Training Organization Application User Guide

If an instructor is not associated with a training organization, the instructor must complete an application to be a training organization. Instructors must be <u>Ohio Approved</u> to be associated with a training organization &/or to become a training organization. Apply to be an Ohio Approved Instructor. (After signing in to your profile, select Applications from the menu on the left. Select Instructor Application)

Becoming a training organization gives you access to the Training Organization Dashboard. Functions of the Training Organization Dashboard include:

- o Manage Instructors
    - ▪ Accept instructor's requests to train for your organization
    - ▪ Add instructors to your training organization
- o Manage Trainings
    - ▪ Create New Events: Conferences, Series, Trainings, Community of Learners
    - ▪ Submit training for Ohio Approved Designation
    - ▪ Manage/schedule sessions and registrations
    - ▪ Accept/request trainings from other training organizations
    - ▪ Add trainings to a Call For Proposal

<u>**Apply to be a Training Organization:**</u>

1. After signing in to your profile, select **Applications** from the menu on the left. Select **Training Org. Application.**

2. Select **Applicant**: only organizations associated with your profile will be available. Complete all fields.

3. Click **Next Step.** You will be automatically directed to the Training Organization Dashboard

Send questions to approval@occrra.org