

## 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 [OCCRRRA'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 OCCRRRA 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:

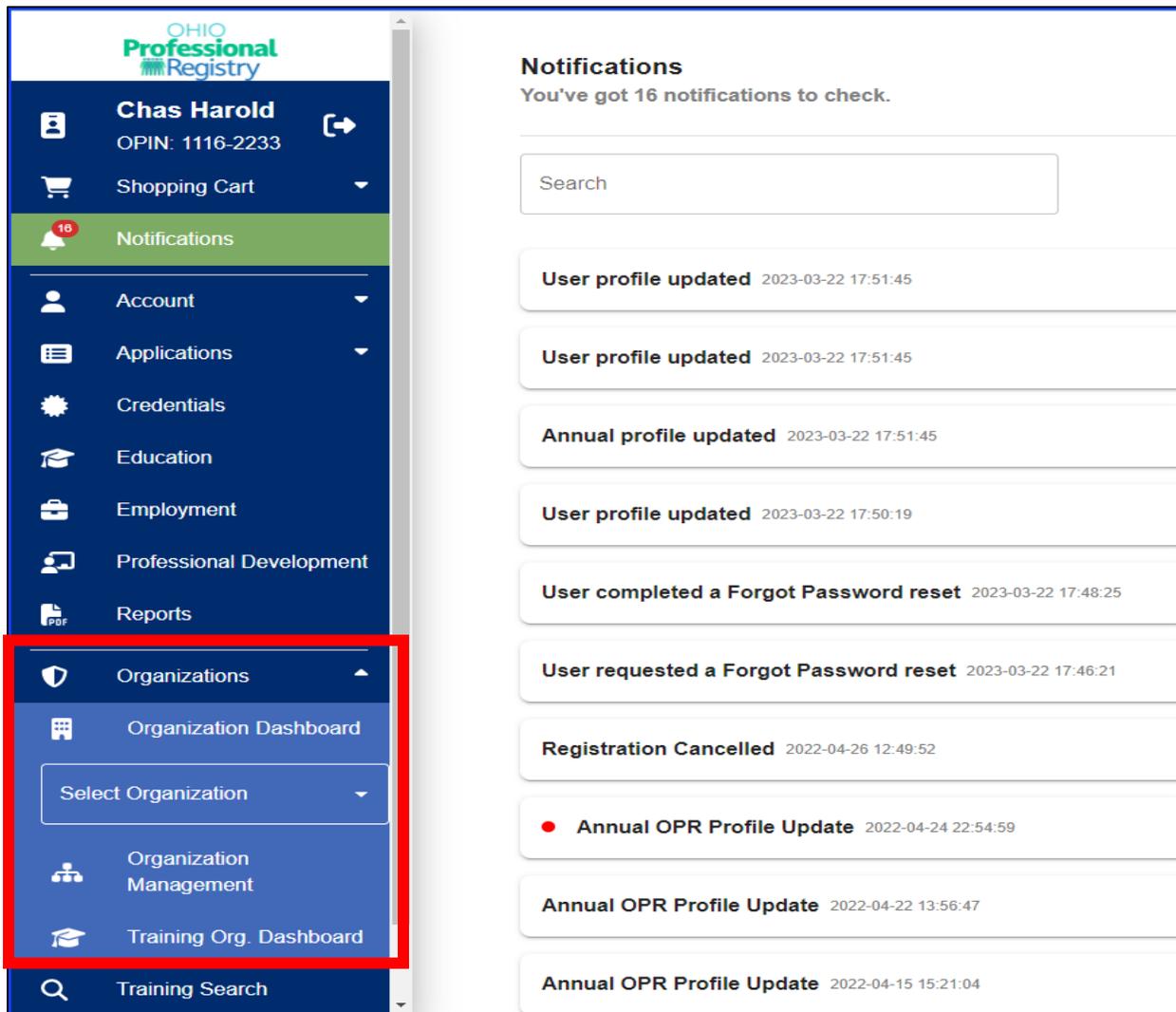
- Ask your organization/agency if they have a Training Org Dashboard in the OPR. An organization may only have one dashboard in which all staff/instructors are to use. If you or your organization is unsure, contact [support@ocrra.org](mailto:support@ocrra.org) with the organization's name, address, your name, and OPIN.
- 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.
- 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

Sign in to your Ohio Professional Registry (OPR) profile. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.

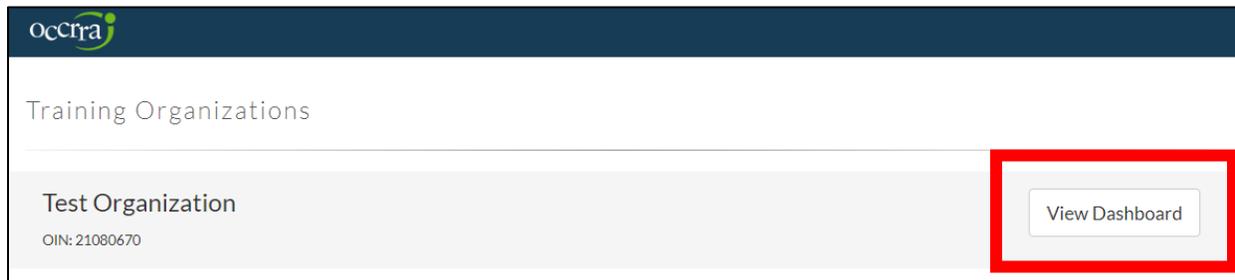
Select Organizations from the menu option on the left side panel, then select Training Organization.

**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.**



The screenshot displays the Ohio Professional Registry user interface. On the left, a dark blue sidebar menu is visible, with the 'Organizations' section expanded to show 'Organization Dashboard', 'Select Organization', 'Organization Management', and 'Training Org. Dashboard'. The 'Training Org. Dashboard' option is highlighted with a red box. The main content area on the right features a 'Notifications' section with the text 'You've got 16 notifications to check.' Below this is a search bar and a list of notifications, including 'User profile updated', 'Annual profile updated', and 'Annual OPR Profile Update'.

You will be routed to the landing page for the training organizations that you have access to. Select the organization you want to manage and choose View Dashboard.



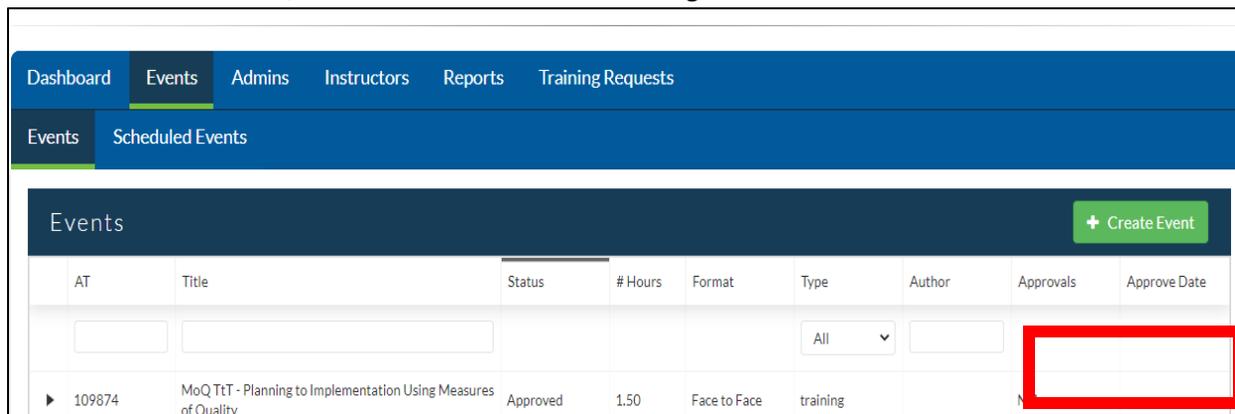
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### Training Organizations

Test Organization  
OIN: 21080670

View Dashboard

On the dashboard menu, choose Events and then click the green Create Event button.



Dashboard Events Admins Instructors Reports Training Requests

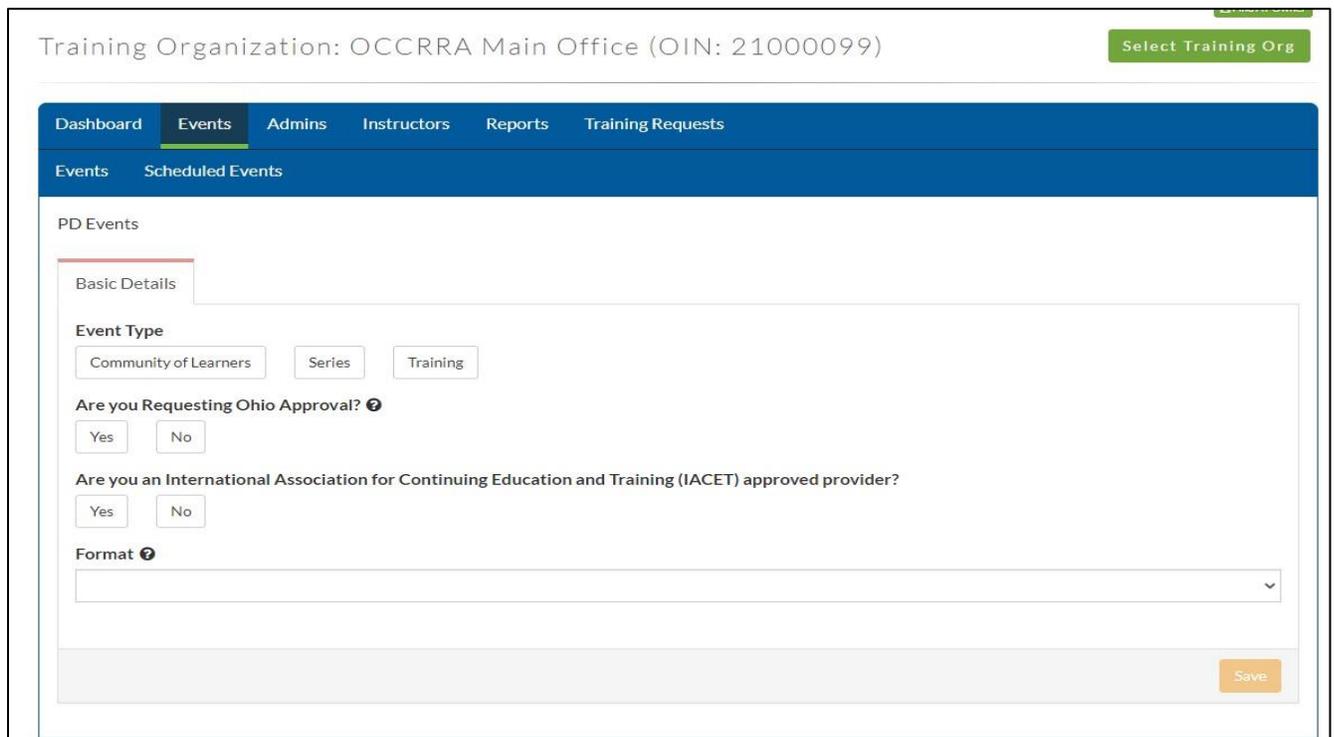
Events Scheduled Events

### Events + Create Event

AT	Title	Status	# Hours	Format	Type	Author	Approvals	Approve Date
109874	MoQ TtT - Planning to Implementation Using Measures of Quality	Approved	1.50	Face to Face	training			

## Completing the PD Event Application

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



The screenshot shows a web application interface for creating a PD event. At the top, it displays the training organization as "OCCRRA Main Office (OIN: 21000099)" with a "Select Training Org" button. Below this is a navigation menu with tabs for "Dashboard", "Events", "Admins", "Instructors", "Reports", and "Training Requests". The "Events" tab is active, and there are sub-tabs for "Events" and "Scheduled Events". The main content area is titled "PD Events" and contains a "Basic Details" section. This section includes an "Event Type" field with three radio button options: "Community of Learners", "Series", and "Training". Below this are two questions with "Yes" and "No" radio button options: "Are you Requesting Ohio Approval?" and "Are you an International Association for Continuing Education and Training (IACET) approved provider?". There is also a "Format" dropdown menu. A "Save" button is located at the bottom right of the form.

### Basic Details

**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.

**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.

**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.

**Training** – These events can be presented in the traditional Face-to-Face classroom style format or an online format, including Asynchronous, Synchronous, or Hybrid.

- **Face to Face** – Traditional in-person classroom-style event, held at a pre-determined location.
- **Online: Asynchronous** - Also known as self-paced PD, this option does not require participants and instructors to be online simultaneously for instruction.
- **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.
- **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.
- **Online: Brightspace** – Any online course that is hosted using the Brightspace platform. Specific pre-determined training organizations have access to Brightspace.
- **Online: Insight** - Any online course that is hosted using the Insight platform. Specific pre-determined training organizations have access to Brightspace.

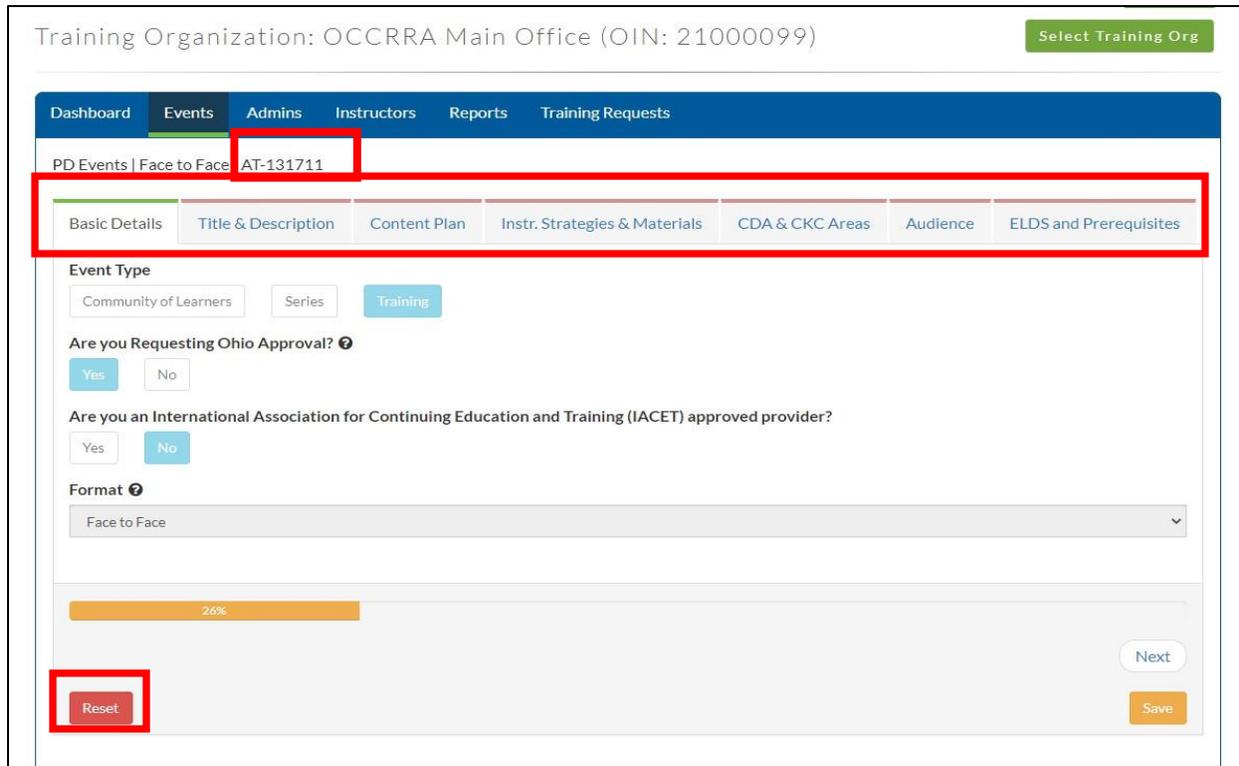
**Approval** – Choose the type of approval desired for the PD event – Ohio Approved or Non-Ohio Approved. General health and safety and licensing required training are to be Non-Ohio Approved.

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

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.

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.**

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.



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

Dashboard Events Admins Instructors Reports Training Requests

PD Events | Face to Face AT-131711

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

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 ?  
Face to Face

26%

Next

Reset Save

**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.

## Title & Description

Title - Event titles may only be used once within the OPR system.

Submitted By – Training Organization designee that is creating the application.

Author Type – There are two types of authors available for Ohio Approval requests. An additional option is available for Non-Ohio Approved:

- Early Care Education/School age Professional
- Visiting Presenter - Speaker for a *one-time* event. A current resume or CV (Curriculum Vitae) is required to be uploaded.
- Health & Safety Presenter, Author must be an OA Instructor (only available for Non OA events and requires an Accountability Letter to be uploaded).

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.

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

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

Last Saved: a few seconds ago

Reset
Save

## Content Plan

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).

Content Plan – Outlines the content that will be presented during the event.

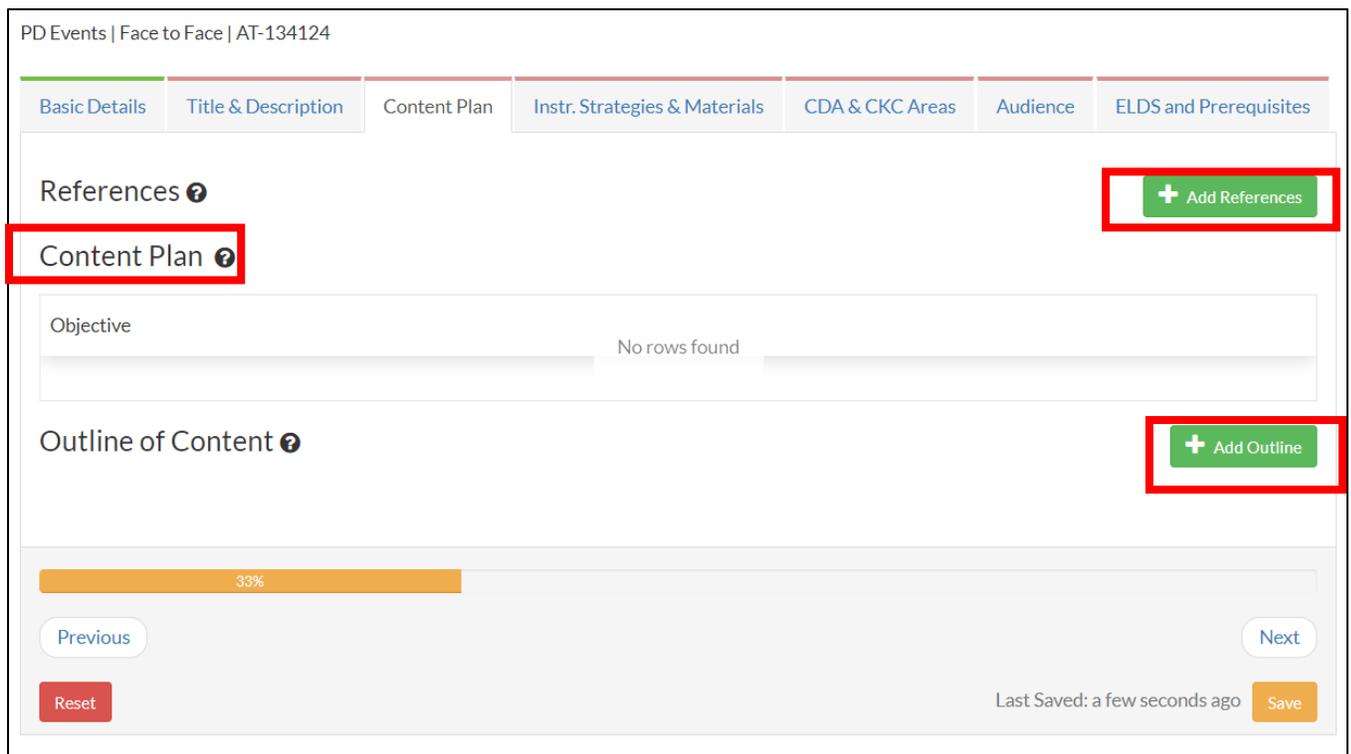
Select Add Objective- All objectives should be listed individually. Click Add Objective for each new learner objective.

Select Core Knowledge and Competency (CKC) Document, CKC category, CKC Subgroup, competency level, and individual competency.

Instructor approvals for CKC content areas must match those chosen for the PD event.

Total Training Time – Describes the amount of time devoted to that learner objective.

Outline of Content - Provide a description of content to be presented for each objective, during that time frame.

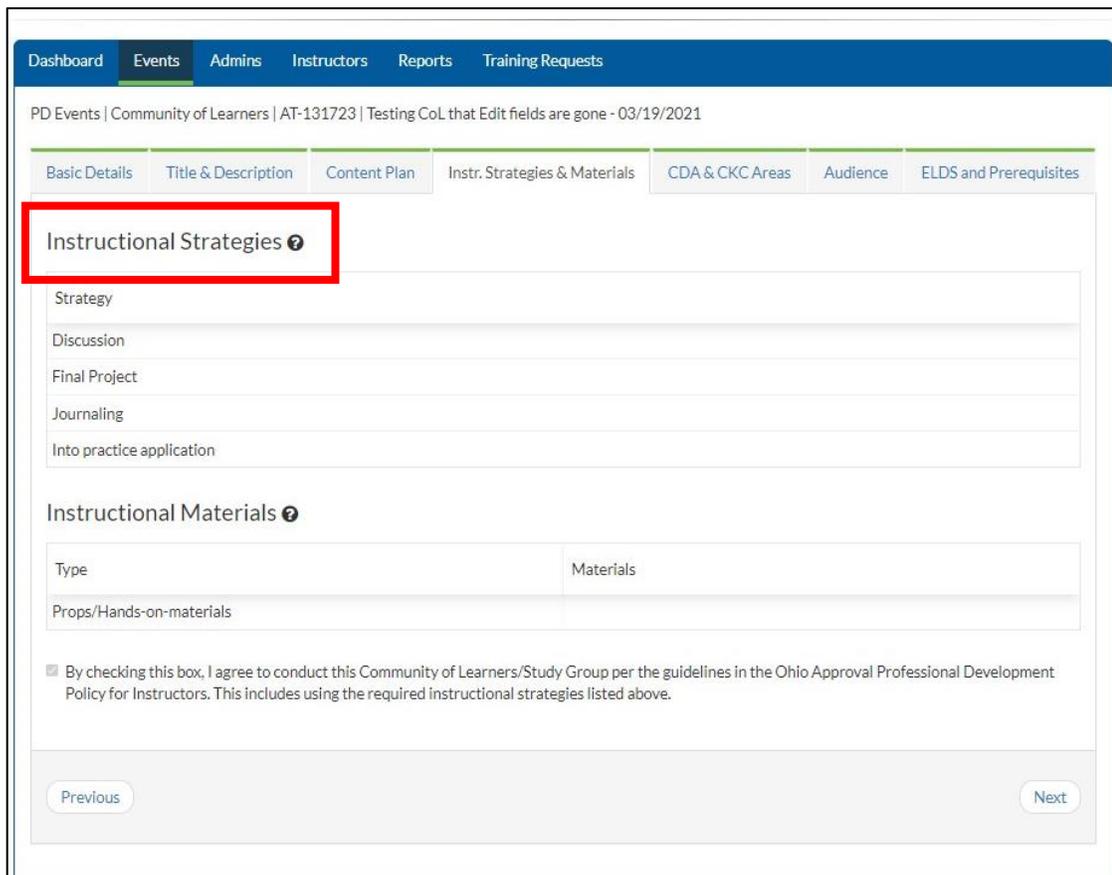


The screenshot shows a web interface for editing a PD event. At the top, it says "PD Events | Face to Face | AT-134124". Below this is a navigation bar with tabs: "Basic Details", "Title & Description", "Content Plan", "Instr. Strategies & Materials", "CDA & CKC Areas", "Audience", and "ELDS and Prerequisites". The "Content Plan" tab is selected. Below the tabs, there are three main sections: "References" with a "+ Add References" button, "Content Plan" with a table header "Objective" and "No rows found", and "Outline of Content" with a "+ Add Outline" button. At the bottom, there is a progress bar at 33%, "Previous" and "Next" buttons, a "Reset" button, and a "Save" button with the text "Last Saved: a few seconds ago".

## Instructional Strategies and Materials

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.

- 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.



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

PD Events | Community of Learners | AT-131723 | Testing CoL that Edit fields are gone - 03/19/2021

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

**Instructional Strategies** ⓘ

Strategy

Discussion

Final Project

Journaling

Into practice application

**Instructional Materials** ⓘ

Type	Materials
Props/Hands-on-materials	

By checking this box, I agree to conduct this Community of Learners/Study Group per the guidelines in the Ohio Approval Professional Development Policy for Instructors. This includes using the required instructional strategies listed above.

Previous Next

Instructional Materials are source materials used in conducting the PD Event (i.e.: handouts, PowerPoints, videos, etc.)

- All materials referenced in the Content Plan must be uploaded or access provided for review. PowerPoint presentations must include the presenter notes.
- Copyrighted materials are not accepted without a Permission for Use statement, which must be uploaded into application.

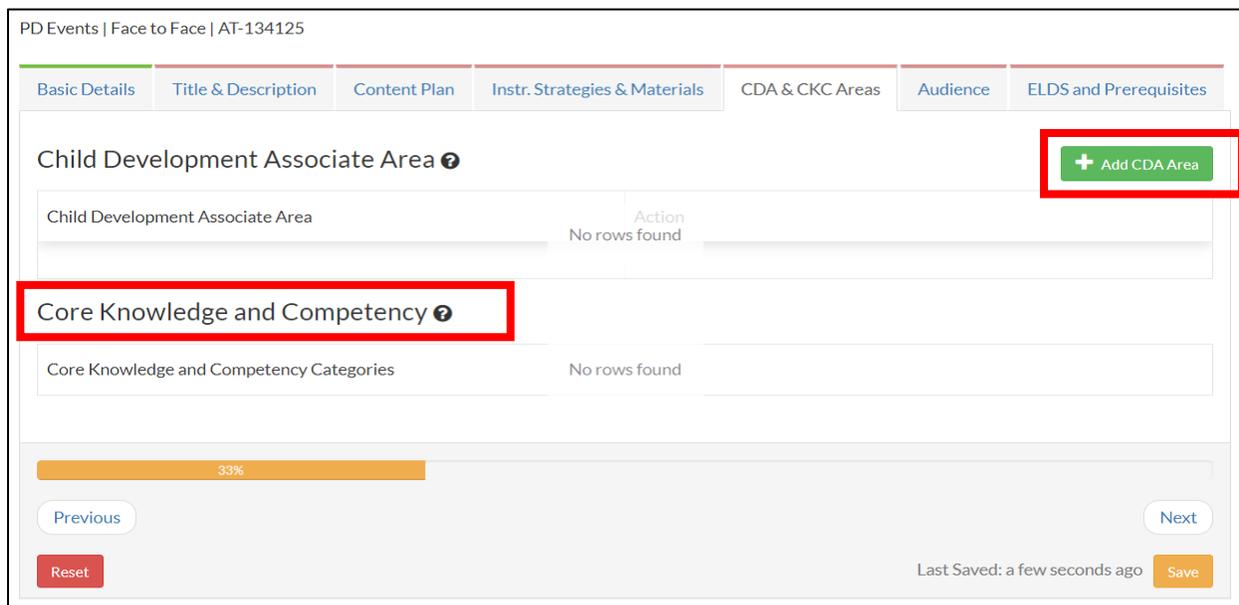
- Links for videos/websites/weblinks used for instruction must be provided in the application. Username/passwords must be provided, where applicable, for reviewer to access the module.

## CDA and CKC Areas

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.

Core Knowledge and Competency (CKC)- The CKC content areas chosen in the Content Plan will automatically populate in this section.

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).



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	Action
No rows found	

33%

Previous Next

Reset Last Saved: a few seconds ago Save

**For Non-Ohio Approved PD Event:**

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

**Inservice Type ?**

Select... | v

45%

Previous Next

Reset Last Saved: 5 minutes ago Save

## Audience

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.

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.

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

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

Target Audience ? + Add Audience

Audience	Action
No rows found	

Groups Related to Content ? + Add Group

Groups Related to Content
No rows found

85%

Previous Next

Reset Last Saved: a few seconds ago Save

## ELDS and Prerequisites

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 on the [Bold Beginning!](#) website.

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

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.						
<div style="text-align: center;"> <div style="width: 100%; height: 10px; background-color: green; margin-bottom: 5px;"></div> <span>100%</span> </div>						
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

If the reviewers need more information or 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.

Events									
AT	Title	Status	# Hours	Format	Type	Author	Approvals	Approve Date	
134125	Testing	Additional Action Needed	0.50	Face to Face	training	Visiting Presenter	N/A		<a href="#">Edit</a> <a href="#">Delete</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.

### Training Review History

2021-04-06 11:25:18

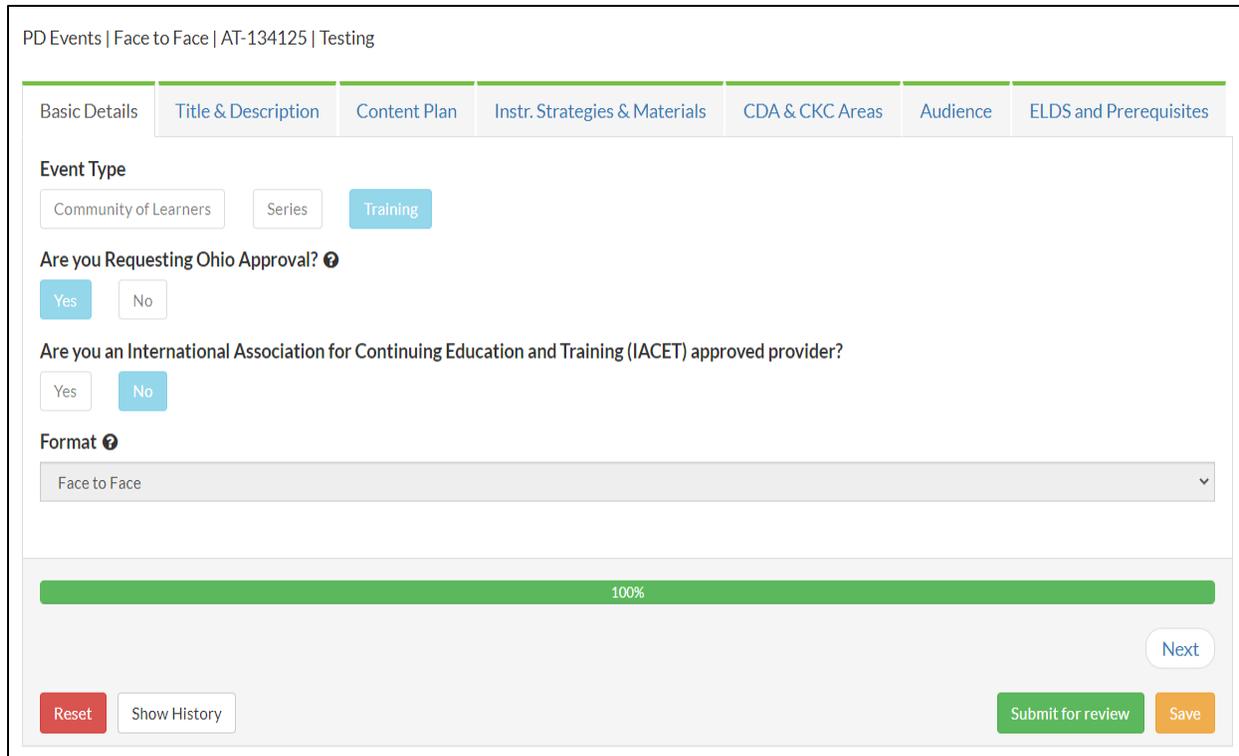
Findings:

- **Materials**
  - Select and upload all materials that will be used in this training.

Close

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

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

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

Face to Face

100%

Next

Reset   Show History   Submit for review   Save

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

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.

For additional questions or concerns, please contact us at [support@ocrra.org](mailto:support@ocrra.org).