

Ohio Professional Registry (OPR) –

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 in the confirmation e-mail to verify your account. 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.
- i. Follow the directions below to build your profile.

For existing ODE users, use the following instructions to update your profile to include ODE verified information.

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.

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

SIGN IN

Username, OPIN, or Email Address

.....

Sign In Create Profile Forgot Username Reset Password


 OHIO PROFESSIONAL REGISTRY

<http://ocrra.org/user/login>


d. Click "Sign in"

ODE State License Number

- e. The OPR receives data from the Ohio Department of Education (ODE).
- f. The next time you log in to your profile, you will see a pop-up message indicating you need to add your Educator State ID number.
- g. Click on Edit/View Registry Profile.
- h. Go to the Personal Information Tab and enter your Educator State ID number. If you do not know your number, you can look it up directly from the OPR. Adding your Educator State ID number to your profile will allow you pull over your credentials and teaching licenses from ODE.

 **DOE, JANE** (1116-9985)

Click the section title below to expand the section.

 **Personal Information - 0.00 (Level I)**

Personal Information

First Name *	M.	Last Name *
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doe"/>
Former Name	Personal Email *	
<input type="text" value="Jones"/>	<input type="text" value="personale-mail@gmail.com"/>	
Home Phone ? *	Cell Phone *	Date of Birth *
<input type="text" value="(614) 555-1212"/>	<input type="text" value="(614) 555-1234"/>	<input type="text" value="10/16/1989"/>
Educator State ID* (Required for ODE professionals) ID Lookup		
<input type="text" value="This is your Educator State ID number, not the teaching license number."/>		

Address

Address

Address 2







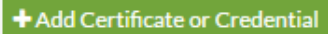



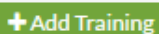



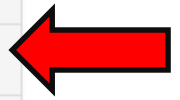
3. Employment

- a. The OPR now receives building information directly from ODE, including the license number of the school where you work. With the import of ODE data, it is required that you update your employment record by following these steps. NOTE: If you have your current employment record in your profile, we are asking that you update the employment and pull in the information as outlined below. Once you have created your new employment record, you will delete any duplicate records.
- b. Open the Employment Tab
- c. Click on **+Add Employment**

 **DOE, JANE** (1116-9985)

Click the section title below to expand the section.

 Personal Information - 0.00 (Level I)	
 Employment	
 Education	
 Credentials	 
 Step Up To Quality PD Certificate	
 Training	 



- d. Add your current employment type: **ODE Licensed Program**

Note: In order to align yourself to the program's Organization Dashboard, you must find your program name and license number in the drop down menu after you have selected **ODE Licensed Program** by following the steps outlined below. If you have previously entered employment with Employment type from the drop down menu and you entered the employer name by entering the details yourself, you will need to follow these steps and then delete your previous entry.

- i. Begin typing in the name of the program where you work
- ii. You will see program names with license numbers (ODE license numbers are ten digit numbers)
- iii. Click on the program name and the program license number will appear in the License Number box
- iv. The license number will automatically fill in when you click the program name

The screenshot shows the 'Employment History' section of a form. A red arrow points to the 'Employment Type' dropdown menu, which is currently set to 'ODE Licensed Program'. Below this, the 'Employer Name' field contains 'allen'. A list of suggestions is displayed below the employer name, including 'Allen Co Esc Preschool@slabtow (ps) - 1000019782', 'Allen County Esc Preschool (ps) - 1000019105', 'Allen East Head Start - 500022', 'Allen East School (ps) - 1000020658', 'Allen Elementary (ecepts) - 1000017955', 'Allen Elementary (ps) - 1000020357', 'Allen, Alexandria - 928129132', and 'Allen, Alexandria - 957274863'. The 'License Number' field is currently empty. A red box on the right side of the screenshot contains four numbered instructions: i. Choose ODE Licensed Program, ii. Start typing the program name, iii. Choose your program (ODE Programs have a ten digit license number), and iv. The license number will automatically fill in when you click the program name. Small boxes with numbers i, ii, iii, and iv are placed next to the corresponding form elements: the dropdown menu, the employer name field, the list of suggestions, and the license number field.

- e. Continue to update all information on the pop-up by clicking **+Add Role**
- f. Select Primary for your Primary Employment Role
- g. Select your Role from the drop-down menu
- h. Include your Start Date

Employment Details

Employment Type

Employer Name

License Number

Roles at Employer

- f. Select Primary for your Primary Employment Role
- g. Select your Role from the drop-down menu
- h. Include your Start Date



f.	Primary	Role *	g.	Start *	h.	End	+ Add Role
	<input checked="" type="radio"/> Primary	(Please sele	▼				⊘ Cancel

i. Complete the Additional Details information, including your Hire Date (required field) and Click **Save Employment**

The image shows a web form titled "Additional Details". The form contains several input fields and dropdown menus. A red box highlights the "Hire Date *" field, which is a date picker. A red arrow points to this field from the right. Another red box highlights the "Save Employment" button at the bottom right of the form, with a red arrow pointing to it from the right. The form also includes fields for Address, Address 2, City, State, Zip Code, County, Phone Number, Building Superintendent, IRN Number, BIRN Number, and School District.






IMPORTANT: If you have a duplicate record now that you have updated your employment using the information in the system, please delete the previous record.

4. Verify your ODE Credentials, Teaching Licenses

- a. OPR receives data from ODE that includes the professional's ODE Credentials, Endorsements and Teaching Field information.
- b. Using the buttons on the Credential tab, select "+Import ODE Credentials." Your ODE CORE data will be imported into your profile and will be automatically verified. This action of Importing Credentials only needs to occur one time. After the initial import, updates will occur automatically.

 **DOE, JANE** (1116-9985)

Click the section title below to expand the section.

 Personal Information - 0.00 (Level I)	
 Employment	+ Add Employment
 Education	+ Add Education
 Credentials	+ Add Certificate or Credential + Import ODE Credentials
★ Step Up To Quality PD Certificate	
 Training	+ Add Training + Add Conference



c. After you click **+Import ODE Credentials**, open the Credentials tab to view your imported credentials

DOE, JANE (1116-9985)
Click the section title below to expand the section.

- Personal Information - 90.00 (Level II)
- Employment [+ Add Employment](#)
- Education [+ Add Education](#)
- Credentials [+ Add Certificate or Credential](#) [+ Import ODE Credentials](#)

Show entries Search:

Credential	Points	Effective Date	Expiration	Status	Actions
Early Childhood Teacher License Teaching Fields: - Reading (P-3) Endorsements: - Prekindergarten Special Needs	30.00	2012/07/01	2017/06/30	✓ Verified!	✕ Remove ✎ Edit
Teaching License (Any Professional Certificate K-12)	30.00	2012/07/01	2017/06/30	✓ Verified!	✕ Remove ✎ Edit
Teaching License (Any Professional Certificate K-12) Teaching Fields: - Principal Grades 4-9 - Principal Grades 5-12 Endorsements:	30.00	2013/07/01	2018/06/30	✓ Verified!	✕ Remove ✎ Edit

Showing 1 to 3 of 3 entries [Previous](#) [1](#) [Next](#)

- d. Imported credentials are automatically verified in your profile. Career Pathway Level points will be calculated into your profile for applicable credentials .

5. Education Verification

- a. For education verification, an **official transcript** is required to be uploaded for review and verification by the Registry staff
- b. Click on +Add Education**
- c. Complete the data entry in the required fields
- d. Attach a PDF copy of your official transcript
IMPORTANT: Files uploaded to the Ohio Professional Registry must be in a .pdf format
- e. Click on Save

The screenshot shows a web form titled "Education" with a close button (X) in the top right corner. The form is divided into several sections:

- EDUCATION INFORMATION**: A header section with a grey background.
- Type ***: A dropdown menu with "Bachelor's Degree" selected.
- Institution ***: A text input field containing "OSU".
- Major ***: A dropdown menu with "K-12 Education" selected.
- Additional Field of Study**: An empty text input field.
- City ***: A text input field containing "Columbus".
- State ***: A dropdown menu with "Ohio" selected.
- Date Awarded ***: A text input field containing "06/03/2012".
- Credit Hours**: A greyed-out text input field.
- Upload a PDF File (The system currently takes PDFs Only)**: A section with a file upload area. The filename "Official Transcript.pdf" is visible, and there is a green "Select a File" button with a document icon.
- Buttons**: At the bottom right, there are two buttons: a red "Cancel" button and a green "Save Education" button with a document icon.

f. When the file is saved, you will receive a **Success** pop up message.

6. Document Verification

- a. Information entered under education, training, certificate and other credentials (not ODE) 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.
- d. **IMPORTANT:** The time frame for verification varies depending on several factors including prioritization for Step Up To Quality programs.

7. 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.

The screenshot displays the OCCRA Registry Profile interface. At the top, there is a navigation bar with links for HOME, ABOUT, PROGRAM SERVICES, PROFESSIONAL SERVICES, and FAMILY SERVICES. On the right side of the navigation bar, there is a shopping cart icon labeled '0 ITEM(S)', a user profile dropdown for 'JANE DOE', and a notification flag icon with a red circle containing the number '1'. A red rectangular box highlights the notification flag icon. Below the navigation bar, the page title is 'REGISTRY PROFILE'. On the left side, there is a vertical sidebar with icons and labels for 'Registry Profile', 'Applications', 'Order History', and 'Find Training'. The main content area shows the user's profile for 'DOE, JANE (1116-9985)'. There is a green button labeled 'EDIT / VIEW REGISTRY PROFILE'. Below the profile name, there are three main sections: 'Career Pathway' showing 'Level II of VI - 110.00 Points' with progress bars for Levels I through VI; 'SUTQ PD Certificate' showing '0 of 10 Hours' with progress bars for Tiers 1, 2, and 3; and 'My Scheduled Trainings' which is currently empty. At the bottom, there is a 'GENERAL INFORMATION' section with a table containing the OPIN number '1116-9985'.

8. 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, e-mail Registry@ocrra.org or call (614) 396-5959 option 2 or 877-547-6978 option 2.