The Ohio Professional Registry
E-Learning User Guide

This guide will assist you in locating, registering, and navigating online trainings
Getting Started: Locate a training on the Ohio Professional Registry (OPR)

Go to https://occrra.org and sign in to your professional profile.

From your profile home page search for trainings by clicking the Find Training button.
Once the search page opens you can narrow the list of trainings by:

- Typing the training title, or related words, in the Title or Training ID and/or
- Entering a date range and/or
- Filtering by Online Trainings

When search results appear, pay close attention to the color key: this will indicate which trainings have open seats.
Registering for a training

Once the training you are looking for appears in the search results list, click on the title of the training.
You will now be on the Training Details page. View the Total Event Fees and click the Add to Cart + button. **You must click Add to Cart and the Checkout button to register, even if the training has no fee.**
Click the red shopping cart button, then VIEW CART, then Checkout to be registered for the class. **You must click the Checkout button to register, even if the training has no fee.** If you do not click Checkout, your registration will **not** be completed. (See next page for Checkout button)
You must click on **Checkout** to register for the training.

If you do not wish to complete registration for this training, click the **Remove** button. This will take it out of your cart, and the red shopping cart button will disappear.
Once you’ve successfully registered for a training, you will see this confirmation screen. **Please read for important training access information.** If you do not receive a registration information email shortly after registering, please check your spam filter.

Once the registration is complete, the training will appear in the **Upcoming Trainings** tab on your profile home page.

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Accessing the training

For State sponsored online training, you will access the training from the Training tab in your profile. Click on the ‘Access Training’ button in the Action column to begin the course.

For Non-State sponsored online training, you will access the training from the sponsoring agency. Refer to the training details in the posting for additional information.
For State sponsored trainings, in which you clicked the blue ‘Access Training’ button, follow these directions to navigate the online course.

The Insight E-Learning Registration page lists your name and email along with details about the training, such as title and instructor. This page will appear every time you log in to this training. You will also see the training status; Not Started, Incomplete (in process), and Complete. To begin, the click the Start button, located on the lower right portion of the page and the training will begin.

If you need to stop and exit the training for any reason, click the "X" in the upper right corner of the page. This will take you back to the Insight E-Learning Registration page.

To resume the training, log in to OPR, and go to My Scheduled Trainings to access and resume your training.

Upon completion of the training click:

- Continue and Close to view the reference slides and close the training by clicking “X” in the upper right-hand corner or
• Return to Classroom to view training status &/or restart (“Start”) training to review training content

Once you’ve completed the training it will automatically be verified in your profile.