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/](http://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.

2. **Sign in to your Profile**
   a. Go to [www.occrra.org](http://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

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

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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.
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
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

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
f. Select Primary for your Primary Employment Role

g. Select your Role from the drop-down menu

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

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