



Required Documents for Verification

The Ohio Professional Registry only accepts PDF files uploaded by the professional into their profile. Scan and save your documents as .pdf files or download a PDF app from your smartphone to save the files in .pdf format. Documents are required in order to verify basic education, advanced education, training and credentials entered in your Registry profile.

Basic Education

- Transcript or diploma issued from the high school / school district
- Home schooling completion of studies documentation issued by the State Department of Education, verifying the completion of your studies
- GED certificate or transcript issued by a State Department of Education
- Transcript issued from the accredited career technical school to verify completion of a two-year career technical program

Advanced Education

- **Official transcript** issued by an **accredited college or university** documenting all course work completed that did or did not lead to the achievement of a degree
 - Accreditation status of colleges and universities is verified through the following sources:
 - United States Department of Education, Office of Post Secondary Education - <http://www.ope.ed.gov/accreditation/Search>
 - Council for Higher Education Accreditation - <http://www.chea.org/search/search.asp>
 - Accrediting Institute for Independent Colleges and Schools - <http://www.acics.org/>
 - Distance Education and Training Council - <http://www.detc.org/accred.html>
 - If you have submitted documentation for advanced education that cannot be confirmed at one or more of these sources, the record will not be verified.
- Higher Education from an International University will need to be evaluated and translated to the equivalency of a US degree as accepted from the US Department of Education, Office of Post Secondary Schools. Please find an [international credential and evaluation service](#) that can provide this service.

Credentials and Certifications

- A copy of the credential certificate, with issuing entity identified
- Only current recognized credentials will count towards the Career Pathways Level

Training – Professional Submitted

Training documents are required for training you enter into your profile record. Approved documentation includes:

- ODJFS in-service forms (JFS 01307-“In Service Training for Child Care Employees, Child Care Centers and Type A Homes” or form JFS 01924 “Provider Training Form” signed by JFS county staff)
- ODE in-service training forms
- ODE Approved Professional Development certificates
- CPR or First Aid certification cards (a copy of both sides of the card is necessary)
- Certificates issued by OCCRA or local Child Care Resource and Referral Agencies
- Ohio AEYC or other state conference certificates
- Continuing Education Units (CEUs) from nationally recognized conferences or any CEUs issued from a recognized CEU provider such as IACET

Training – Instructor Submitted

Training registered for through the Ohio Professional Registry will have attendance verified by the training organization and will be added to the professional’s profile. Allow three weeks after completion of a training to see the record in your profile.