
Create a PD Event Application

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).

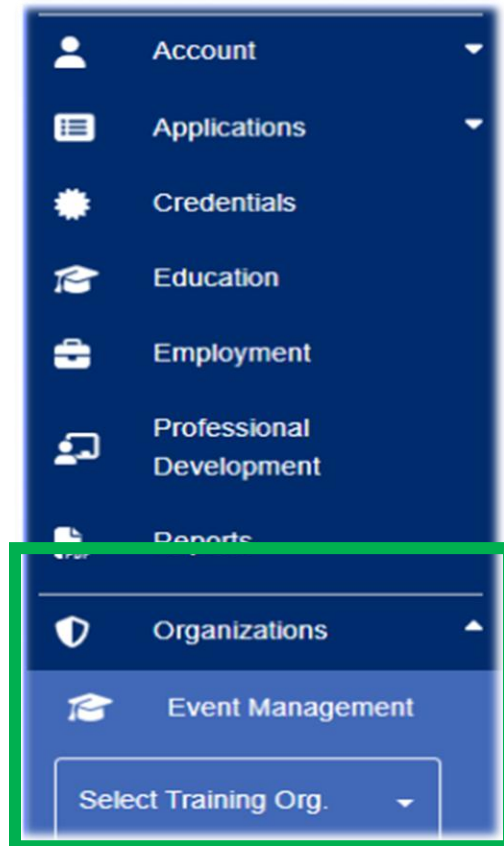
The following is a step-by-step guide for accessing, completing, and submitting a PD Event application for review and approval. This function is only enabled if you are an approved training organization or have access to a training organization dashboard. You only have access to organizations associated with your OPIN.

A Training Organization is the portal through which PD Event applications, for both OA and Non-OA, are created and submitted for review by the OCCRRA Approval Review Team. If you are not already associated with a training organization, you must apply to be a Training Organization to create, submit, and post PD events.

To apply to be a Training Organization, complete the “Request a Training Org” tab in the Applications section of your OPR profile.

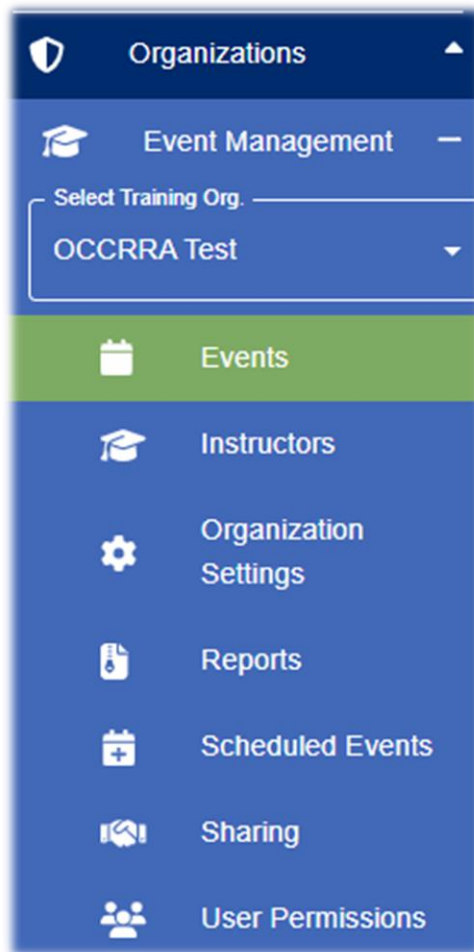
Create and Complete a PD Event Application

- Log in to your Ohio Professional Registry (OPR) profile.
- Find the Organizations tab from the menu option on the left side panel
- Click on the arrow to open a menu
- Click inside of the “Select Training Org” box
- Choose your Training Organization



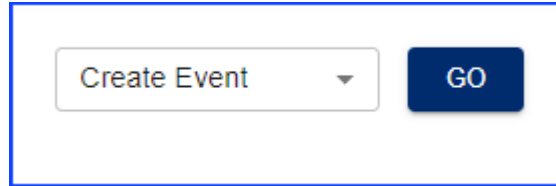
A menu of options/tabs will list in the panel on the left.

- Events – list of all created PD events and their status
- Instructors – a view-only list of Ohio Approved Instructors that were added to your dashboard
- Organization Settings – accessible to dashboard administrators only to update contact information
- Reports – training reports
- Scheduled Events – list of all approved events that have been scheduled (ST)
- Sharing – share the approved trainings with another training agency
- User Permissions – grant and/or remove access to those in your training organization



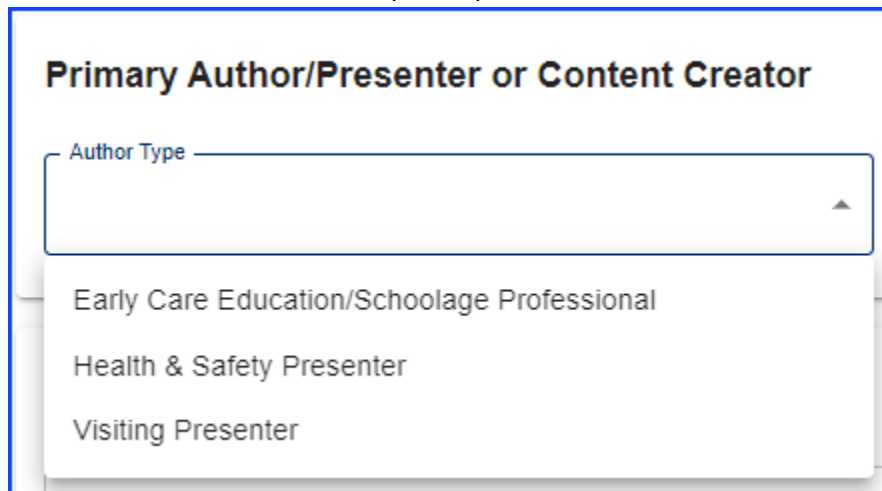
Access the PD Event Application

- Select the “Events” tab.
In the top right corner, select “Create Event” and GO to open the application

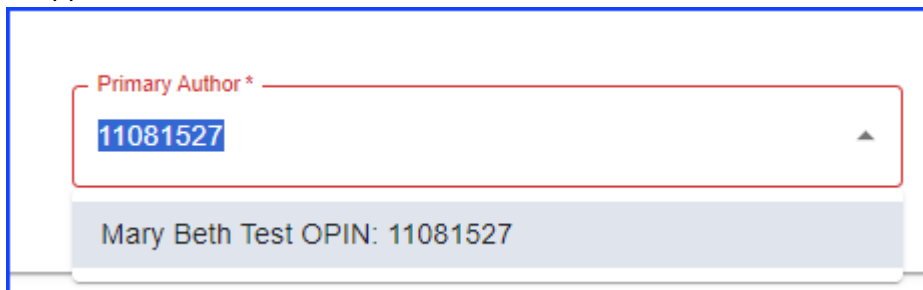


In the application, complete all required fields:

- Select the Author/Presenter Type:
 - Early Care Education/Schoolage Professional – must be an Ohio Approved Instructor
 - Health & Safety Presenter – select only for licensing required trainings CPR and First Aid
 - Visiting Presenter - for one-time events, special presentations; a CV or resume is required



- Enter the Ohio Approved Instructor via their OPIN



- **Target Audience** – click inside the box and select all that apply

Target Audience ?

Potential audience who will learn/benefit from the content

Target Audience ▼

- **Groups Related to Content** – list includes only those that the chosen Instructor has been approved for; click in the box and select all that apply

Groups Related to Content ?

Groups the training is written about.

Groups related to this training ▼

- Complete each section:

- **Title** – Accurately describes the content
- **Requesting Ohio Approval?** Yes OR No
- **Description** – brief statement that tells users what the event is about and how it can apply to their work. This language appears on the OPR search page.
- **Community of Learners event type** – Yes OR No
- **Child Development Associate Area (CDA)** – Only one area can be selected per PD event and must align to the PD event content, school age content being the exception. This will list in a participant’s CDA Area Report.
- **Early Learning and Development Standards (ELDS)** - 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.
- **Possible Delivery Methods** – choose each method that the event will be presented; definitions of each type are listed on the last page of this guide.

Training Information/Details

<p>Title ?</p> <p>Description</p> <p>Child Development Associate Area ▼ ?</p> <p>Possible Delivery Methods ▼</p>	<p>Requesting Ohio Approval? ?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Community of Learners? ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Early Learning and Development Standards ▼ ?</p>
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Content Plan

- Complete each field
 - Learner Objective - All objectives should be listed individually. Click “Add Objective” for each new learner objective.
 - Select the Core Knowledge & Competency (CKC) Document
 - Select Core Knowledge and Competency (CKC) Document, CKC category, CKC Subgroup, competency level, and individual competency.
 - Total Training Time for the objective

Content Plan (Total Training Time: 0 hours) ADD OBJECTIVE

Add Objective

Learner Objective * ?

Core Knowledge & Competency Document ▼

Total Training Time ▼

CANCEL SAVE

View, Edit, and/or delete objective options:

- Click on the pencil to edit the objective and its contents
- Click the “X” to delete the entire objective and its contents
- Click the arrow on the far right to expand the objective and view the CKC, timeframe, etc.



✎ X Learner Objective: Participants will be able to list at least 5 practices that demonstrate an early childhood professional competence. ADD OUTLINE ▼

Document: Ohio's CKC for Afterschool Professionals

Outline of Content

- Complete the Content Plan.

Content Plan (Total Training Time: 1 hours) **ADD OBJECTIVE**

  **Learner Objective: The participants will be able to identify developmentally appropriate activities.**
Document: Ohio's Early Childhood Core Knowledge and Competencies *REVISED*

ADD OUTLINE

- Select Add Outline to open the content plan.
- Complete all fields of the Content Plan
- Select Instructional Strategies
- Select PD Topic if applicable – only available for objectives that have a time frame of at least 1 hour.
- Select “Add Material” to upload all materials to be used in the presentation of the content.

Add Outline

What content will be presented for the objective time frame? *

How will participants interact with the content? *

How does this align with the CKC and level selected? *

How is the content supported by current research and the listed resources? *

How will you assess the participants' knowledge before and after presentation? *

How can the participant apply their content to their work? *

What tools and strategies will be shared? *

Instructional Strategies PD Topics

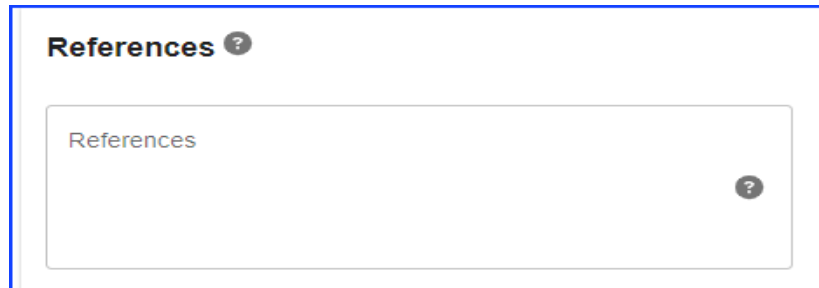
Instructional Materials **ADD MATERIAL**

No instructional material has been added yet.

CANCEL **SAVE**

References

- List full citations of research-based materials and references used in the creation of the training.

A screenshot of a web form titled "References" with a help icon. Below the title is a large text input area with the placeholder text "References" and a help icon in the bottom right corner.

- Save as Draft if the application is not ready for submission and review.
- Submit sends the application to review.

The Approval Team reviews submissions within approximately 30 business days. The reviewer will approve, deny, or note additional action on the part of the submitter is needed. If more action is needed on the part of the professional, the time for review may be extended. The timing of the review process is contingent on the volume of applications that are currently in the queue.

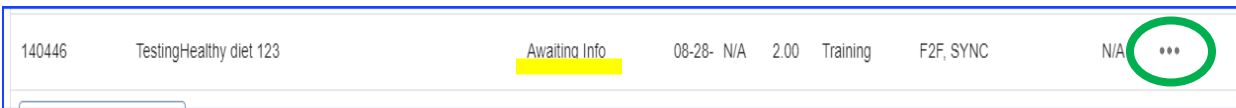
The PD Event submission will have one of three statuses:

- Submitted – waiting for review, no revisions or edits can be made
- Approved – reviewed and approved, ready to schedule
- Awaiting Info – reviewed and additional information is requested **see guidance on next page**

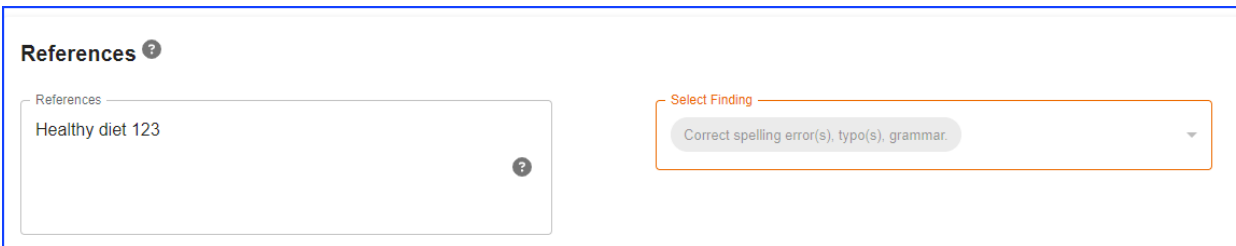
Revise the PD Event Application

More action is needed on the part of the submitter after initial review.

- Access the training organization dashboard
- Find the AT (PD Event application) that has a status of “Awaiting Info”
- Click on the three dots on the far right to open a menu
- Select “Edit”
- Scroll through the application to find any section outlined in red
- Read/review the notes from the reviewer in the “Select Finding” box
- Make all requested revisions
 - ❖ NOTE: Select the “Edit Outline” button to view requested revisions in the Content Plan
- Save and/or Resubmit



Example:



Visit the webpage for Instructor & Professional Development Events for more information: <https://occrro.org/ohio-professional-registry/instructor-and-pd-events/>.

Contact support@occrro.org for assistance.