Create Professional Development Event

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:

- o 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 support@occrra.org with the organization's name, address, your name, and OPIN.

- o 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 Training Organization Dashboard User Guide for more information.

- o 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. Log in to your Ohio Professional Registry (OPR) profile or create one by using this Create Profile User Guide.
2. Select Training Organization Dashboard from the drop-down menu below your name in the top navigation bar.
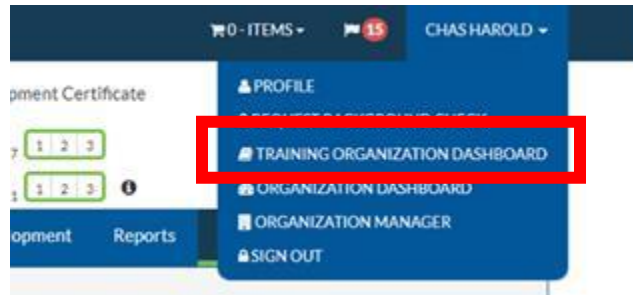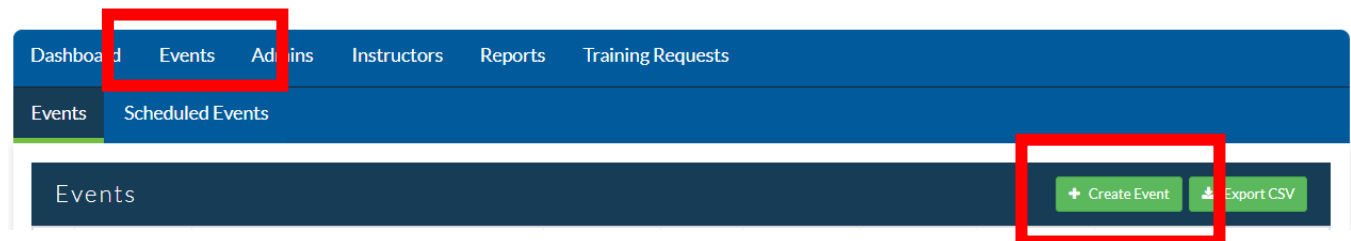

NOTE: This function is only enabled if you are a training organization or have access to a training organization dashboard. You only have access to organizations associated with your OPIN.

3. Select the organization you want to manage and choose View Dashboard.
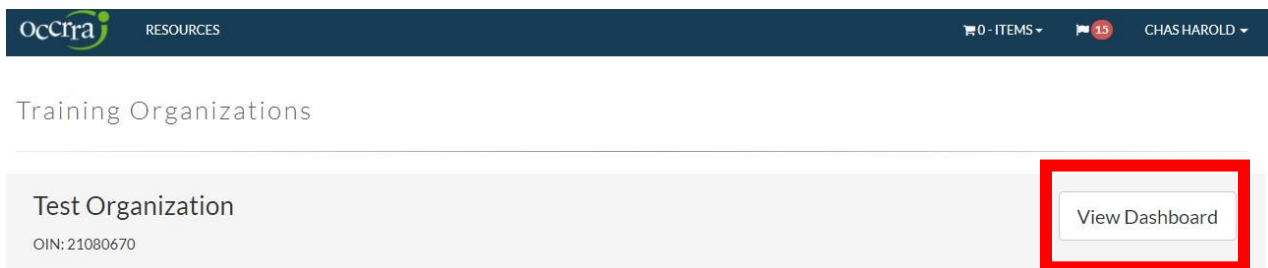
4. On the dashboard menu, choose Events.
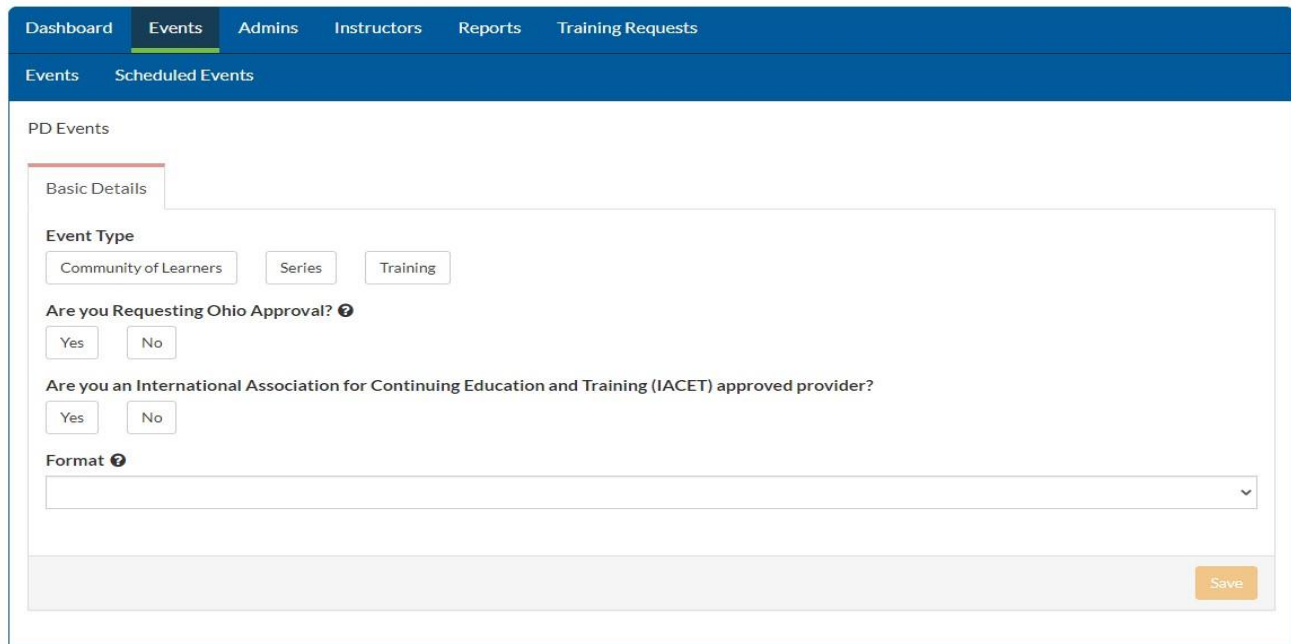5. Click the green Create Event button.

Completing the PD Event Application

6. After choosing Create Event, a new screen will open displaying the first required field

Training Organization: OCCRRA Main Office (OIN: 21000099)   Select Training Org

| Dashboard | Events | Admins | Instructors | Reports | Training Requests |

| Events | Scheduled Events |

PD Events

Basic Details

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 ❓

[⌄]

Save

7. Complete the Basic Details section
    a. Event Types – Select an event type. 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.
        o **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.
        o **Series** – This is a group of OA or Non-OA events that are listed in the training organization dashboard that can be linked together to create a series , the series has its own AT number. The OCCRRA Approval Review Team does not review Series since the individual PD Events have completed the review process.
        o **Training** – These events can be presented in the traditional Face-to-Face classroom style format or an online format, including Asynchronous, Synchronous, or Hybrid.

b. Approval – Choose the type of approval desired for the PD event – Ohio Approved or Non-Ohio Approved. General health and safety and licensing required training are to be Non-Ohio Approved.

c. 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.

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

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

   o **Online: Asynchronous** - Also known as self-paced PD, this option does not require participants and instructors to be online simultaneously for instruction.

   o **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.

   o **Online Hybrid/Blended** – There are two types of Hybrid/Blended PD; one choice is comprised of an self-paced, online portion (Asynchronous) and an instructor-led portion (Face to Face or Synchronous), and the other choice is to be conducted with some participants attending in-person while some participants attend via a video conferencing platform simultaneously.

   o **Online: Brightspace** – Any online course that is hosted using the Brightspace platform. Specific pre-determined training organizations have access to Brightspace.

   o **Online: Insight** - Any online course that is hosted using the Insight platform. Specific pre-determined training organizations have access to Brightspace.

8. 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.

Training Organization: OCCRRA Main Office (OIN: 21000099)   [Select Training Org]

| Dashboard | Events | Admins | Instructors | Reports | Training Requests |

Events   Scheduled Events

PD Events

Basic Details

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?
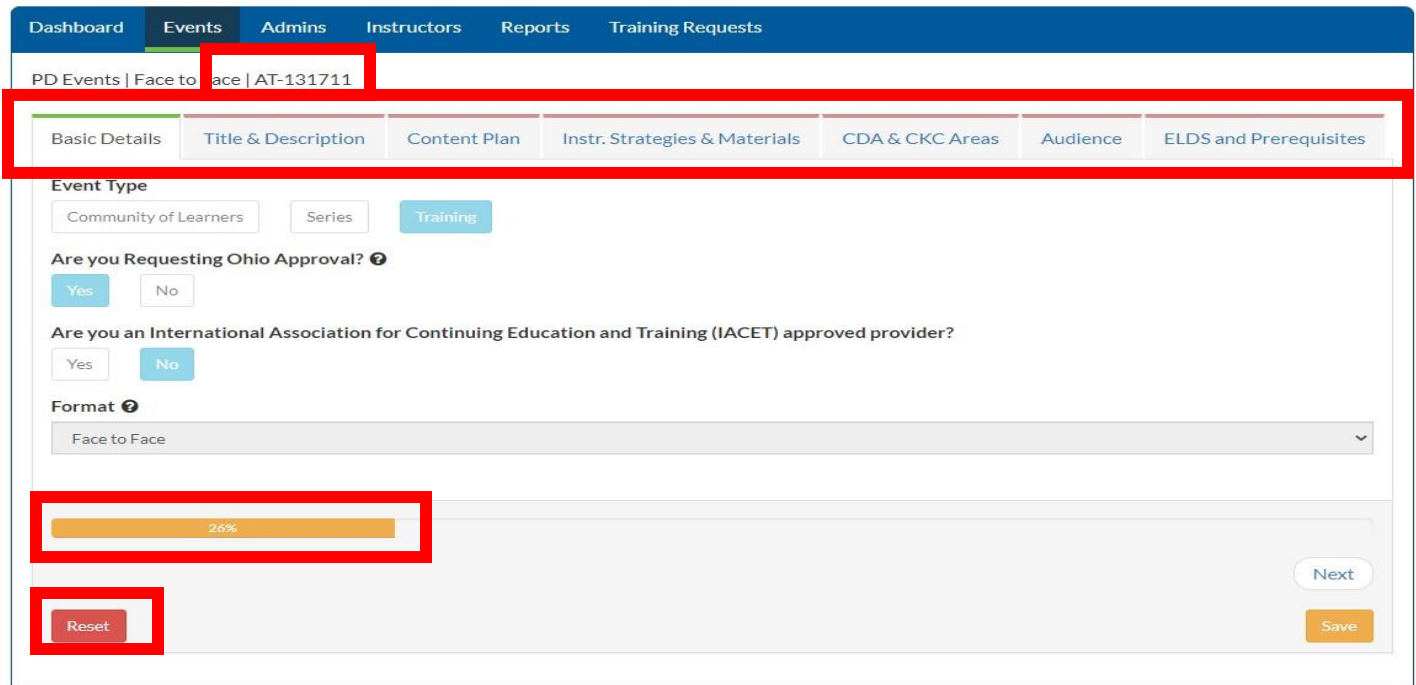
[Yes]   [No]

Format ❓

[⌄]

[Save]

9. 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.**
10. 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.

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.

11. Complete the Title & Description section
    a. Title - Event titles may only be used once within the OPR system.
    b. Submitted By –Training Organization designee that is creating the application.
    c. Author Type – There are two types of authors available for Ohio Approval requests. An additional option is available for Non-Ohio Approved:
       o Early Care Education/School age Professional
       o Visiting Presenter - Speaker for a *one-time* event. A current resume or CV (Curriculum Vitae) is required to be uploaded.
       o Health & Safety Presenter, Author must be an OA Instructor (only available for Non OA events and requires an Accountability Letter to be uploaded.

d. 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.
   o A Series does have not have an author field; the author will be listed with each individual PD event.
e. 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.

PD Events | Face to Face | AT-134123

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

Title ❓

Title is a required field

Submitted By ❓

Tiffany Blumhorst   OPIN: 1103-0518

Author Type ❓

Early Care Education/Schoolage Professional ⌄

Primary Author ❓

Enter name as listed in Profile or OPIN

Description ❓

Training Description

33%

Previous   Next

Reset   Last Saved: a few seconds ago   Save
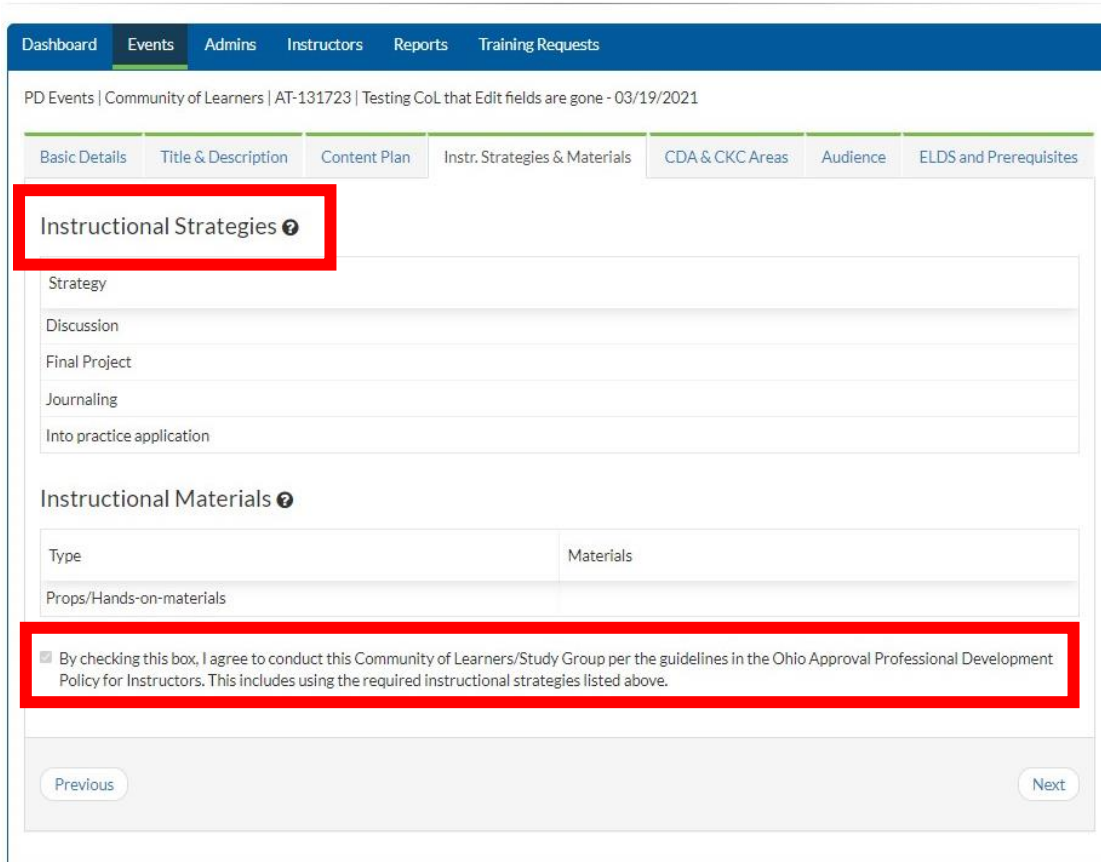
12. Complete the Content Plan section
   a. References – List citations for all references and sources used to create the content. References and sources are to be evidence and research based. Web resources must include name of site and URL (web address).
   b. Content Plan – Outlines the content that will be presented during the event.
      o Select Add Objective- All objectives should be listed individually. Click Add Objective for each new learner objective.
      o Select Core Knowledge and Competency (CKC) Document, CKC category, CKC Subgroup, competency level, and individual competency.
      o Instructor approvals for CKC content areas must match those chosen for the PD event.
      o Total Training Time – Describes the amount of time devoted to that learner objective.
   c. Outline of Content - Provide a description of content to be presented for each objective, during that time frame.

PD Events | Face to Face | AT-134124

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

References ❓   ➕ Add References

Content Plan ❓

Objective

No rows found

Outline of Content ❓   ➕ Add Outline

33%

Previous   Next

Reset   Last Saved: a few seconds ago   Save

13. Complete the Instructional Strategies and Materials section.
   a. Instructional Strategies - All strategies used to teach content and are strategies/behaviors intended to promote the learning of a specific skill or concept. They must encompass a variety of instructional strategies to address various adult learning strategies.
   b. For Event Type of *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.

   c. Instructional Materials are source materials used in conducting the PD Event (i.e.: handouts, PowerPoints, videos, etc.)
      o All materials referenced in the Content Plan must be uploaded or access provided for review. PowerPoint presentations must include the presenter notes.
      o Copyrighted materials are not accepted without a Permission for Use statement, which must be uploaded into application.
      o 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.

14. Complete the CDA and CKC Areas section
    a. 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 PD Events 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.
    b. Core Knowledge and Competency (CKC)- The CKC content areas chosen in the Content Plan will automatically populate in this section.
    c. For Non-Ohio Approved PD events, choose an Inservice Type (this will enable training organizations to select the training's expiration date and will appear on the professional's Profile Training Summary Report).

For Ohio Approved PD Event:

PD Events | Face to Face | AT-134125

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

Child Development Associate Area ❓   ➕ Add CDA Area

Child Development Associate Area	Action
	No rows found

Core Knowledge and Competency ❓

Core Knowledge and Competency Categories	
	No rows found

33%

Previous   Next

Reset   Last Saved: a few seconds ago   Save

For Non-Ohio Approved PD Event:

15. Complete the Audience section
    a. 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.
    b. Groups Related to Content- 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.

16. Complete the ELDS and Prerequisites section
    a. Early Learning and Development Standards- Indicates 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/guidanceimplementation/guidance-implementation
    b. Prerequisites- PD Event(s) participants must complete a required PD Event prior to attending the event being submitted. When enabled, the participants will not be able to register for a PD Event until they have completed the prerequisite.

PD Events | Face to Face | AT-134125 | Testing

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

Early Learning and Development Standards ❓   ✚ Add ELDS

ELDS	Action
No rows found	

Prerequisites ❓   ✚ Add Prerequisite

Prerequisites, if applicable.

95%

Previous

Reset   Last Saved: a few seconds ago   Save

Submitting the Professional Development Event Application

17. 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.

PD Events | Face to Face | AT-134125 | Testing

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

Early Learning and Development Standards ?

+ Add ELDS

ELDS	Action
Approaches Toward Learning	Remove

Prerequisites ?

+ Add Prerequisite

Prerequisites, if applicable.

100%

Previous

Reset

Last Saved: a few seconds ago   Submit for review   Save

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 Professional Development Event Application

18. If the reviewers need more information of 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.

    a. 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.

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

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

PD Events | Face to Face | AT-134125 | Testing

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

Six Year Professional Development Event 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.

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

Additional questions can be emailed to support@occrra.org.