Ohio Professional Registry

Ohio's web-based professional registry, allows professionals to document and track your career growth and accomplishments as well as to search and register for training opportunities offered statewide. Use the following instructions to create your registry profile and use the system.

1. **Create Profile**
   a. Go to www.occrra.org and click "Create Profile" on the top right of the page.
   b. Enter the required information
   c. Your user name will automatically generate
   d. Enter a password
   e. IMPORTANT: Please document your user name and password and keep for future sign in use.
   f. Click "Create Profile" button.
   g. An email will be sent to the email address you entered. Follow the prompt to verify email. If you do not receive the email in your inbox, be sure to check your junk mail and spam folders.
   h. Your Ohio Professional Identification Number or OPIN will be assigned to you. Please keep your OPIN with your user name and password.

2. **Sign in to your Profile**
   a. Go to www.occrra.org and click "Sign In" on the top right of the page.
   b. Using the fields provided, enter User Name, OPIN or Email Address.
   c. Enter Password
   d. Click "Sign in" button
   e. IMPORTANT: Upon your first sign in, the system will require you to complete one employment record.

3. **Build your Profile**
   a. Gather your formal education and training documents, including official transcripts, licenses, certifications, and workshop attendance information.
   b. Use the steps in #2 to sign in to your profile.
   c. Click "Edit Registry Profile"
   d. Using the buttons on the right of the accordion, select "add." Enter the required fields. For education, certificates and credentials and training/conference, the system will require you to upload a file.
   e. IMPORTANT: Files uploaded to the Ohio Professional Registry must be in a .pdf format.
   f. Click "Save"
   g. When the file is saved, you will receive a **Success** pop up message.
   h. Repeat for each item you are adding to your profile.

4. **Document Verification**
   a. Information entered under education, training and certificate and credentials must be verified in order to count toward Career Pathways points.
   b. Ohio Professional Registry Verification Staff will review the required information and the uploaded document to verify this information. The following status codes are used in the system.
      i. Submitted
      ii. Verified
      iii. Could not be verified
      iv. Additional Action needed
   c. You will receive a notification in your profile when a status changes. An email will be sent that also notes you have received a notification. It is possible to receive multiple notifications in one day, however, only one email will be sent.
   d. IMPORTANT: The time frame for verification varies depending on several factors including prioritization for Step Up To Quality programs.

5. **Notifications**
   a. Communication from the Registry staff regarding items in your profile or with the document upload will occur through the Notification Log.
   b. Notifications are available by clicking the flag icon on the top right of the page when you have signed into your profile.
   c. A number will appear on the flag prompting you to read your notifications.

6. **Profile Maintenance**
   a. Visit the Ohio Professional Registry often to update and receive notifications about your profile.
   b. Updates can include, but not be limited to address, email, phone numbers, notification preferences, employment.
   c. This is your personal profile that will change and grow as you continue your career in the Early Childhood and Afterschool field.

If you have questions, comments or need more information, use the Contact Us page of the website.