

Employment Entry User Guide for Early Care and Education Professionals

Entering an Employment Entry for the first time

1. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.
2. If this is your first time signing in, an employment record is required to move forward in your profile. You will be taken directly to the 'Add Employment' screen (below).

Click on the box that best describes your employment or employer.

Early Care and Education Professionals

Examples include employment at one of the following types:

- Ohio Dept. of Children and Youth (DCY)
 - Child Care Center
 - Family Child Care Home (Type A or B)
 - School-Based Preschool
 - School-Based School-Age
 - Day Camp
 - In-Home Aide
- Youth Development (not licensed by DCY)
- Closed Early Care and Education Program
- Out-of-State Early Childhood Employment

Help Me Grow Professionals

Examples include employment at one of the following types:

- Home Visitor / Home Visiting Supervisor
- Early Intervention Service Coordinator
- Early Intervention Supervisor
- Developmental Specialist

DCY Certified Foster Care Agency

Examples include employment at one of the following types:

- DCY Certified Group Home
- DCY Certified Children's Residential Center
- DCY Certified Foster Care Recommending Agency
- Other DCY Certified Agency

Workforce Support Staff

Examples include employment at one of the following types:

- Child Care Resource & Referral Agencies (CCR&R)
- State Support Team (SST)
- Infant and Early Childhood Mental Health Professional (IECMH)
- State/County Agency Staff (ODCY, ODEW, ODODD, ODH, ODJFS, ODBH, ODM)

Other Options

Examples include employment at one of the following types:

- Current Student (including Career Tech)
- Foster Care Family
- Higher Education
- Instructor / Program Technical Assistance
- ODBH Certified/Licensed Agency
- Ohio Association of Community Health Centers (Federally Qualified Health Centers)
- Service Provider (OT, PT, SLP)
- Other

Instructions for completing the Employment entry are provided on page 2.

Entering an Employment Entry to your OPR profile

- To add an employment record your existing OPR profile, simply click the blue “Add Employment” button in the top right corner to get started.



- You will proceed to an employment type selection. For professionals working in an child care program or Family Child Care program, select “Early Care and Education Professional”. Choose which option works best for you. Examples of the employment types are listed to assist you in selecting which type works best for how you plan to use the OPR.

Click on the box that best describes your employment or employer.

<p>Early Care and Education Professionals</p> <p>Examples include employment at one of the following types:</p> <ul style="list-style-type: none">• Ohio Dept. of Children and Youth (DCY)<ul style="list-style-type: none">◦ Child Care Center◦ Family Child Care Home (Type A or B)◦ School-Based Preschool◦ School-Based School-Age◦ Day Camp◦ In-Home Aide• Youth Development (not licensed by DCY)• Closed Early Care and Education Program• Out-of-State Early Childhood Employment	<p>Help Me Grow Professionals</p> <p>Examples include employment at one of the following types:</p> <ul style="list-style-type: none">• Home Visitor / Home Visiting Supervisor• Early Intervention Service Coordinator• Early Intervention Supervisor• Developmental Specialist
<p>DCY Certified Foster Care Agency</p> <p>Examples include employment at one of the following types:</p> <ul style="list-style-type: none">• DCY Certified Group Home• DCY Certified Children’s Residential Center• DCY Certified Foster Care Recommending Agency• Other DCY Certified Agency	<p>Workforce Support Staff</p> <p>Examples include employment at one of the following types:</p> <ul style="list-style-type: none">• Child Care Resource & Referral Agencies (CCR&R)• State Support Team (SST)• Infant and Early Childhood Mental Health Professional (IECMH)• State/County Agency Staff (ODCY, ODEW, ODODD, ODH, ODJFS, ODBH, ODM)
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- Next you will select the type of employment in which you work. For child care providers licensed by DCY or ODEW, select the top choice. To enter closed or non-licensed programs, the other two options should be selected.

Choose Employer type

Which provider are you with?

Ohio Department of Children and Youth (DCY)

Examples:

- Ohio Department of Children and Youth (DCY) Child Care Center
- Ohio Department of Children and Youth (DCY) Type A Home
- Ohio Department of Children and Youth (DCY) Type B Home
- Ohio Department of Children and Youth (DCY) School-Based Preschool
- Ohio Department of Children and Youth (DCY) School-Based School-Age
- Ohio Department of Children and Youth (DCY) Day Camps
- Ohio Department of Children and Youth (DCY) In-Home Aide

Closed Early Care and Education Program, After School Program or Out of State Early Childhood Employment

Examples:

- Employment at a now closed Early Care and Education program
- Employment at an out of state Early Care and Education program
- Employment in early childhood education outside of the state of Ohio
- Employment at an after school program that is not regulated by DCY

Youth Development

This employment section is for professionals that currently work at or previously worked at an after-school program not licensed by DCY.

- You will be prompted to search for your program. You can search either by the program name or program license number. Once you start typing, selections will begin to appear, and filter based on the data you are entering. Select the program where you work.

Add Employment

1
 Choose Employer Type

2
 Choose Program

3
 Add Role(s)

Employment Type: Ohio Department of Job and Family Services or Ohio Department of Education Licensed Program

You may only select one program type per employment record.

Employer Name	License Number	County
Abc & 123 Childcare & Achievement Center	306623	Cuyahoga
Abc 123 Child Care	2220027300	Franklin
Abc 123 Daycare	503902	Allen
Abc 123 Enrichment Center	503885	Allen
Abc Academy Day Care	407872	Franklin
Abc Academy Of Fremont, Llc	502411	Sandusky

7. Add role details such as role type, start date, etc. Complete all fields.
 - Note: the information entered for the hours per week and months per year are required to accurately calculate your Career Pathways Level (CPL).
 - Entering your wage is optional and is never identified to a person, only you can see what was entered. This data can be used to report workforce data.

Add Role

I prefer not to answer

i Due to the upcoming Career Pathways Level (CPL) changes (effective July 1, 2026, per DCY), the following fields are no longer optional: Hours per Week and Months per Year. The fields are now required to ensure accurate calculation of your employment experience for your CPL Level. You must update the hours per week and months per year for all of your open/active employment roles in the fields provided. Be sure to end-date any roles that are no longer current so your information stays accurate.

Please review your employment details and select if this is your primary role.

Primary Employment

If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment.

*Please consult with your licensing specialist for specifics on which role best fits someone that you are unsure about.

8. Depending on which role you selected, you may or may not be asked to provide an age group you work with in this role.
9. Select Primary Employment if this is your primary employment record.

Add Role

Select a Role
 Assistant Teacher

Start Date
 06/01/2026

What is your hourly wage?
 I prefer not to answer

How many Hours per Week?
 How many Months per Year?

Due to the upcoming Career Pathways Level (CPL) changes (effective July 1, 2026, per DCY), the following fields are no longer optional: Hours per Week and Months per Year. The fields are now required to ensure accurate calculation of your employment experience for your CPL Level. You must update the hours per week and months per year for all of your open/active employment roles in the fields provided. Be sure to end-date any roles that are no longer current so your information stays accurate.

What age groups do you primarily work with in this role?

Infant (0-17 Months)
 Toddler (18-35 Months)
 Preschool (36-60 Months)
 School Age (60+ Months)

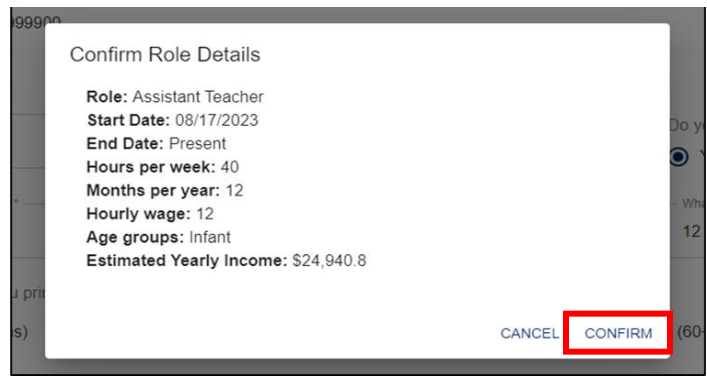
Please review your employment details and select if this is your primary role.

Primary Employment

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CANCEL SAVE EMPLOYMENT

10. Select Save Employment when you are finished entering that role.
11. Review the information on the confirmation page. If the information is correct, select 'Confirm'. To make changes, select 'Cancel'. Once a role is created, it cannot be removed.

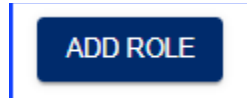


View the Employment tab of our profile to see all successfully added employment. Repeat these steps to add additional programs.

Add additional Roles for a program:

If you have a current employment entry for a program and want to add another to that same program:

1. Go to the Employment tab of your profile,
2. Find the employment entry
3. Click on the Edit button located on the right of that entry.
4. Select Add Role



5. Complete all fields and save.

End Date an Employment Entry:

1. Go to the Employment tab of your profile
2. Find the employment entry
3. Click on the Edit button located on the right of that entry.
4. Under your current role, find and click on the edit icon



5. Scroll to the bottom and click on the End This Role button



6. Complete the Employment Survey and then select End this Role.

**Please note – the information from the Employment Survey is private and will not be shared with others; your responses are anonymous. The data from the survey is merely collected to assist and support the workforce.

Contact support@occrra.org for questions.