

Required documents for verification



Basic Education

1. High School Diploma (OR)
2. High School Transcript (OR)
3. Letter on letterhead from school

Each of the above needs to have the following to be verified:

- Issued from the high school/school district
- Professional's name
- Graduation date (at least the month and year)
- School name
- Issuing city/county/school district AND state

Diploma only: signatures from school officials

Transcripts only: either a seal or school official signature (with title & date)

Letter only: school official signature (with title & date)

4. Verifiable college transcript with high school name and graduation date (month & year)
5. Ohio Home schooling diploma
 - Prior to October 2023: excusal letter from Superintendent
 - After October 2023 written Acknowledgement of superintendent receipt of notice



Higher Education

All pages of an official transcript with visible registrar's signature issued by an accredited college or university documenting all course work completed that did or did not lead to the achievement of a degree.

Official transcript must include:

- Visible registrar signature
 - Include all pages of the transcript
 - School seal, logo or features of security paper
 - Issued by an accredited college or university
 - Confer date (graduation date)
 - Major or program of study
 - Degree type achieved



Credentials

- A copy of the credential certificate, with issuing entity identified uploaded
- Licenses issued by a state agency must be issued from an agency within Ohio
- Child Development Associate (CDA): A verified a High School/High School Equivalent must be verified in the OPR for the CDA to be reviewed.
 - Temporary CDAs will not be verified.



Professional Development

- For verification of licensing Professional Development hours (Non-OA):
 - DCY 01307- Professional Development Documentation for Child Care
 - ODEW in-service training form
- For verification of Health and Safety trainings:
 - DCY 01276 Health Training
 - Documentation for Child Care
 - ODEW in-service training form
 - First Aid/CPR card or certificate
- For conversion to Ohio Approval credit:
 - IACET Continuing Education Units (CEUs) certificate
 - College issued CEUs on official accredited college transcript