Ohio Approved Instructor Application User Guide

The Ohio Approved designation represents the state's consolidated professional development (PD) approval process. It replaces existing procedures, including the Ohio Department of Education's Early Learning and School Readiness, the Ohio Department of Health's Help Me Grow, and the Ohio Department of Job & Family Services' Step Up To Quality (SUTQ) approval processes. The Ohio Approved (OA) designation is required for trainings and community of learners to count toward the SUTQ professional development requirements. Only Ohio Approved instructors can author and instruct Ohio Approved PD.

Those interested in becoming an Ohio Approved Instructor need to complete and submit an Instructor application. Instructors for special professional development events, for example, conferences, and those not in the early care and education and afterschool field may not need to complete an instructor application as an approved training agency can submit on their behalf via the Visiting Presenter option.

Minimum Qualifications for All Ohio Approved Instructors

Education and Experience

- o Level 1 Core Knowledge & Competency:
    - o A minimum of an Associate's Degree in field related to content area of training **and** 3 years' experience in field related to content area of training **OR**
    - o A minimum Bachelor's Degree in field related to the content area of training **and** 1-year experience in field related to content area of training
- o Level 2 Core Knowledge & Competency:
    - o Minimum Bachelor's Degree in field related to content area of training **and** 3 years' experience in field related to content area of training
- o Level 3 Core Knowledge & Competency:
    - o A minimum Master's Degree in field related to the content area of training **and** 1-year experience in field related to content area of training **OR**
    - o A minimum of Bachelor's Degree in field related to content area of training **and** 5 years' experience in field related to content area of training

## Directions for Completing the Instructor Approval Application

Note: To apply to be an OA Instructor, you **must** have an Ohio Professional Registry Profile.

To submit an OA Instructor application, your Registry Profile must include:
- • Employment history, with identified Primary Role and beginning and end dates
- • Verified education: **Official college transcripts must be uploaded and verified by the Registry before submitting an Instructor Application.**

1. Sign in to your Registry Profile.
2. Select My Account and then click the + next to Applications from the menu on the left.
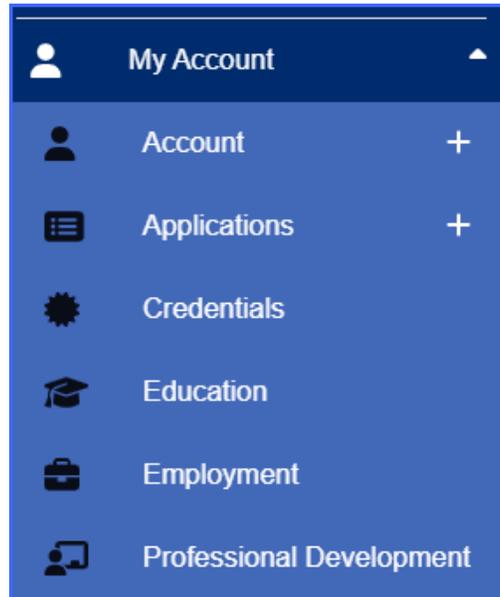
3. Find Instructor– if you already have an application, it will be listed on the right; if you not yet started the application, click on the "+" next to Instructor, then click on Instructor Application.
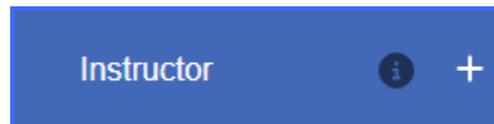
4. Your profile information will auto-populate. Click in the box next to one or more Core Knowledge and Competencies; check the box next to one or more Groups Related to Content. You can add Experiences in Field that support your content expertise. You can save your work at any time by clicking the **"Save Draft"** button at the bottom of the screen.
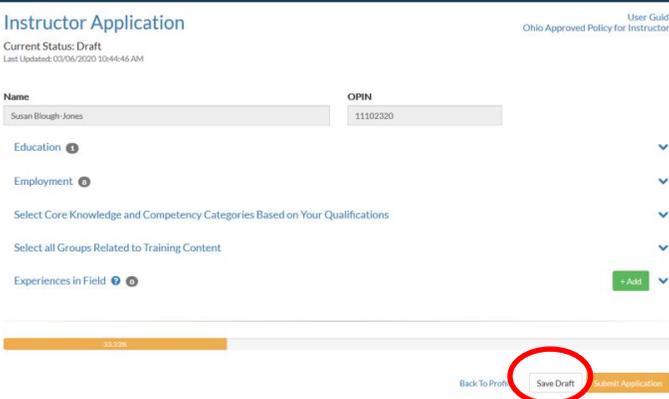
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You can edit a draft application - access your application using the steps 2 and 3 above; locate your Instructor Application in the list on the right, then clicking "**Action**."

5. Click the arrows on the right to open each field and enter the required information. The Education and Employment fields will pre-populate with the information from your profile.
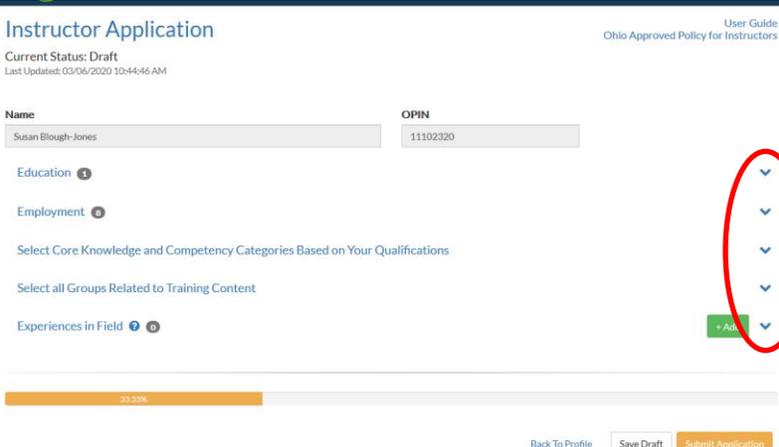
- **Core Knowledge and Competency Content Areas**: Based on your education and experiences in the field, select the Core Knowledge and Competency (CKC) content area(s) that you are qualified to instruct. Please select those areas you may want to instruct on now and in the future. Hover over the ❓ next to each CKC for the definition.

- **Groups Related to Training Content**: Select the Groups Related to Training Content based on the content area(s) you are qualified to instruct and the group/content area(s) that are the focus of your trainings. Please select groups as they apply to current and future trainings.

- **Experiences in Field**: If applicable, include additional experiences outside of employment listed above, that support your experiences in the field and content expertise.

6. **Submit Application**. Once you have entered all the required information, the progress bar at the bottom of the page will be green and read 100%. If the progress bar is not at 100%, please complete the required fields. You can save a draft or submit the application.

Once you click the "**Submit Application**" button, a box containing an attestation statement will appear. You must agree to the terms in this box before the application can be submitted.

You must submit the application for the Approval Team to review and take action on before you can instruct a PD event.

The Approval Review Team will process your application within **30 business days.** You will be notified of your application status via the notifications flag at the top of your profile page. If the Approval Review Team needs additional information, you will be notified via your profile notifications flag.

You can check the application status in the **Application Dashboard** queue in your profile. You will not be able to edit your application until the Approval Review Team takes action on your application.

If the Approval Review Team needs additional information, you will edit your application via the **Application Dashboard.**

If you would like to submit a professional development event for Ohio Approval or to use the Ohio Professional Registry to schedule Ohio Approved and Non-Ohio Approved PD events (i.e., Training, Community of Learners, or Series) contact your affiliated training organization. If you are not affiliated with a training organization, please see the Training Organization Dashboard User guide located in the Professional Development Event Resources list.