

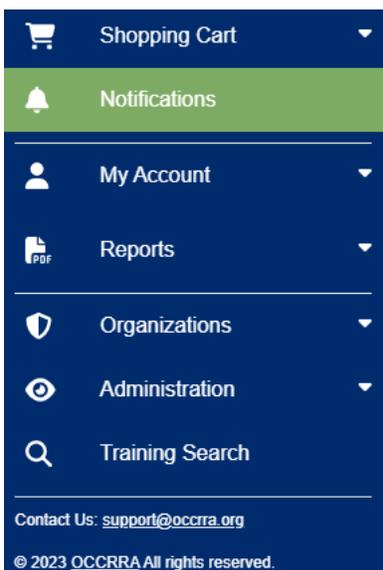
## Organization Dashboard User Guide for online TEACH Applications

We are excited to officially offer our TEACH Early Childhood OHIO Applications online as of July 1, 2022. This new process requires both the professional and the sponsoring program to complete portions of the online application. Professionals (The Applicant), will be responsible for inputting their personal information. Once the professional completes their portion, they will click “Save and Submit.” An Application with the status “submitted” means that their application was successfully submitted to their Sponsoring programs “Organization Dashboard.” Program Administrators are responsible for verifying the information the professional has entered as well as input the requested program information. Once the application has been reviewed by the program administrator, the administrator should set the status to “Program Approved.” The “Program Approved” status means the application has been successfully submitted to OCCRRA for review.

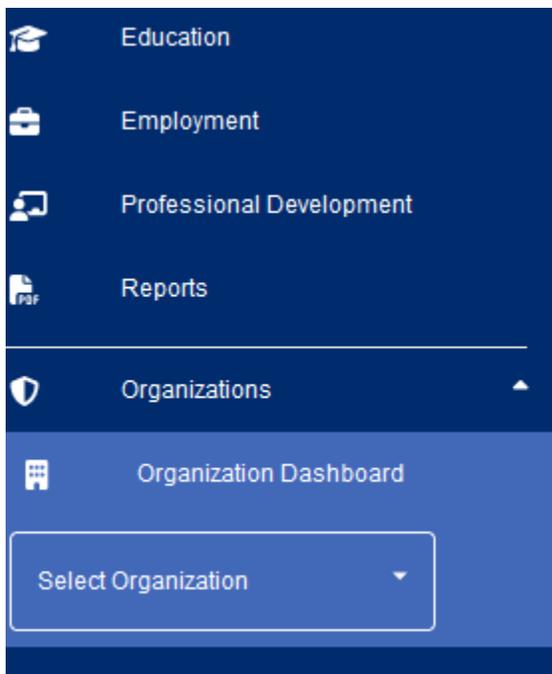
Where do I find my Organization Dashboard?

### 1. Sign into your Registry Profile

- a. Go to <https://registry.occrra.org/> and sign in
- b. On the lefthand side click on Organizations (make sure you are clicking on the down arrow)



**2. Select your organization from the drop-down menu**



**3. Click on the Applications Tab**

**4. To the right of the screen, you will see all the organization's application**

- a. If you have professionals that have submitted a T.E.A.C.H. Application they will be listed in your T.E.A.C.H. Applications category and you want to hit on edit

0

**Child Care Test Center** 1234 road ave., Suite x  
License #: 999999 Columbus, OH 43219

OHIO HEALTHY PROGRAMS (OHP) APPLICATIONS

Application Name	Submitted Date	Approved Date	Expiration Date	Status	Action
OHP Application	2023-09-21 12:39:29	0000-00-00	0000-00-00	Unable to Verify	Edit
OHP Application	2020-09-30 18:38:06	2020-09-30	2020-10-02	Expired	Renew View

T.E.A.C.H APPLICATIONS

Name	Application Subtype	Submitted Date	Approved Date	Status	Action
Mary Beth Test	CDA Assessment Fee	2025/02/25			Edit

5. The Administrator portion of the T.E.A.C.H. Application can be completed by selecting “edit”
6. Administrators should review the information input by the applicant by selecting each drop-down section and checking for accuracy.
  - a. If information is correct, Administrators should continue to complete the Program Information. See Step 8

Program Information / Questions 

Please enter responses to the questions about your program.

Please provide the administrator email for scholarship correspondence.

Please provide your Step up to quality rating.

0

Is your program accredited?

Yes  No

My program receives Head Start funding

Yes  No

Part day program

Yes  No

Number of children enrolled

Number of children on state subsidy

Program Staff:

Please select all forms of funding received by your program

Select...

Number of full-time staff

Number of part time staff (work less than 40 hour per week)

Number of staff that works less than 12 months per year

## Program Attestation

My child care center or family child care program is agreeing to the following statements and is listed as the 'Child Care Program' below:

- The Child Care Program agrees to allow observation of the scholarship recipient in the center by a representative of the Council for Professional Recognition
- At the end of the contract, the Child Care Program agrees to compensate your scholarship recipient with one of the bonus options below:
  - Option 1: Pay \$100 bonus award to the recipient after receipt of the CDA Credential (OCCRRA will also pay a \$100 bonus award to the recipient)
  - Option 2: Grant the recipient a 1% raise within 30 days after receipt of the CDA Credential (OCCRRA will also pay a \$100 bonus award to the recipient)

Signature of Program

- b. If information is incorrect, the application will need to be returned to the professional. See Step 7
- c. Applications should be reviewed by the administrator within 30 days of submission.

## 7. Returning an application for revisions can be done by selecting the "Add'l Info" from the status drop down box.

- a. Applications with Add'l Info should be returned to the professional with a note describing what is needed.
- b. Let your applicant know that they need to revise their application and resubmit it to you once corrections have been made.
- c. Once the application has been resubmitted, the Administrator should move forward with completing the Program Information.

**8. Complete all the Program Information/Question**

- a) For the question “My program receives head start funding,” select yes or no. If “yes is selected, you will need provide the grantee name.

Program Information / Questions ^

Please enter responses to the questions about your program.

Please provide the administrator email for scholarship correspondence.

Please provide your Step up to quality rating.

Is your program accredited?

 Yes  No

My program receives Head Start funding

 Yes  No

Part day program

 Yes  No

Number of children enrolled

Number of children on state subsidy

Program Staff:

Please select all forms of funding received by your program

Number of full-time staff

Number of part time staff (work less than 40 hour per week)

Number of staff that works less than 12 months per year

Program Attestation

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Signature of Program

**9. Select an option by determining if your scholar will receive a bonus or a raise once they have obtained their CDA Credential or completed a contract.**

[Program Information / Questions](#)



Please enter responses to the questions about your program.

Please provide the administrator email for scholarship correspondence.

Please provide your Step up to quality rating.

Is your program accredited?

 Yes  No

My program receives Head Start funding

 Yes  No

Part day program

 Yes  No

Number of children enrolled

Number of children on state subsidy

Please select all forms of funding received by your program

Program Staff:

Number of full-time staff

Number of part time staff (work less than 40 hour per week)

Number of staff that works less than 12 months per year

**Program Attestation**

My child care center or family child care program is agreeing to the following statements and is listed as the 'Child Care Program' below:

- The Child Care Program agrees to allow observation of the scholarship recipient in the center by a representative of the Council for Professional Recognition
- At the end of the contract, the Child Care Program agrees to compensate your scholarship recipient with one of the bonus options below:
  - Option 1: Pay \$100 bonus award to the recipient after receipt of the CDA Credential (OCCRRA will also pay a \$100 bonus award to the recipient)
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Signature of Program

**10. Upon completion of the Application please select the appropriate status for the T.E.A.C.H. Scholarship Application by selecting one of the following:**

Program Administrators: Please select the appropriate status.

**Additional info:** this status should be used when you see the professional needs to fix something pertaining to the information they provided. A note should be added to describe what is needed. The application will be returned to the professional and they will be able to view the note.

**Program Approved:** this status should be used when you have reviewed the application and it is ready to be sent over to the T.E.A.C.H. counselors for review and next steps.

**Submitted:** the recipient has completed their section of the application. This status is what you will see when the application is in the Organization Dashboard.

**Unable to verify:** this status means you do not want to move the professional's application forward. A note should be added for reason this status was selected. The application will not be sent to T.E.A.C.H. counselors for review. Examples of when this status might be selected include the program is not able to commit to the scholarship requirements or the professional has left employment before sending the application to OCCRRA.

**11. Once you have selected the appropriate status, Click “submit.”**

Status

Program Approved ▾

New notes (notification) to professional: *(optional)*

[Back To Applications](#)

Save

Submit

- 9. Applications will be reviewed by OCCRRA in the order that they were submitted. If additional information is required, a T.E.A.C.H. Counselor will reach out using the contact information provided in the application.**
- 10. Upon approval, T.E.A.C.H. Recipients will receive an acceptance package with a handbook page, W9, and Contracts enclosed from their T.E.A.C.H. Counselor.**
- 11. If an application is deemed “Unable to Verify” the professional will receive a notification in their OCCRRA profile including an explanation.**

Please submit questions or concerns to [teach@ocrra.org](mailto:teach@ocrra.org) or [support@ocrra.org](mailto:support@ocrra.org)

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