Registry Profile User Guide

OPR Registry Profile

Sally Jones

OPIN: 1121-8391

Career Pathways Level

CPL 2

Previous 06/30/2018 [1] 2 3 4 5 6

Current 06/29/2018 [1] [2] 3 4 5 6

Professional Development Certificate

Tier 2

Previous 06/30/2017 [1] 2 3

Current 06/29/2018 [1] [2] 3

Find Training

| Name and OPIN | 'Assessed As' Career Pathway Level
Indicated in the green circle. Shows you which one of the two CPLs is higher.

Previous Career Pathway Level
Previous CPL that was captured on 06/30/2019

Current Career Pathway Level
Current CPL for the current biennium | 'Assessed As' PD Certificate
Indicated in the green circle. Shows you which one of the two PD certificate is higher.

Previous PD Certificate
Previous PD Certificate hours that was captured on 06/30/2019

Current PD Certificate
Current PD Certificate hours for the current biennium | Find Trainings in the OPR |

Upcoming Trainings Tab

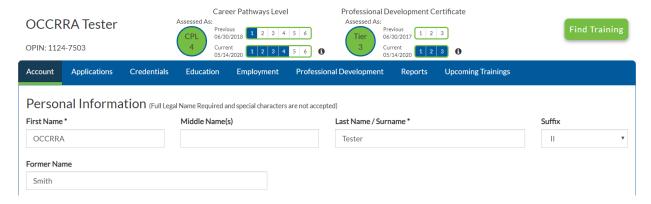| Account | Admin | Applications | Credentials 0 | Education 0 | Employment | Professional Development 0 | Reports | Upcoming Trainings |

The upcoming trainings tab is the default tab and will list any trainings you are registered for. You can unregister from a training on this page as well, by clicking unregister. You will get an email confirming your registration has been cancelled. By clicking the expand carrot on the right you can display additional information regarding that training.

Ohio Healthy Programs Session 1 Healthy Habits: Parts 1 - 4   Unregister

Instructor:

Session 1 is intended for ECE/School-age program teachers and family child care providers and will provide information on healthy habits and strategies for implem...

You will see the sponsoring agency information and contact number on this page so that you can easily contact the training agency for additional information and questions regarding attendance verification.

Account Tab

The Account tab includes your Personal Information, address, demographics and sign in credentials. This is where you can provide a former name, update your phone number and address, and change your password. By clicking Save information button you are updating your registry profile.

Applications Tab

Account	Applications	Credentials	Education	Employment	Professional Development	Reports	Upcoming Trainings

Home Visitor Credential | Infant Mental Health Credential | Instructor | International Education

POWER Ohio | School-Age Endorsement | Service Coordinator Credential | Training Organization

The applications tab is where you can find the following application types:

Home Visitor
Infant Mental Health Credential
Instructor Application
International Education
POWER Ohio
School Age Endorsement
Service Coordinator
Training Organization

The Applications Dashboard is where you can access applications that you have saved as draft, have already been approved, marked denied or needing additional information. By clicking the action button, you can view additional actions you can have on each application.

Application Dashboard

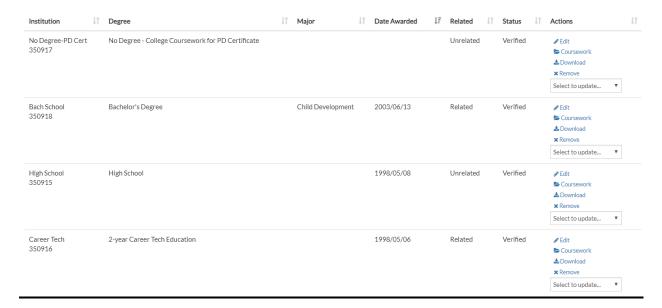| Application Name	Type	Submitted Date	Approved Date	Expiration Date	Status	Action
International Education	Initial				Draft	Action ▾
International Education	Initial				Draft	Action ▾
International Education	Initial				Draft	Action ▾
Early Intervention Service Coordinator I	Initial	2018/08/07 11:56:57 AM	2018/08/06	2019/08/17	Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018/10/09 10:47:31 AM	2018/10/15	2018/10/08	Approved	Action ▾
School-Age Endorsement II (Lead Teacher)	Initial	2018/10/09 11:37:02 AM	2018/10/17	2020/10/16	Approved	Action ▾
Instructor	Initial	2017/02/14 11:51:29 AM			Approved	Action ▾
School-Age Endorsement I (Assistant Teacher)	Initial	2018/10/15 1:07:40 PM			Add'l Info ⓘ	Action ▾
Early Intervention Service Coordinator I	Initial	2018/07/05 11:47:11 AM			Unable To Verify	Action ▾

Credentials Tab

The Credentials tab is the where you can view or add any credentials listed on the Career Pathway Model Credentials list to your profile, which includes certain ODE teaching licenses.

A verified Child Development Associate or CDA in your profile will remain under the credentials tab. To learn more about the details of the CPL model please view our resources and additional documentation regarding the CDA updates. It is important to note that while a CDA is listed under education on the CPL model, it will still be entered into your credentials section of your profile.

Education Tab

Under the Education tab, you will view all education uploaded into the system.

Institution	Degree	Major	Date Awarded	Related	Status	Actions
No Degree-PD Cert 350917	No Degree - College Coursework for PD Certificate			Unrelated	Verified	✏ Edit 📁 Coursework ⬇ Download ✖ Remove Select to update... ▼
Bach School 350918	Bachelor's Degree	Child Development	2003/06/13	Related	Verified	✏ Edit 📁 Coursework ⬇ Download ✖ Remove Select to update... ▼
High School 350915	High School		1998/05/08	Unrelated	Verified	✏ Edit 📁 Coursework ⬇ Download ✖ Remove Select to update... ▼
Career Tech 350916	2-year Career Tech Education		1998/05/06	Related	Verified	✏ Edit 📁 Coursework ⬇ Download ✖ Remove Select to update... ▼

Per the CPL model effective 7/1/18, education degrees are categorized by either related or unrelated. This is where each education record will list whether it is determined related. High school education will always be listed as unrelated.

If you are uploading an official transcript for review for the child development exemption, you can choose the option named "No Degree- Child Development exemption" on the drop-down menu.

You also will have the opportunity to upload an official transcript if you are wishing to have current ECE or related college coursework counted into your contact hours for the PD Certificate. If you wish to do that, please select the new drop-down option named "No Degree- College coursework for PD Certificate".
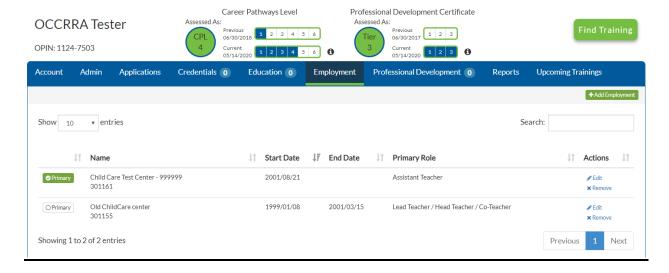
Employment Tab

You may add new employment records by clicking on the "Add Employment" button.
You may edit already entered records by clicking the "Edit" button.
You may remove a record by clicking the "Remove" button. Please note, if you remove employment you will lose the experience point associated with that employment record.
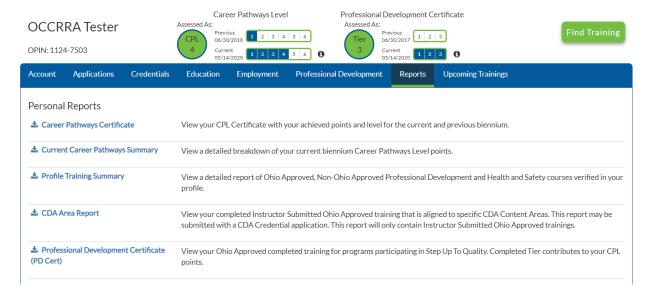
Professional Development Tab

The Professional Development tab has minimal changes and the screen is displayed with the new design. Professionals still enter a Professional Development training by click on the ADD TRAINING button.

Reports Tab

Review the descriptions of each report to see what data is will provide to you. Click the blue download link to download the PDF report to your profile.

Please review our other resources to assist you in using the Ohio Professional Registry. You can view that information by clicking the RESOURCES button at the top of your profile. Once you are there, select OHIO PROFESSIONAL REGISTRY. The Career pathways model resources are listed under the Career pathways model section. You also can use the CPL worksheet to calculate your points.