

# Your Success Deserves a Track Record

The Ohio Professional Registry is a centralized information system for early childhood and afterschool professionals.

Join and be recognized for your experience, education, credentials and training year after year.



OHIO  
PROFESSIONAL  
REGISTRY

## First Time User?



### Create Your Free Profile

1. Visit [ocrra.org](http://ocrra.org). Click **Create Profile**.
2. Follow the steps and fill in the required information.
3. Find your Registry-generated user name under sign in credentials.
4. Create your password.



### Validate & Obtain Your OPIN

1. Check for an email from OCCRRA. Click **Verify Email Address**.
2. You'll receive your Ohio Professional Identification Number (OPIN).
3. Save your sign in information and OPIN. Begin using the powerful features of our Registry and build your profile.



### Build Your Profile

1. Sign in. Click **Edit Registry Profile**.
2. Click **+Add Education**, **+Add Certificate or Credential**, **+Add Employment History** and **+Add Training**. Enter required information.
3. Upload supporting PDF files.
4. Click **Save**.
5. Revisit and update often!

## Registry Benefits



Log on  
24/7



Access  
1,000s of  
trainings



All in one  
convenient  
place

# Your Registry Just Got Reinvented

*The Ohio Professional Registry is now paperless and user-friendly.*



## Current User?



### Check Out New Registry Features

- Faster system speed.
- Document management system.
- Owner profile.
- Organization profile.
- Mobile responsive.



### Account Update – Keep Your Profile Current

- Review employment and role information.
- Indicate how you want to receive notifications.
- Use improved training search.



### Avoid Duplicate Profiles

- Make sure you have only one profile.
- Do not create a duplicate profile, contact the Registry staff for assistance.
- Username and password reset buttons are available.

## New Organization Dashboard

- See your organization information at a glance.
- Manage your current and former staff.
- Check accuracy of hire dates and staff roles.

## Registry Questions?



Call: **877-547-6978**



Email: **registry@occrra.org**



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