Instructor Approval Application User Guide

The Instructor Approval Application User Guide Function:

- Apply to be an Ohio Approved instructor

NOTE: To apply to be an Ohio Approved Instructor you **must** have a completed and **verified** Registry Profile, including:
- Employment History, with Primary Role identified
- My Education, including all degree types

Minimum Qualifications for all instructors seeking to be an Ohio Approved Instructor:
- Education:
  - o CKC Level 1: A minimum of a Bachelor's Degree in Education, Human Development and Family Studies, Human Ecology or in a field related to the content area of training
  - o CKC Level 2: All of Level One and least a Career Pathway Level 4
  - o CKC Level 3: All of Level One and a Master's of Arts Degree and at least a Career Pathway Level 5
- Experience:
  - o In-depth knowledge of topic area as it relates to Early Childhood Education or youth development;
  - o At least three years of experience in early learning and development and/or school-age settings as a practitioner within early learning and development and/or school age programs, or related experience, or related experience;
  - o At least two years of experience working with adult learners; and
  - o Specific content expertise to the content area of training.

The approval process takes approximately 30 business days. If more action is needed on the part of the professional, the time for the review process may be extended. Messages regarding the application will appear as a notification at the flag located at the top of the professional's profile home page.

Questions can be emailed to approval@occrra.org.

Completing the Instructor Approval Application:

1. Visit www.occrra.org and sign in to your profile.

2. Select **Applications** from the menu on the left. Select **Instructor Application.**

2. Select the **Core Body of Knowledge Area(s)** that you are qualified to provide instruction on, based on your education/coursework and experience in the field. The Core Body of Knowledge Areas are derived from Ohio's Core Knowledge and Competencies. Please visit the CKC documents to learn more about each competency. These documents can be found on the OCCRRA website by using the following link: https://www.occrra.org/training-approval-resources

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3. Select the **Group(s)** related to training content that you are qualified to instruct.

4. Complete **Experience Working with Adult Learners**. Two years of experience is required.

5. For each *Core Body of Knowledge (CKC)* selected, three fields will appear below the **Experience Working with Adult Learners** field**.** Complete each of the fields for each CKC area:

- **Select Applicable Employment/Content Expertise:** Choose employment that *pertains to that specific CKC area*, not to all of the CKC areas, and **Add**.
- **Select Applicable Credentials**: if no credentials, select **Not Applicable.**
- **Select Applicable Training**: Choose training that supports the content of *that particular CKC area*. **ADD**
- Complete for all CKC areas that appear.
- You must highlight the item on the left and then click **ADD** to move it to the right. If nothing in that field is applicable, you must choose the **"NA"** statement and add it to the column on the right.

5. **Submit Application**. The submit button will only appear as an option once the application status bar on the bottom left reaches 100%. This means that all fields have been completed.

The Approval Review Team will process your application within approximately 30 business days and you will be notified via the notification flag on your application status. If more action is needed on the part of the professional, the time for review process may be extended.

Send questions to approval@occrra.org

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