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## How to Add a Professional Development Topic Area Designation to Existing Ohio Approved Training in the Ohio Professional Registry

For all three rating levels, all administrators, lead teachers, assistant teachers, and family child care providers must obtain 10 hours of Ohio Approved training annually. As part of the 10 hours, individuals are required to obtain at least one hour of training in two of the required topic areas. This allows professionals to obtain training in areas that best meet their individualized needs and the needs of the children and families they are working with. Professionals must complete the required annual training hours with the at least 2 topic areas beginning 7/1/2025. It will be assessed during SUTQ verification visits beginning 7/1/2026.

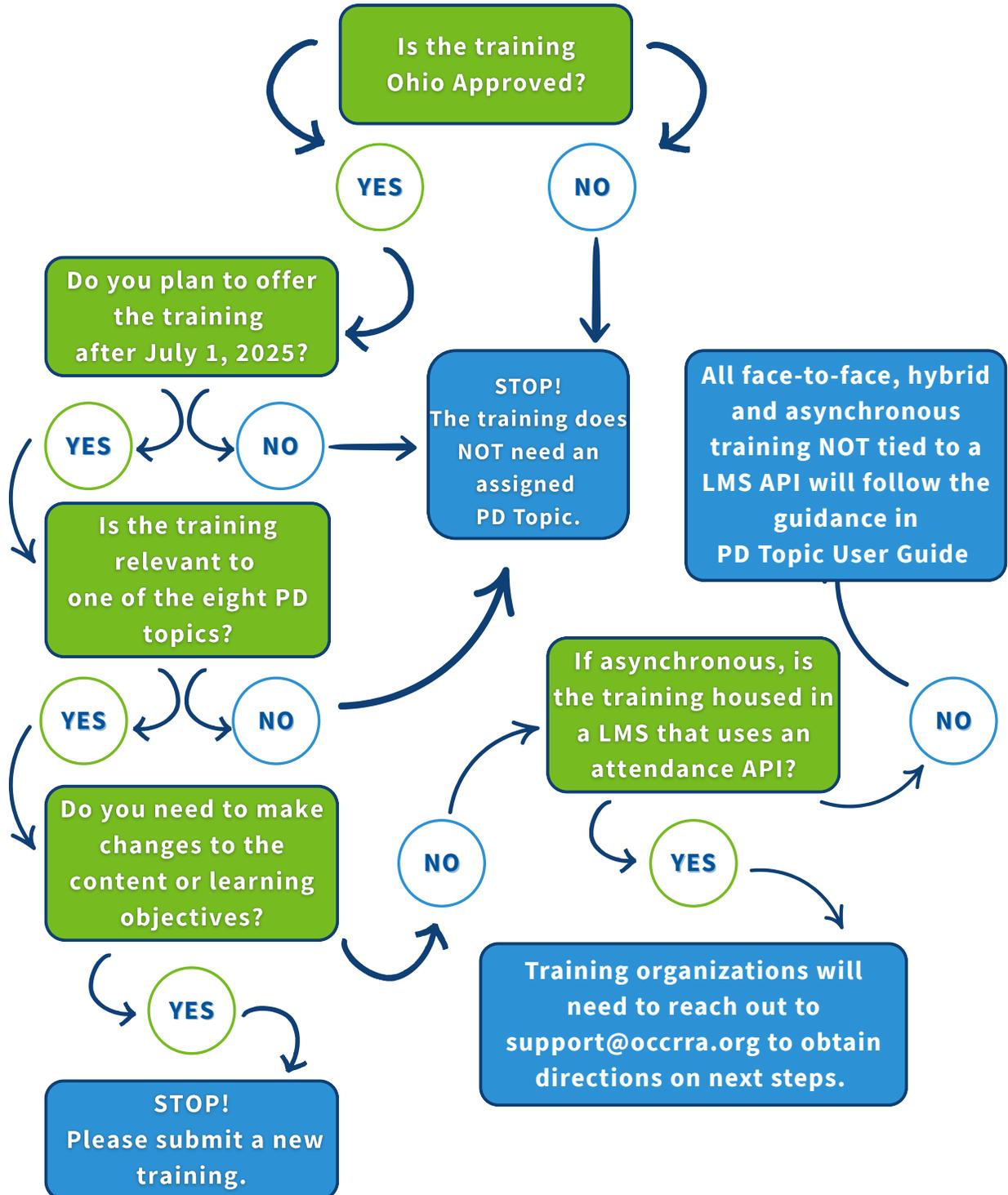
Instructors that wish to have their OA training designated as including content on an approved SUTQ PD topic area will need to clone their training and assign a topic area to each 60-minute objective, which will then be reviewed and approved by OCCRRA.

Training organizations should follow the steps outlined in this guide. Before beginning, consider the following:

- Training organizations should only clone OA training they plan to continue to deliver after July 1, 2025.
- Do not clone OA asynchronous training hosted in an LMS that uses an API for attendance verification. This will potentially break the automated link to the training. If you have an OA approved training that is hosted in an LMS, please reach out directly to OCCRRA at [support@ocrra.org](mailto:support@ocrra.org) to have the training designated as meeting one of the PD topics.
- Each learning objective must be at least 60 minutes long to receive the topic area designation. Any OA training with a 30-minute learning objective will need to be resubmitted as new training if it is to be considered for SUTQ.
- Review the PD Topic Definitions document for more information on each PD topic area. [Professional Development Topic Areas \(PD Topics\)](#)

Refer to the [Training Organization Dashboard User Guide](#) for information on managing your organization's account.

# Professional Development Topic Flow Chart



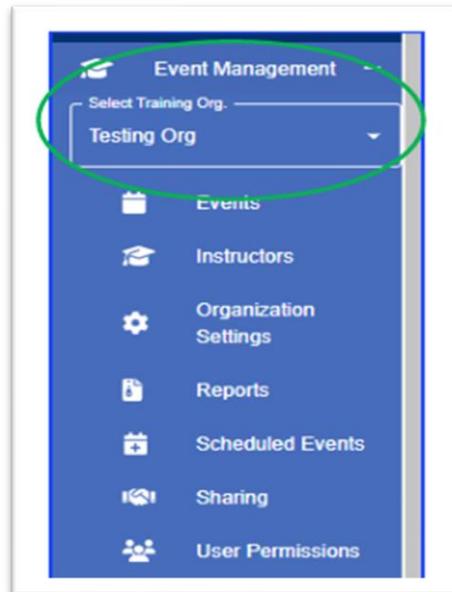
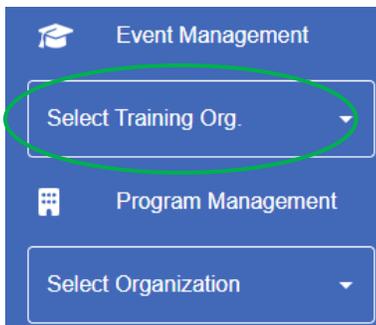
## Steps to Adding a PD Topic

Training organizations will use the “clone” feature to designate the PD topics to learning objectives.

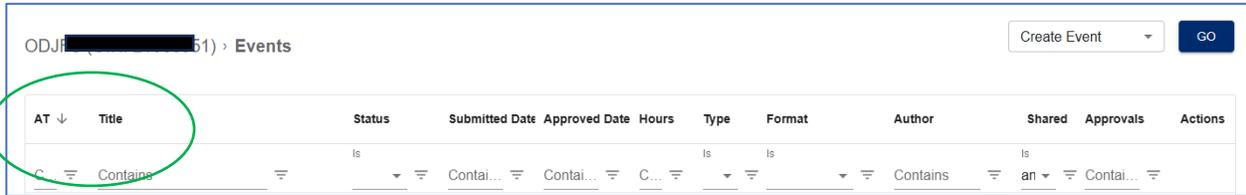
1. Log into your [Ohio Professional Registry](#) (OPR) account.
2. Click on Organization, located on the left side of the screen.



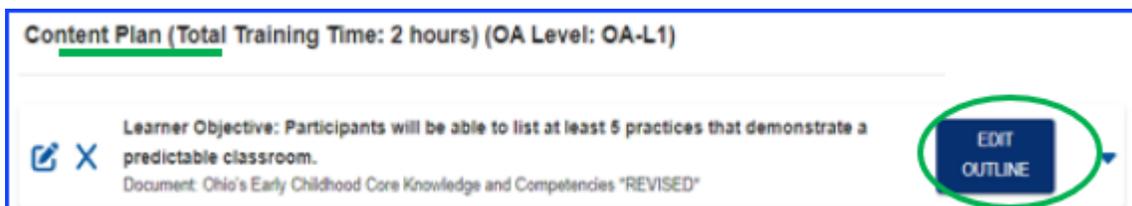
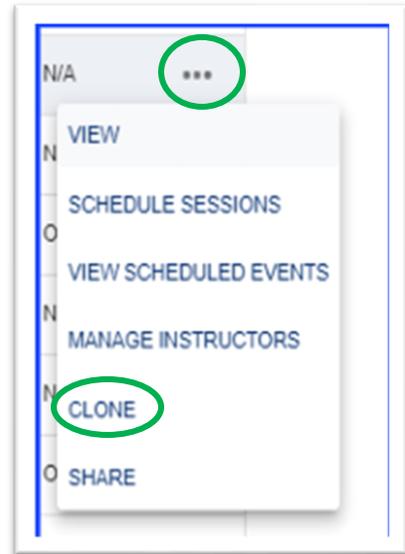
3. Using the drop down arrow, select the training organization under the Event Management tab.
4. Select “Events”



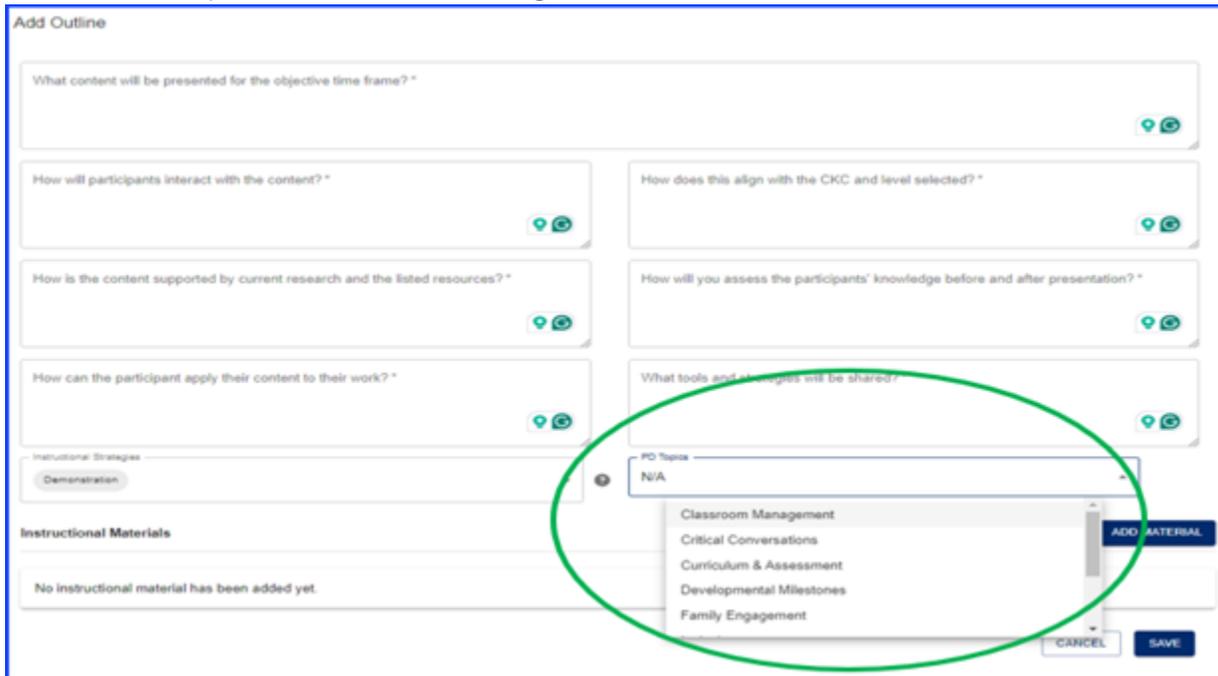
- The Events page will list all PD events associated with the training organization. Find the AT to which a PD Topic will be added.



- Once you have identified the correct row, scroll across to the last column on the right, labeled “Action.” Click the ellipsis (...) on the far right of the event to open a menu of options.
- Select “Clone.” This option will only show up if the training is Ohio Approved.
- Scroll down to the Content Plan section and review the learner objectives. If an applicable topic area is addressed for at least 60 minutes of the training, select “Edit Outline.”



9. Locate the PD Topics section at the bottom right side and click inside the box.



The screenshot shows a form titled "Add Outline" with several text input fields. A dropdown menu for "PD Topics" is open, showing a list of options: Classroom Management, Critical Conversations, Curriculum & Assessment, Developmental Milestones, and Family Engagement. The current selection is "N/A". The dropdown menu is circled in green. There are "CANCEL" and "SAVE" buttons at the bottom right of the form.

10. Select the PD Topic that aligns with your content. You may need to scroll up or down to see the applicable topic. At this time, “Science of Reading” cannot be selected as one of the applicable topic areas in the dropdown list. Only science of reading professional development provided by the Ohio Department of Education and Workforce is currently accepted for the Science of Reading topic area.

11. Select “Save.” If the course has another objective that addresses a different topic area for 60 minutes or more, repeat steps 5-7 for that topic area and select “Save.” Repeat this process until all applicable topic areas have been added (up to one topic per hour of the course)

12. Select “Resubmit”





Once you click Resubmit, there will be two PD Events (AT) for the same training listed on the Events page. Each PD Event (AT) will have either “original” or “clone” in the title. The original PD Event (AT) is still active and can be scheduled until your cloned PD Event (AT) is approved. The cloned PD Event must be reviewed and approved before scheduling. Once the clone has been approved, the original PD Event will close and you will begin to use the cloned PD Event (AT). All Scheduled Events (ST) associated with the original PD Event (AT) remain active, even when the original PD Event (AT) is closed.

Contact [support@ocrra.org](mailto:support@ocrra.org) for questions about training organization and the cloning process.