# This is a Resource Document Title

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.

- ➤ 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
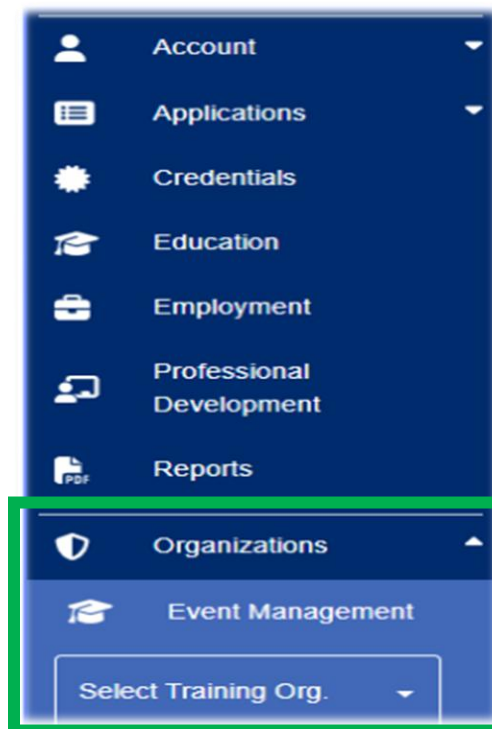
NOTE: This function is only enabled if you are a training organization or have access to a training organization dashboard. You only have access to organizations associated with your OPIN.

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
- 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
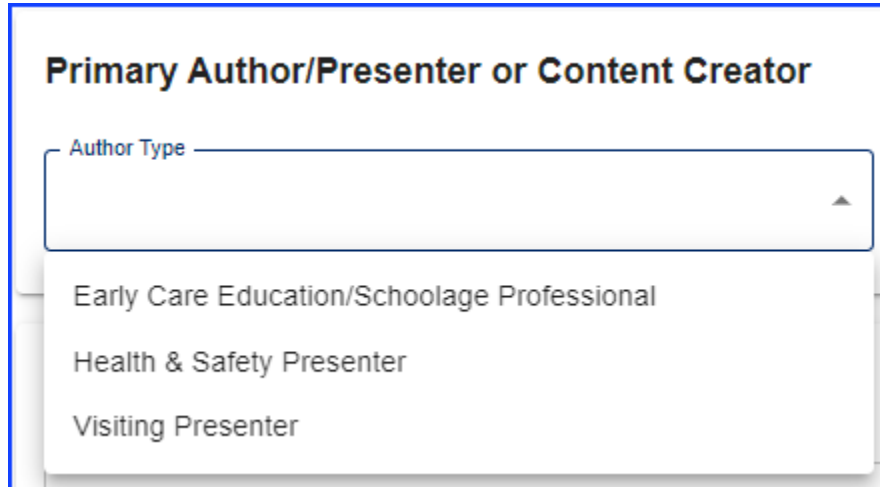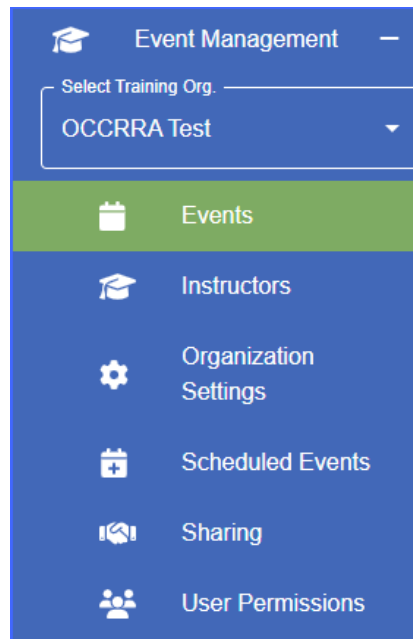

Access the PD Event Application

➢ Select the "Events" tab.
In the top right corner, select "Create Event" and GO to open the application
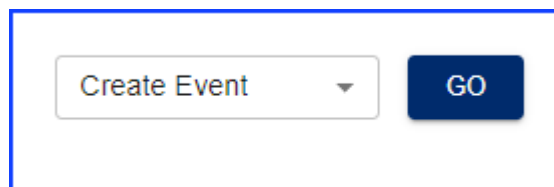
In the application, complete all required fields:

- Select the Author/Presenter Type (click here to view definitions)
  - 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
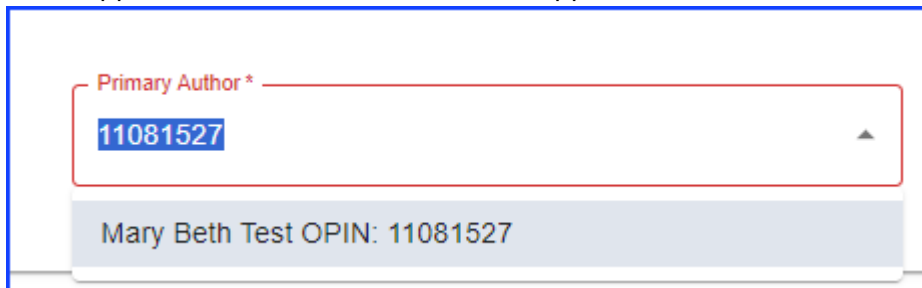
Primary Author/Presenter or Content Creator

Author Type

- Early Care Education/Schoolage Professional
- Health & Safety Presenter
- Visiting Presenter

- Enter the Ohio Approved Instructor via their OPIN if applicable
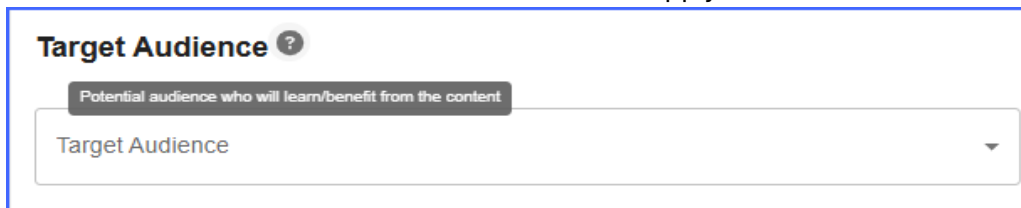
Primary Author *

11081527

Mary Beth Test OPIN: 11081527

- 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:
  - • <u>Title</u> – Accurately describes the content
  - • <u>Requesting Ohio Approval?</u> Yes OR No
  - • <u>Description</u> – 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.
  - • <u>Community of Learners event type</u> – Yes OR No
  - • <u>Child Development Associate Area (CDA)</u> –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 be listed in a participant's CDA Area Report.
  - • <u>Early Learning and Development Standards (ELDS)</u> - 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.
  - • <u>Possible Delivery Methods</u> – choose each method that the event will be presented; click here to view the definitions of each type.

Training Information/Details

Title ❓	Requesting Ohio Approval? ❓
	○ Yes ○ No
Description	Community of Learners? ❓
	○ Yes ⦿ No
Child Development Associate Area ▾ ❓	Early Learning and Development Standards ▾ ❓
Possible Delivery Methods ▾	

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.

✏️ ✕   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 to be used to present the content
- ➢ Select PD Topic if applicable – only available for objectives that have a time frame of at least 60 minutes
- ➢ 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.

> ➢ 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

If more action is needed on the part of the submitter after initial review, you will receive a notification in your OPR profile, and you can view the notes from the reviewer that list the requested revisions.

➢ 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 – hover your mouse over the finding to read the entire message or highlight the message.
➢ Make all requested revisions
   ❖ NOTE: Select the "Edit Outline" button to view requested revisions in the Content Plan
➢ Save and/or Resubmit

<u>Definitions</u>

Author types

- <u>Early Care Education/Schoolage Professional</u> is an Ohio Approved Instructor
- <u>Health and Safety Presenter</u> – should be used only for licensing required health and safety courses such as CPR, First Aid, Communicable Disease, and Child Abuse.
- <u>Visiting Presenter</u> – for a one-time special event, does not need an OPR profile, does not regularly present PD in Ohio, and education and expertise must align with the requirements for an Ohio Approved Instructor

Delivery types

- <u>Asynchronous</u> - also known as self-paced training, does not require participants and instructors to be online at the same time for instruction. The training must include interactions /engagements in addition to the functions that advance the slides. Presentation slides must be timed or locked, preventing users from freely advancing through the training to adhere to the contact hours that the training is approved for. When submitting an asynchronous training for OA, the training must be unlocked to allow the reviewer to advance freely through the content.
- <u>Face to Face</u> – the traditional classroom-style training format where the instructor(s) lead participants through a course of instruction.
- <u>Synchronous</u> – instructor-led training, requires the instructor and participants to be present online at scheduled times, for instruction, discussions, and activities.
- <u>Hybrid</u> – combines both Asynchronous and instructor-led elements (face to face or synchronous).

ELDS

Ohio's Early Learning Development Standards: https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards

Contact support@occrra.org for assistance.