos/websites/weblinks used for instruction must be provided in the application.
  - Username/passwords must be provided, where applicable, for reviewer to access the module.

## **CDA and CKC Areas**

### Child Development Associate Area

- 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, with afterschool content being the exception.
- Only one area can be selected per PD event and must align to the PD event content.

### Core Knowledge and Competency (CKC)

- The CKC content areas chosen in the Content Plan will automatically populate in this section.

## **Audience**

### Target Audience

- Target Audience includes all potential audiences that will implement and/or benefit from this training content. More than one audience may be chosen; however, event content must apply to all audiences chosen.

### Groups Related to Content

- Identifies what group(s) the training content is written for. The developmental appropriateness of the content will be considered for each group selected.

## **Early Learning and Development Standards (ELDS) and Prerequisites**

### Early Learning and Development Standards

- 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/wps/portal/gov/bold/providers/SUTQ/guidance-implementation/guidance-implementation>

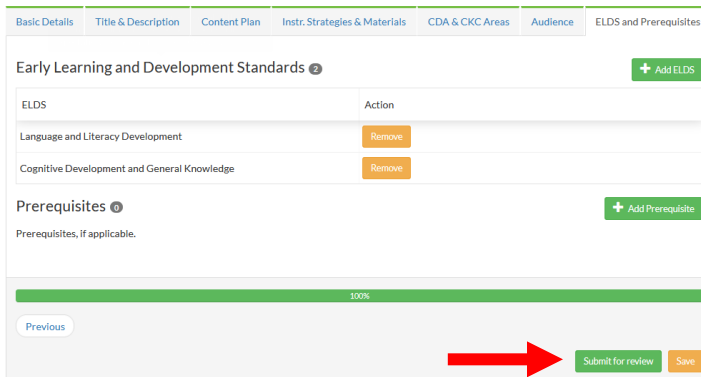
### Prerequisites

- PD event(s) participants must complete training prior to attending the event being submitted. When enabled, participants will not be able to register for a training until they have completed the prerequisite.

## **Submitting the Application**

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When all required fields are complete and the progress bar has reached 100%, the Submit for Review button will appear. It is recommended that the application be reviewed for accuracy prior to submission. Applications that have been submitted cannot be edited.




The screenshot shows a multi-tabbed form with tabs for Basic Details, Title & Description, Content Plan, Instr. Strategies & Materials, CDA & CKC Areas, Audience, and ELDS and Prerequisites. The 'ELDS and Prerequisites' tab is active. It contains sections for 'Early Learning and Development Standards' with a table listing 'Language and Literacy Development' and 'Cognitive Development and General Knowledge', and a 'Prerequisites' section. A green progress bar at the bottom indicates 100% completion. A red arrow points to the progress bar, and another red arrow points to the 'Submit for review' button.

The Approval Review Team will review submissions within approximately **30 business days**. The reviewer will approve, deny, or note additional action is needed. If additional action is needed on the part of the professional, the review timeline may be extended. Notifications regarding the PD Event application status will appear at the notifications flag at the top of their profile home page of the professional who submitted the application.

## Revising the Application

If the reviewers need more information or in case of error, the application will be marked for additional action, and a notification will be sent. Guidance will be provided via a standard finding on what portions of the application needs to be revised. To view these findings and make revisions, access the PD Event, click on the arrow on the far left of the table, and select "Edit" from the action buttons.



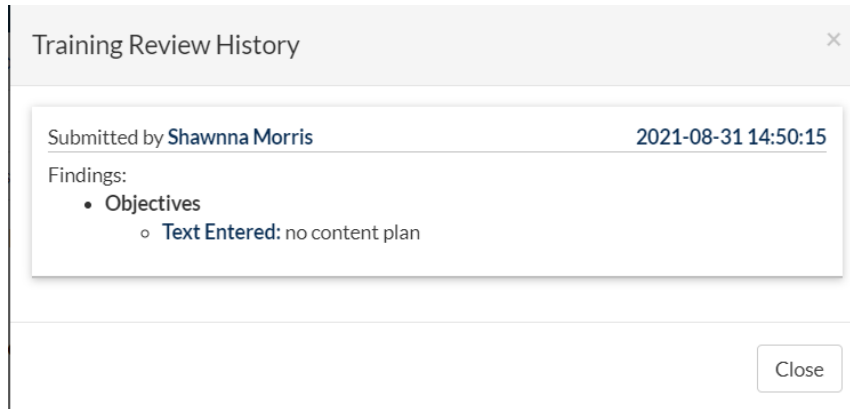
The screenshot shows the 'Events' table in the application interface. The table has columns for ID, Title, Status, # Hours, Format, Type, Author, Approvals, and Approve Date. A red arrow points to a dropdown arrow on the left side of the table row with ID 133461. Another red arrow points to the 'Edit' button in the action column of the same row.

ID	Title	Status	# Hours	Format	Type	Author	Approvals	Approve Date
133461	aplafdafg	Additional Action Needed	0.00	Online: Synchronous	training	Kelly Smith	N/A	



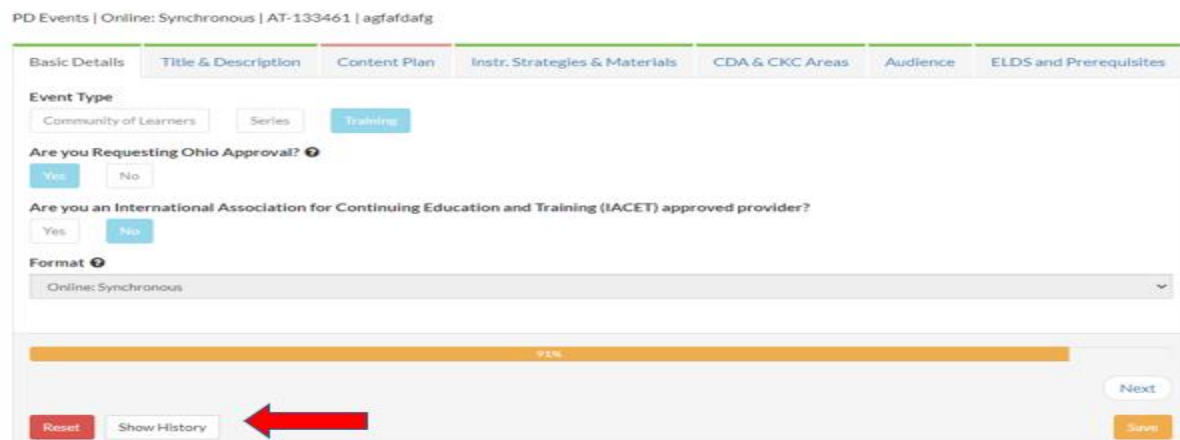
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The Training Review History will appear in a pop-up box. The purpose of this is to show any review history, including previous standard findings.



This box can be closed so that the PD Event application can be revised.

The Training Review History can also be viewed by selecting the "Show History" button at the bottom of the application:



After making revisions, the application will save and may be resubmitted for additional review.

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## **Six Year Revision**

To ensure that the content contains the most up to date research and practices, all Ohio Approved PD events must be reviewed and revised by the training organization **every 6 years**. Training organization administrators will receive a reminder notification **90 days prior** to expiration. Once a PD event has expired, it will no longer be available for scheduling.

## **Additional Information**

For more detailed information on the requirements within this document, please see [OCCRA's Instructor and PD Event Application Policy and Procedure Manual](#), Section 4.0 Professional Development: Create Event Requirements.

Questions can be emailed to [approval@occrra.org](mailto:approval@occrra.org).