
Ohio PROMISE Professional Credential (OPPC) User Guide

With Ohio PROMISE, Ohio is on its way to ensuring that every Ohio family is healthy and supported when needed. Children with disabilities must be included with their friends, neighbors, and peers from birth so they can thrive wherever they live, play, and learn. The Ohio PROMISE Professional Credential (OPPC) was created to raise the level of awareness, knowledge, competency, and confidence of professionals attending to the needs of children with disabilities, their families, and creating an environment to support all children.

This credential was created by the Ohio State Leadership Team on Early Childhood Inclusion, a dedicated group of state agency and organization professionals working with teachers and parents.

Quick Start:

1. Sign in or create and complete your profile in the Ohio Professional Registry (OPR)
2. Start the Ohio PROMISE Professional Credential application
3. Register and complete required trainings for each level
4. Apply for the Ohio PROMISE Professional Credential

Navigate the OPPC User Guide:

- [Sign in or Create a Profile in the Ohio Professional Registry \(OPR\)](#)
- [Access the Ohio PROMISE Professional Credential \(OPPC\) Application](#)
- [Register and Complete Required Trainings](#)
- [Complete the OPPC Level 1 Application](#)
- [Complete the OPPC Level 2 Application](#)
- [Complete the OPPC Level 3 Application](#)
- [Check the Status of the OPPC Application](#)
- [Troubleshooting Tips](#)

Contact support@ocrrra.org for assistance with your profile and application status.

Sign in or Create a Profile in the Ohio Professional Registry (OPR)

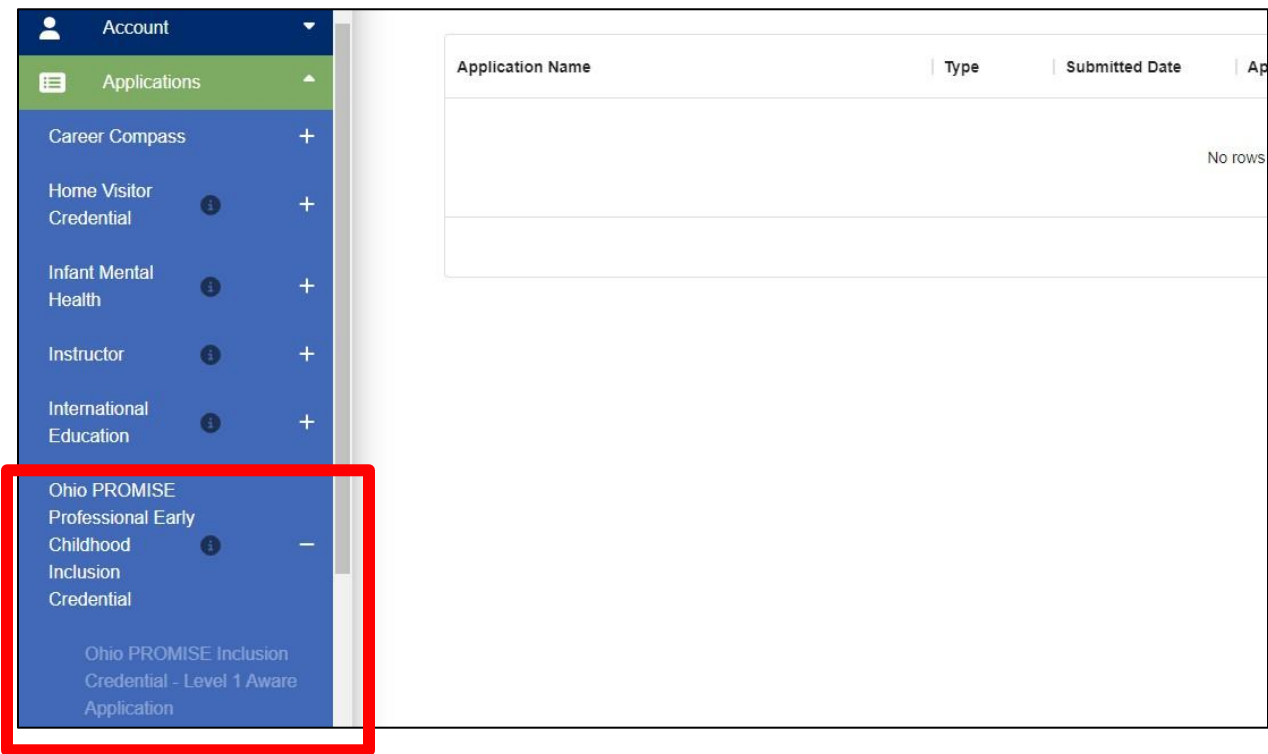
- **Sign in:** Use your OPIN or email address to log into your Ohio Professional Registry (OPR) profile.
- **Create a Profile:** If you do not already have an OPR profile, and need assistance with creating one, view our [step-by-step Create OPR Profile User Guide](#) or view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.

In order to access the OPPC application, your OPR Profile must list:

- A minimum of a verified High School diploma in the Education tab of your OPR profile.
- OR**
- An employment role of High School Junior or HS Senior or Graduate <18 in the Employment tab of your OPR profile.

Access the Ohio PROMISE Professional Credential Application

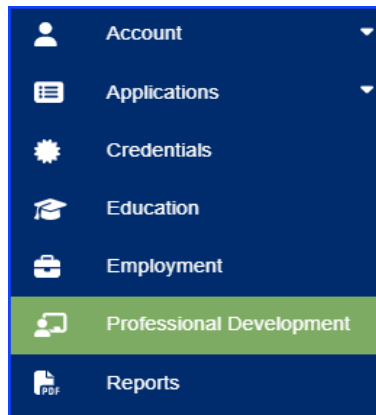
- Navigate to the Applications section of your OPR profile and click the carrot to expand.
- Click on the + sign next to the Ohio PROMISE Professional Credential section to expand the application choices.



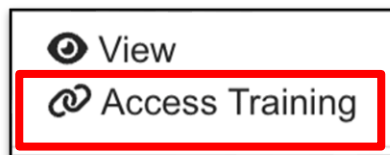
Tip: If your OPR profile doesn't reflect the minimum education and employment, the link will not be clickable, and you will need to complete the requirements prior to accessing the application.

Register and Complete Required Trainings

1. On your [OPR profile page](#), select “Training Search” found in the panel on the left at the bottom of the page.
 - In the search box, type in the full name of the training or the assigned ST Number. Click “Search”.
 - Select the listed training.
 - Select “Add to Cart”.
 - Select “View Cart” and complete the registration process by selecting “Checkout”. Then return to profile.
 - After successful registration, the courses will be listed under the Professional Development tab of your profile. Navigate to the Professional Development tab of your profile and select it.



- Find the training in the list and on the right of it, select the “Access Training” button. You will be directed to the online training.



- Upon successful completion of the training, your credit will be automatically added to your profile. The course will list in the Professional Development tab with a status of “Verified”.



Complete the OPPC Level 1 Application

- Click on the title of the application titled 'Ohio Promise Inclusion Credential - Level 1 Aware'.
- There are 5 required PD Events to be completed via your OPR profile. These completions will display automatically from the Professional Development tab of your profile. If one or more of these required PD Events have not been verified in your profile, you will not be able to submit the application. You must return to your OPR profile and complete the requirements prior to moving forward with submission.

Current Status: New

Submitted Date	Name	OPIN
Not Submitted	New Profile	1140-4949

[Required Professional Development](#)

Professional Development	My Training
Making Referrals in Early Childhood Settings	Complete
Preschool Special Education 101: ChildFind	Complete
Responding to Trauma and Supporting Resilience : OCALI Suite of Resources	Complete
This Child, Each Child Will Grow and Learn-CYC Suite of Resources	Complete
We Can Do This, Right Where We Are: OCALI Suite of Resources	Complete

If all 5 events show 'Complete', you can proceed in the application

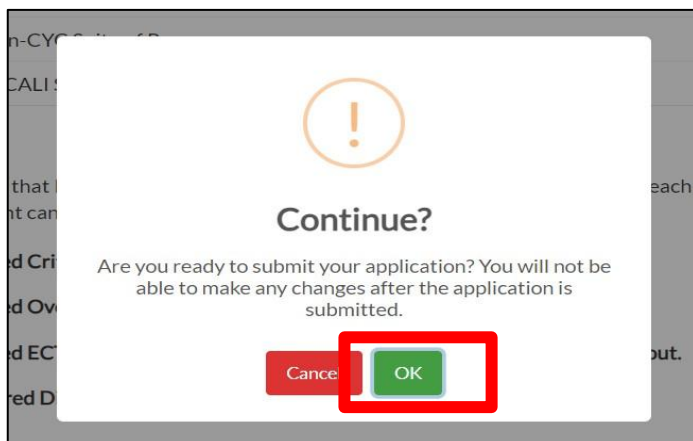
- Complete the attestations and when ready, select 'Submit Application'.

[Ohio PROMISE Inclusion Credential Attestations](#)

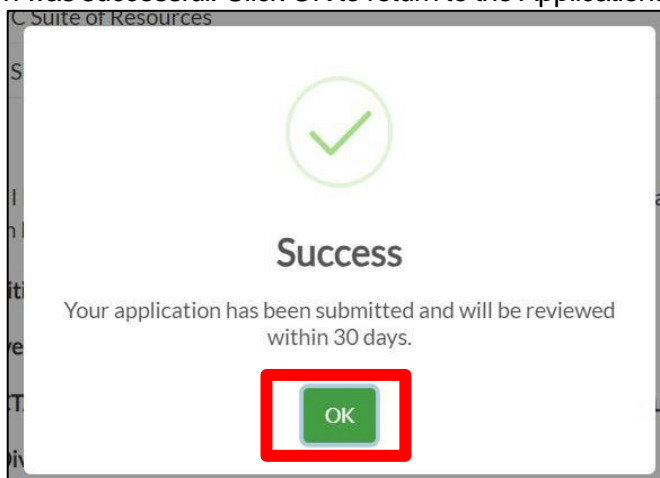
By checking the statements below, I attest that I have completed each requirement and will retain my records of each requirement, should I need to produce them. Links for each credential requirement can be found on the Ohio PROMISE Inclusion Credential webpage.

<input checked="" type="checkbox"/> I attest that I have reviewed the required Critical Core Competencies Handout.
<input checked="" type="checkbox"/> I attest that I have reviewed the required Overview of IDEA Handout.
<input checked="" type="checkbox"/> I attest that I have reviewed the required ECTA Indicators of High-Quality Inclusion for Local Programs Handout.
<input checked="" type="checkbox"/> I attest that I have completed the required Division of Early Childhood's Cara's Kit.

- Confirm you would like to continue with your submission. Hit 'Cancel' to return to the application.



- Your submission was successful. Click OK to return to the Applications tab of your profile



Complete the OPPC Level 2 Application

To access the OPPC Level 2 application, you must meet the following requirements:

- Have already received your Ohio PROMISE Profession Credential Level 1.
- Complete the 5 required PD Events via your OPR profile. These completions will display automatically from the Professional Development tab of your profile.
- If one or more of these required PD Events have not been verified in your profile, you will not be able to submit the application. You must return to your OPR profile and complete the requirements prior to moving forward with submission.

Click on the title of the application titled 'Ohio Promise Inclusion Credential - Level 2 Knowledgeable'.

Required Professional Development

Professional Development	My Training
Early Learning and Development Standards Overview	Complete
Together from the Start: Building Blocks for Inclusion - OCALI Suite of Resources	Complete
Early Childhood Universal Access Series: Welcoming All Children	Complete
Early Childhood Universal Access Series: Adaptations & Assistive Technology Interventions	Complete
Early Childhood Universal Access Series: Supporting Participation with Cara's Kit	Complete

If all 5 events show 'Complete', you can proceed in the application.

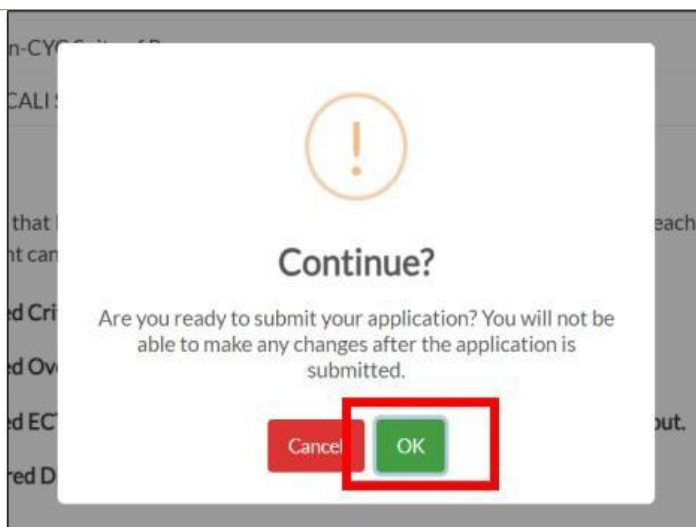
- Complete the attestations and the 'Early Care & Education Environment Self-Reflection Tool'.

Ohio PROMISE Inclusion Credential Attestations

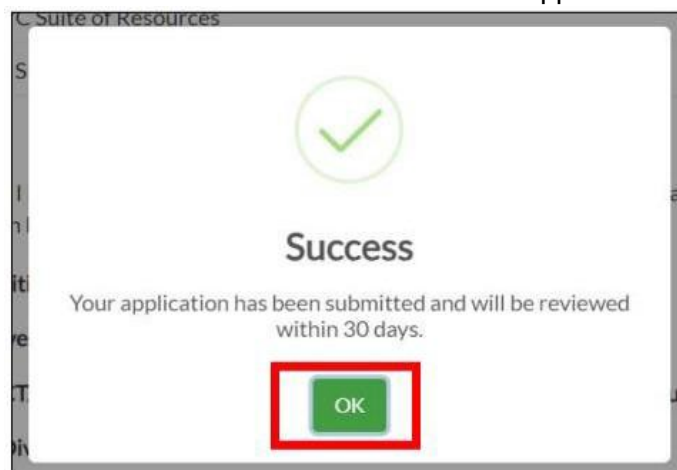
By checking the statements below, I attest that I have completed each requirement and will retain my records of each requirement, should I need to produce them. Links for each credential requirement can be found on the Ohio PROMISE Inclusion Credential webpage.

- ☒ I attest that I have reviewed the new November 2023 Dear Colleague Letter.
- ☒ I attest that I have reviewed Ohio's Core Knowledge and Competencies.
- ☒ I attest that I have reviewed the Inclusion Planning Checklist (Special Quest Session 7, Handout #4).
- ☒ I attest that I have reviewed ECTA Early Care & Education Environment Indicators.

- Once you have reviewed your application for completion, click 'Submit Application'.
- Confirm you would like to continue with your submission. Hit 'Cancel' to return to the application.
- Your submission was successful. Click OK to return to the Applications tab of your profile.



- Your submission was successful. Click OK to return to the Applications tab of your profile.



Complete the OPPC Level 3 Application

To access the OPPC Level 3 application, you must meet the following requirements:

- Have already received your Ohio PROMISE Profession Credential Level 1 and Level 2.
- Complete the 5 required PD Events via your OPR profile. These completions will display automatically from the Professional Development tab of your profile.
- If one or more of these required PD Events have not been verified in your profile, you will not be able to submit the application. You must return to your OPR profile and complete the requirements prior to moving forward with submission.

Click on the title of the application titled 'Ohio PROMISE Inclusion Credential - Level 3 Knowledgeable'.

Ohio PROMISE Inclusion Credential - Level 3 Advanced Application

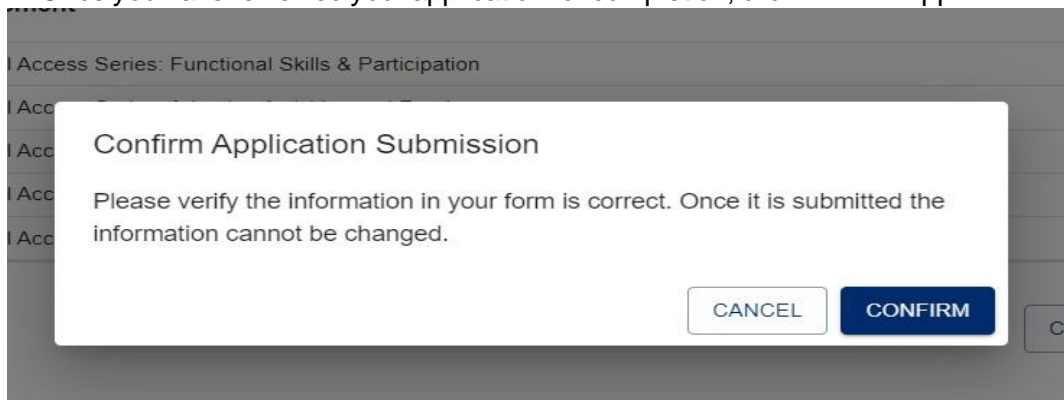
Current Status: New Submitted Date: N/A Name: Tameka Butler-Allen OPIN: 11394086

Required Professional Development

Professional Development	My Training
Early Childhood Universal Access Series: Functional Skills & Participation	Complete
Early Childhood Universal Access Series: Adapting Activities and Routines	Complete
Early Childhood Universal Access Series: Adapting the Environment: Physical Spaces, Noise, and Lighting	Complete
Early Childhood Universal Access Series: Putting it all Together	Complete
Early Childhood Universal Access Series: Adapting the Environment: Routines, Schedules & Transitions	Complete

If all 5 events show 'Complete', you can proceed in the application.

- Once you have reviewed your application for completion, click 'Submit Application'.





- Confirm you would like to continue with your submission. Hit 'Cancel' to return to the application.

- You can view the status of your application via the Application Dashboard displayed in your OPR profile.


Application Dashboard						
Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	
Ohio PROMISE Inclusion Credential - Level 1 Aware	Initial	2023-07-31 02:50:29 PM	2023-08-03	2025-08-02	Approved	VIEW
Trauma Informed Care - Level 2 Trauma Informed	Initial	2023-08-01 10:39:13 AM	2023-08-01	2025-07-31	Approved	VIEW

- Once your application is approved and your credential has been issued, you can access your printable certificate anytime via the Credentials tab of your OPR profile.







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Professional Development



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Credentials

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Credential	Points	Effective Date	Expiration Date ↓	Status	Actions
Ohio PROMISE Inclusion Credential - Level 1 Aware	0.00	2023/08/03	2025/08/02	Verified 	 Print Certificate
Trauma Informed Care - Level 2 Trauma Informed	0.00	2023/08/01	2025/07/31	Verified 	 Print Certificate
Trauma Informed Care - Level 1 Trauma Aware	0.00	2023/08/01	2023/08/01	Verified 	 Print Certificate

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Troubleshooting Tips

- If you are unable to open the Ohio PROMISE Professional Credential Application (the link is “grayed- out”), this indicates one of the following:
 - you have not added employment to your OPR profile;
 - you have not uploaded your education;
 - the review team has not yet completed the review of your documents; or
 - the documents could not be verified.

You will not be able to submit the application until these are verified. Review your OPR profile to add your employer, or to view the status of your education.

- If your required Professional Development has a status of “Not Complete” this indicates that the training has not been completed. Check the Professional Development tab of your profile to ensure that you have registered for the trainings.
- Click on the Notifications tab of your profile for important messages from the OPR team regarding the status of your application.

Contact support@ocrra.org for assistance with your profile and application status.