

# Employment Entry User Guide

Choose the best selection for your employment type to start. Every employment type will have different roles and different fields to complete.

Start by identifying how you will be using the Ohio Professional Registry to determine how you will enter your employment record. For example: If you are using the registry only to be an Ohio Approved Instructor, you will click on the box that includes *Instructor and Program Technical Assistance*.

## Entering an Employment Entry for the first time

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this [Create Profile User Guide](#).
2. If this is your first time logging in, an employment record is required to move forward in your profile. Click Add Employment to move forward.

New Employment

OPIN: 1134-6645

Assessed As: CPL 1

Assessed As: Tier 0

Previous 06/30/2021 1 2 3 4 5 6

Current 01/13/2022 1 2 3 4 5 6

Previous 06/30/2021 1 2 3

Current 01/13/2022 1 2 3

Account Employment

Show 10 entries

Search:

+ Add Employment

### Add Employment

Your profile does not contain an employment record. Please create an employment record to continue in the system.

Add Employment

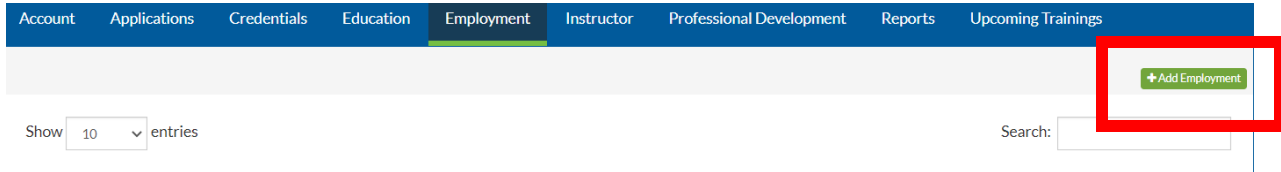
Start Date	End Date	Primary Role	Actions
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Showing 0 to 0 of 0 entries

Previous Next

## Entering an Employment Entry to your existing OPR profile

1. To add an employment record to your existing OPR profile:
  - a. Click the Employment tab
  - b. Click the green +Add Employment button



2. In the Add Employment section, select the tile that best describes your employment or employer.

### Add Employment

Click on the box that best describes your employment or employer.

- Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, 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
- Child and Youth Services (Ohio Children's Alliance)
- Foster Care Agency
- Home Visitor and Home Visitor Supervisor Credential
- OhioRISE - Care Management Entities (CMEs)
- Qualified Residential Treatment Program (QRTP)
- Child Care Resource & Referral Agencies
- Early Childhood Mental Health Consultant
- Early Intervention Service Coordinator and Supervisor Credential
- OhioRISE - Not Care Management Entities (CMEs)
- State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)
- Current Student
- Higher Education
- Instructor and Program Technical Assistance
- Other
- Not Currently Employed

Cancel

Please keep in mind: The next screens displayed depend on the employment box you select. If you selected the wrong employment type, you can:

- Click Back to return to the previous page
- Click Cancel to leave the employment entry screens and discard all changes

## Add Employment

Which provider are you with?

**Ohio Department of Job and Family Services or Ohio Department of Education licensed program**

Examples:

- Ohio Department of Job and Family Services (ODJFS) licensed center
- Ohio Department of Job and Family Services (ODJFS) licensed type A home
- Ohio Department of Job and Family Services (ODJFS) licensed type B home
- Ohio Department of Education (ODE) licensed program

**Closed Child Care Program, After School Program or Out of State Early Childhood Employment**

Examples:

- Employment at a now closed child care program
- Employment at an out of state child care program
- Employment in early childhood education outside of the state of Ohio
- Employment at an after school program that is not regulated by ODJFS or ODE

**Youth Development**

This employment section is for professionals that currently work at or previously worked at an after-school program not licensed by ODJFS or ODE.

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Cancel

## How to Link Employment to an Organization Dashboard

1. Some employment types are required for an Organization Dashboard. Here is an *example* how to enter employment so it will link to an Organization Dashboard.

### Add Employment

Click on the box that best describes your employment or employer.

- Ohio Department of Job and Family Services (ODJFS) licensed center, Type A Home, 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

- Child and Youth Services (Ohio Children's Alliance)
- Foster Care Agency
- Home Visitor and Home Visitor Supervisor Credential
- OhioRISE - Care Management Entities (CMEs)
- Qualified Residential Treatment Program (QRTP)

- Child Care Resource & Referral Agencies
- Early Childhood Mental Health Consultant
- Early Intervention Service Coordinator and Supervisor Credential
- OhioRISE - Not Care Management Entities (CMEs)
- State Agency Staff (ODE, ODODD, ODH, ODJFS, ODHMAS, ODM)

- Current Student
- Higher Education
- Instructor and Program Technical Assistance
- Other
- Not Currently Employed

Cancel

### Add Employment

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Which provider are you with?

**Ohio Department of Job and Family Services or Ohio Department of Education licensed program**

Examples:

- Ohio Department of Job and Family Services (ODJFS) licensed Center
- Ohio Department of Job and Family Services (ODJFS) licensed Type A Home
- Ohio Department of Job and Family Services (ODJFS) licensed Type B Home
- Ohio Department of Education (ODE) licensed program

**Closed Child Care Program, After School Program or Out of State Early Childhood Employment**

Examples:

- Employment at a now closed child care program
- Employment at an out of state child care program
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**Youth Development**

This employment section is for professionals that currently work at or previously worked at an after-school program not licensed by ODJFS or ODE.

Cancel

2. You will be prompted to search for your program. Type the program name or program license number in the box that says, "Enter Program Name or Number."

## Add Employment

Employment Type Ohio Department of Job and Family Services or Ohio Department of Education licensed program ?

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Select the organization with the correct program type below. You may only select one program type per employment record.

Program Name	Program Number	County	Program Type
No rows found			

Page 1 of 1      10 rows

[Cancel](#)

- The system will display programs corresponding to the name or number entered in the search box. Click on the correct Program Name/Program Type.

## Add Employment

Employment Type: Ohio Department of Job and Family Services or Ohio Department of Education licensed program Back

Select the organization with the correct program type below. You may only select one program type per employment record.

Q 9999999

Program Name	Program Number	County	Program Type
Test for Occrra - Type-b 2760 Airport Drive, Suite 160 Columbus, Oh 43219	9999999904	Franklin	Type-b Home
Test for Occrra - Type-a 2760 Airport Drive, Suite 160 Columbus, Oh 43219	9999999902	Franklin	Type-a Home
Test for Occrra - Odcenter 2760 Airport Drive, Suite 160 Columbus, Oh 43219	9999999901	Franklin	Odcenter
Test for Occrra - Jfscenter 2760 Airport Drive, Suite 160 Columbus, Oh 43219	9999999900	Franklin	JFS Center

4. Select the role you hold or did hold at that program.

**Add/Edit Employment** ✕

<b>Employment Type</b>	ODJFS Licensed Child Care Program - Center	<span style="color: blue;">i</span>
<b>Program Number</b>	9999999900	
<b>Program Name</b>	Test for Occrra - Jfscenter - 9999999900	
<b>County</b>	Franklin	

**Roles**

**What role did/do you hold when you started here?**

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.

- Administrator on JFS License
- Assistant Teacher
- Cook
- Driver
- Extracurricular Not Used in Ratio
- Extracurricular Used in Ratio
- Floater
- Individual Service Provider Not Used in Ratio
- Individual Service Provider Used in Ratio
- Lead Teacher
- Owner
- Program Management Not Used in Ratio
- Program Management Used in Ratio
- Substitute

5. Examples of some of these roles include:

- a. Extracurricular Used in Ratio- Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are used in ratio.
- b. Extracurricular Not Used in Ratio- Tap and Tumble, Soccer Shots, Tumble Bus, other outside vendors who come to the program to provide “educational” services to children and are not used in ratio.
- c. Program Management Used in Ratio- District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and other program managerial/leadership type staff who may have an office onsite or come to visit and are used in ratio.
- d. Program Management Not Used in Ratio- District managers, Regional Vice Presidents, CACFP administrators, Family Social Workers and other program managerial/leadership type staff who may have an office onsite or come to visit and are not used in ratio.
- e. Individual Service Provider Used in Ratio- Occupational therapist, speech therapist, individual student health aide and other service providers who pull a child out of the group space to work alone with the child and are therefore counted in ratio.

- f. Individual Service Provider Not Used in Ratio- Occupational therapist, speech therapist, individual student health aide and other service providers who pull a child out of the group space to work alone with the child and are therefore not counted in ratio.

\*Please consult with your licensing specialist for specifics on which role best fits someone that you are unsure about.

6. Select a start date for the program selected.

**Add/Edit Employment**

<b>Employment Type</b>	ODJFS Licensed Child Care Program - Center
<b>Program Number</b>	9999999900
<b>Program Name</b>	Test for Occrra - Jfscnter - 9999999900
<b>County</b>	Franklin

**Roles**

<b>Role</b>	Lead Teacher	<a href="#">Back</a>
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**When did you start working at this program?**

[Next](#)



7. Do you still work at this program? If you select yes, you will proceed in the creation process. If you select no, you will be prompted to enter an end date for that role at that program. Click Next to proceed.

### Add/Edit Employment

Employment Type	ODJFS Licensed Child Care Program - Center
Program Number	9999999900
Program Name	Test for Occrra - Jfscnter - 9999999900
County	Franklin

Roles

Role	Lead Teacher
Start Date	01/13/2022

Do you still work at a role at this program?

Yes  No

Next

8. Enter how many hours a week you worked or do work at this program in this role. Click Next to continue.

**Please note: the information entered the next three questions is never identified to a person, and only you can see what is entered. The OPR never releases data on an individual, only aggregate data on the workforce is ever reported out.**

Roles

Role	Lead Teacher
Start Date	01/13/2022
End Date	Currently Employed

How many hours a week did/do you work at this program?

Please enter how many hours a week you work at this employment. This information is only used for reporting purposes. A professional's individual data will never be identified or reported.

Next I prefer not to answer

9. Enter how many months a year your worked or do work at this program in this role.

Role	Lead Teacher
Start Date	01/13/2022
End Date	Currently Employed <a href="#">Edit</a>
Hours per Week	40 <a href="#">Edit</a>

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### How many months a year did/do you work at this program?

Please enter how many months per year you work at this employment. This information is only used for reporting purposes. A professional's individual data will never be identified or reported.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

[I prefer not to answer](#)

10. Enter your hourly wage at this program in this role. Click Next to continue.

Role	Lead Teacher
Start Date	01/13/2022
End Date	Currently Employed <a href="#">Edit</a>
Hours per Week	40 <a href="#">Edit</a>
Months per Year	12 <a href="#">Edit</a>

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### What is/was your hourly wage in this role?

Please enter your hourly wage for work at this employment. This information is only used for reporting purposes. A professional's individual wage data will never be identified or reported.

[Next](#) [I prefer not to answer](#)

11. Select the age group you work with primarily in the role at this program. The age groups displayed depend on the role you have selected, and more than one group can be check marked. The age group prepopulates for an Administrator role.

Role	Lead Teacher	
Start Date	01/13/2022	
End Date	Currently Employed	<a href="#">Edit</a>
Hours per Week	40	<a href="#">Edit</a>
Months per Year	12	<a href="#">Edit</a>
Pay Rate	\$10.00	<a href="#">Edit</a>

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**What age group do you primarily work with in this role?**

Please select at least one from the group.

Infant (0-17 Months)     Toddler (18-35 Months)     Preschool (36-60 Months)     School Age (60+ Months)

[Next](#)

12. You will be asked if you have any additional roles at this employer.

[Add/Edit Employment](#)

Employment Type	ODJFS Licensed Child Care Program - Center
Program Number	9999999900
Program Name	Test for Occrra - Jfscnter - 9999999900
County	Franklin

Roles

Role	Lead Teacher	
Start Date	01/13/2022	
End Date	Currently Employed	<a href="#">Edit</a>
Hours per Week	40	<a href="#">Edit</a>
Months per Year	12	<a href="#">Edit</a>
Pay Rate	\$10.00	<a href="#">Edit</a>
Age Group(s)	Infant (0-17 Months)	<a href="#">Edit</a>

**Do you have any additional roles at this employer?**

[Yes, add another role](#)    [No, complete employment](#)

13. When *No, complete employment* is clicked, this image displays. If there is more than one employment record, you can indicate this employer is your Primary Employment by clicking the blue box labeled My Primary Employment. Then click Save Employment.

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.



14. Once completed, you will receive the Employment Saved message. If you click OK, you will be taken back to your OPR profile employment screen to view the updates.

