

Required documents for verification



Basic Education

- High School Diploma (OR)
- High School Transcript (OR)
- Letter on letterhead from school
- **Each of the above needs to have the following to be verified:**
 - Issued from the high school/ school district
 - Professional's name
 - Graduation date (at least the month and year)
 - School name
 - Issuing city/county/school district AND state
 - Diploma only: signatures from school officials
 - Transcripts only: either a seal or school official signature (with title & date)
 - Letter only: school official signature (with title & date)
- Verifiable college transcript with high school name and graduation date (month & year)
- Ohio Home schooling diploma with letter of excusal from superintendent
- High School Equivalency diploma and/or transcript issued by a State Department of Education



Higher Education

- All pages of an **official transcript** with visible registrar's signature issued by an accredited college or university documenting all course work completed that did or did not lead to the achievement of a degree.
- **Official transcript must include:**
 - Visible registrar signature
 - Include all pages of the transcript
 - School seal, logo or features of security paper
 - Issued by an accredited college or university
 - Confer date (graduation date)
 - Major or program of study
 - Degree type achieved



Credentials

- A copy of the credential certificate, with issuing entity identified uploaded
- Licenses issued by a state agency must be issued from an agency within Ohio
- Child Development Associate (CDA): **A verified a High School/High School Equivalent must be verified in the OPR for the CDA to be reviewed.**
 - Temporary CDAs will not be verified.



Professional Development

- For verification of licensing Professional Development hours (Non-OA):
 - JFS 01307- Professional Development Documentation for Child Care
 - ODE in-service training form
- For verification of Health and Safety trainings:
 - JFS 01276 Health Training Documentation for Child Care
 - ODE in-service training form
 - First Aid/CPR card or certificate
- For conversion to Ohio Approval credit:
 - IACET Continuing Education Units (CEUs) certificate
 - College issued CEUs on official accredited college transcript