

Trauma Informed Care Certificate Applicants Create Profile User Guide



In order to use the Ohio Professional Registry (OPR) to access all training, and specifically trauma informed/aware training, and to apply for the Trauma Informed Care Certificate (TICC) it is required to have a profile in the OPR. Follow these steps to create your profile and enter an employment record. Specific roles have been added to the Ohio Department of Job & Family Services and the Ohio Department of Mental Health & Addiction Services employment sections for professionals working in child welfare and with children and families including with Family First Prevention Services Act (Family First) and Qualified Residential Treatment Programs (QRTP).

Create Profile

- a. Go to www.occrra.org/ and click “Create Profile” on the top right of the page.
- b. Enter the required information
- c. Your username will automatically generate
- d. Enter a password
- e. Note: Please document your username and password and keep for future sign in use.
- f. Click “Create Profile” button.
- g. **IMPORTANT: Your e-mail address is an important component of your OPR Profile. If you will be taking any online training from the state agency partners, you will need to make sure that your e-mail address is the same in the state agency online learning management system and the OPR. You may use a personal or business e-mail, just make sure that the same e-mail is used and updated in both places if any changes are made.**
- h. An email will be sent to the email address you entered. Follow the prompt in the confirmation e-mail to verify your account. If you do not receive the email in your inbox, be sure to check your junk mail and spam folders
- i. Your Ohio Professional Identification Number or OPIN will be assigned to you. Please keep your OPIN with your username and password.

2. Sign in to your Profile

- a. Go to www.occrra.org/ and click “Sign In” on the top right of the page.
- b. Using the fields provided, enter User Name, OPIN or Email Address.
- c. Enter Password

d. Click "Sign in" button

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Sign In Create Profile Forgot Username Reset Password

OHIO PROFESSIONAL REGISTRY

PER Approved

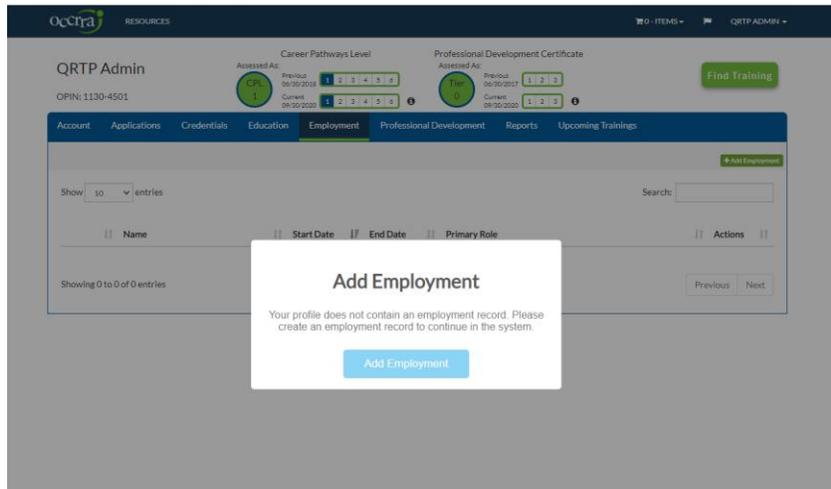
IMPORTANT PANDEMIC CHILD CARE INFORMATION

Please visit www.occrra.org for links to the latest guidance from our state partners on Coronavirus (COVID-19) for families, professionals, and programs. OCCRRRA and the Child Care Resource & Referral Agencies are committed to linking individuals identified as essential staff to approved Pandemic Child Care programs for their children. There is also a link to approved pandemic child care programs for displaced child care professionals interested in employment during this time. Stay safe and stay connected!

e. **NOTE:** Upon your first sign in, the system will require you to complete one employment record.

3. Employment Entry

- a. The roles for ODJFS and OhioMHAS professionals have been added to the OPR in the state agency employment section. Follow these steps to enter your employment and role and to finish the creation of your profile. This is a one-time process.
- b. When you log in the first time, a pop-up will appear that an employment record is required to be entered.
- c. Click on Add Employment



- d. Select the middle section - **Employed at/Funded by/Credential or Certificate Issued by a State Agency**

The screenshot shows a web application interface with a modal window titled "Add/Edit Employment". The modal is overlaid on a page for a user named Kelly Smith. The modal contains the following sections:

- Are you...**
- A Child Care Provider**
This employment section is for professionals that work/previously worked at one of the following types of programs:
 - Ohio Department of Job and Family Services (ODJFS) licensed center, type a or type b home
 - Ohio Department of Education (ODE) licensed program
 - Youth Development
 - Closed child care program
 - Out of state early childhood employment
 - After school program
- Employed at/Funded by/Credential or Certificate Issued by a State Agency**
This employment section is for professionals that work at, are credentialed by or funded by one the following Ohio State Agencies:
 - Ohio Department of Developmental Disabilities
 - Ohio Department of Education
 - Ohio Department of Health
 - Ohio Department of Job & Family Services (Including County Department of Job & Family Services)
 - Ohio Department of Mental Health & Addiction Services
 - Child Care Resource & Referral Staff
- Other Early Childhood Employment**
This employment section is for professionals that are employed at or in the following role:
 - Current Student
 - Higher Education
 - Instructor and Program Technical Assistance

Also included in this section is the opportunity to record other employment that is not Early Childhood or School Age related or if you are not currently employed.

- e. Next, select the state agency from the available options on the screen:

 Add/Edit Employment x

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Which agency are you with?

Ohio Department of Developmental Disabilities
This employment section is for professionals that work/worked at, are credentialed by or funded by the Ohio Department of Developmental Disabilities (DODD).

Examples:

- Early Intervention Service Coordinator
- Developmental Specialist
- DODD State Agency Staff

Ohio Department of Education
This employment section is for professionals that work/worked at or funded by the Ohio Department of Education (ODE).

Examples:

- ODE Licensing Specialists
- State Support Team
- ODE State Agency Staff

Ohio Department of Health
This employment section is for professionals that work/worked at, are credentialed by or funded by the Ohio Department of Health (ODH).

Examples:

- Health Educator
- Home Visitor
- Registered Dieticians
- County Department of Health Staff
- ODH State Agency Staff

Ohio Department of Job & Family Services (including County Department of Job & Family Services)
This employment section is for professionals that work/worked at or funded by the Ohio Department of Job and Family Services (ODJFS).

Examples:

- Child Care Licensing
- Child Welfare Professional
- JFS County Staff
- Application Unit Staff

Ohio Department of Mental Health and Addiction Services
This employment section is for professionals that work/worked at, are credentialed by or funded by the Ohio Department of Mental Health and Addiction Services (OMHAS).

Examples:

- Early Childhood Mental Health Consultant
- Mental Health Professional
- Mental Health Specialist
- OMHAS State Agency Staff

- f. Once you have selected the state agency, the Add/Edit Employment Screen will appear: the state agency selected will appear in the employment type. This example shows Ohio Department of Mental Health & Addiction Services. Selecting ODJFS will have ODJFS in the employment type header.

Add/Edit Employment

Employment Type Ohio Department of Mental Health and Addiction Services

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What agency do you work for or are credentialed with?

Next

- g. Enter your agency name. Click Next and you will be taken to this next screen where you will enter the county where you work.

Add/Edit Employment

Employment Type Ohio Department of Mental Health and Addiction Services

Agency Name MHAgency Edit

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What county is this employment located in?

Common A,B C D,E F,G H J,K,L M N,O,P R,S T,U,V W

(Not in Ohio)
Butler
Cuyahoga
Franklin
Hamilton
Lorain
Lucas
Montgomery
Stark
Summit
Warren

- h. Once you have selected your county, the next screen opens up where you will select your role. Only one role can be selected. You can add additional roles as needed further into the process.

Mental Health Agency Example:

The screenshot shows a web form titled "Add/Edit Employment". It contains the following fields and options:

- Employment Type:** Ohio Department of Mental Health and Addiction Services
- Agency Name:** MH Agency (with an "Edit" button)
- County:** Hamilton (with an "Edit" button)
- Roles:** A section titled "Roles" containing a list of roles for selection:
 - Role: Mental Health Therapist (with an "Edit" button)
 - Question: "What role did/do you hold when you started here?"
 - Instruction: "Only one role can be selected. If you have multiple roles with this employer there will be a chance to enter an additional role later."
 - Role List:
 - Early Childhood Mental Health Consultant
 - Mental Health Professional
 - Mental Health Specialist
 - Mental Health Therapist
 - ODHMAS State Agency Staff

Employment Roles in the OPR for OhioMHAS and ODJFS:

- OhioMHAS employment roles are the following:
 - Early Childhood Mental Health Consultant
 - Mental Health Professional
 - Mental Health Specialist
 - Mental Health Therapist
 - OhioMHAS State Agency Staff
- ODJFS employment roles are provided as the following:
 - ODJFS Office of Family Assistance - Child Care Bureau
 - Application Unit Staff
 - Application Unit Supervisor
 - Child Care Licensing Specialist
 - Child Care Licensing Supervisor
 - Child Care Management Staff
 - JFS State Agency Staff (Policy and TA)
 - ODJFS Office of Families and Children
 - Foster Care Licensing
 - Policy/TA
 - Other

- ODJFS Office of Family Assistance
 - Cash/Food
 - Other
- County JFS or PCSA
 - Administrator/Director
 - Public Assistance Supervisor or Caseworker
 - Children Services Supervisor or Caseworker/Assessor
 - Title IV-E Court Staff
 - Adult Protective Services Staff
 - County Licensing Specialist
 - County Staff
 - County Supervisor
 - Other
- Children Services
 - Residential staff
 - Private Agency-Foster Care and/or Adoption Worker
 - Foster caregiver
 - Kinship caregiver
 - Adoptive caregiver
 - Other

i. Select your role. Click Next you will be taken to this next screen where you will enter your hire date at the agency.

Add/Edit Employment ✕

Employment Type	Ohio Department of Job & Family Services (including County Department of Job & Family Services)	i
Agency Name	test	Edit
County	Lucas	Edit

Roles

Role Foster Care Licensing Edit

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When did you start working at this employer?

MM/DD/YYYY

Next

- j. Click Next after entering the date and answer the question on the screen.

Add/Edit Employment

Employment Type Ohio Department of Mental Health and Addiction Services

What agency do you work for or are credentialed with?

County Hamilton

Roles

Role	Mental Health Professional	<input type="button" value="Edit"/>
Start Date	12/01/2020	<input type="button" value="Edit"/>

Do you still work at a role at this employer?

Yes No

- k. Answer Yes that you are still working in this role.
- l. Now is the opportunity to add any other roles you hold at the agency, or select No, complete employment to finish your profile.

- m. On the final screen, Select Save Employment and your employment record is complete. Primary employment will default if this is your only employment record in the OPR.

Add/Edit Employment

Employment Type Ohio Department of Mental Health and Addiction Services

What agency do you work for or are credentialed with?

County Hamilton

Roles

Role	Mental Health Professional	<input type="button" value="Edit"/>
Start Date	12/01/2020	<input type="button" value="Edit"/>
End Date	Currently Employed	<input type="button" value="Edit"/>

Please review your employment details. If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment. Click on Save Employment to complete your entry.

My Primary Employment

4. You have now successfully created your OPR profile. You will now be able to find training by clicking on Find Training when logged into the OPR.
5. You will be able to apply for the Trauma Informed Certificate by accessing the application from your Applications tab when logged into your profile. (Please refer to the application user guide for instructions on how to apply.)

OcCtra RESOURCES 0 - ITEMS KELLY SMITH

Kelly Smith
OPIN: 1108-7487

Career Pathways Level
Assessed As: Previous 06/30/2018 **CPL 6** 1 2 3 4 5 6
Current 12/11/2020 1 2 3 4 5 6

Professional Development Certificate
Assessed As: Previous 06/30/2017 **Tier 3** 1 2 3
Current 12/11/2020 1 2 3

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