

## Ohio Professional Registry 2.0 Terminology

### Profile Terms:

- **Ohio Professional Identification Number OPIN:** a unique eight digit sequence assigned to each professional once a profile is created. This number never changes, and cannot be used as a password.
- **Career Pathway Level:** a point system created that accounts for a professional's formal education, training, experience, and specialized credentials and certifications. Professionals can use the pathway to track past and current professional development and plan for future goals.
- **Notifications:** alert sent from Registry staff notifying professionals of an action taken on their account. This can include verification of documents, request for additional information or corrections that need to occur prior to verification. Notifications can be found in the top right corner of the OCCRRA webpage once signed in.
- **Notifications Log:** list of current and past notification(s) that have been sent to a professional.
- **Primary Employer:** professionals with multiple concurrent roles can designate the current default employer.
- **Primary Role:** main role that a professional holds at their place of employment.

### Credentials:

- **Administrator's Credential:** credential that allows program directors and administrators to achieve higher levels of expertise recognized in the state's revised Step Up To Quality (SUTQ) Standards. For more information or to apply for an Administrator Credential e-mail [credential@occrra.org](mailto:credential@occrra.org)
- **Help Me Grow Credential:** credential required by Ohio Department of Health to work in the Help Me Grow system. Sign-in to your profile to access the application for the Help Me Grow credential.
- **ECMH Credential:** credential for professionals in the Early Childhood Mental Health field who work children from birth to twelve. For more information or to apply for an Administrator Credential e-mail [credential@occrra.org](mailto:credential@occrra.org)

### Dashboards:

- **Dashboard:** a dashboard is a user interface that presents information in a way that is easy to read and access
- **Organization Dashboard** (Previously known as Director's Information Portal-DIP): contains information related to the organization including current/ past employees, upcoming trainings and current enrollment. Access to this dashboard is determined by your role as named administrator on the program's license. Access may also be granted

by the program owner to professionals with administrative roles in their organization.

- **Owner Dashboard:** contains information about an organization including staffing and enrollment. Owners using this dashboard will be able to approve additional employees to have access to the Organization Dashboard. An owner is the person identified by The Ohio Department of Job & Family Services licensing data.
- **Professional Dashboard:** contains the professional's personal information including education, credentials, trainings, and employment. All users will have a professional dashboard.
- **Training Organization Dashboard:** contains a roster of instructors associated with the organization and a listing of approved trainings. All instructors must be associated with a training organization.

### Education Verification Terms

- **Accreditation:** process of validation in which colleges, universities and other institutions of higher learning are evaluated by a [United States Department of Education recognized accrediting agency](#).
- **Coursework:** classes, with a grade of C or higher, taken that specifically relate to the care and education of children from birth to fourteen. The [Career Pathway Model](#) provides a detailed description of accepted related coursework.
- **Evaluation:** detail report from recognized evaluation agency that translates and evaluates international education documents showing equivalency to U.S. education model. International diplomas and degrees need to be evaluated in order to verify related coursework and points for the Career Pathway Level.

### Verification Status Key:

- **Additional Action needed:** the submitted record requires additional information. The professional will receive a notification to address the request for additional information or needed corrections.
- **Could not be verified:** the record or the supporting document could not be verified. The professional will receive a notification outlining why it could not be verified.
- **Submitted:** the document has been submitted and is in the queue to be verified.
- **Verified:** the record and the document meet verification requirements and the record is marked verified. No further action is needed.