



Ohio Child Care
Resource & Referral
Association

The Ohio Professional Registry E-Learning User Guide

This guide will assist you in locating, registering, and
navigating online trainings



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Getting Started: Locate a training on the Ohio Professional Registry (OPR)

Go to <https://ocrra.org> and sign in to your professional profile.

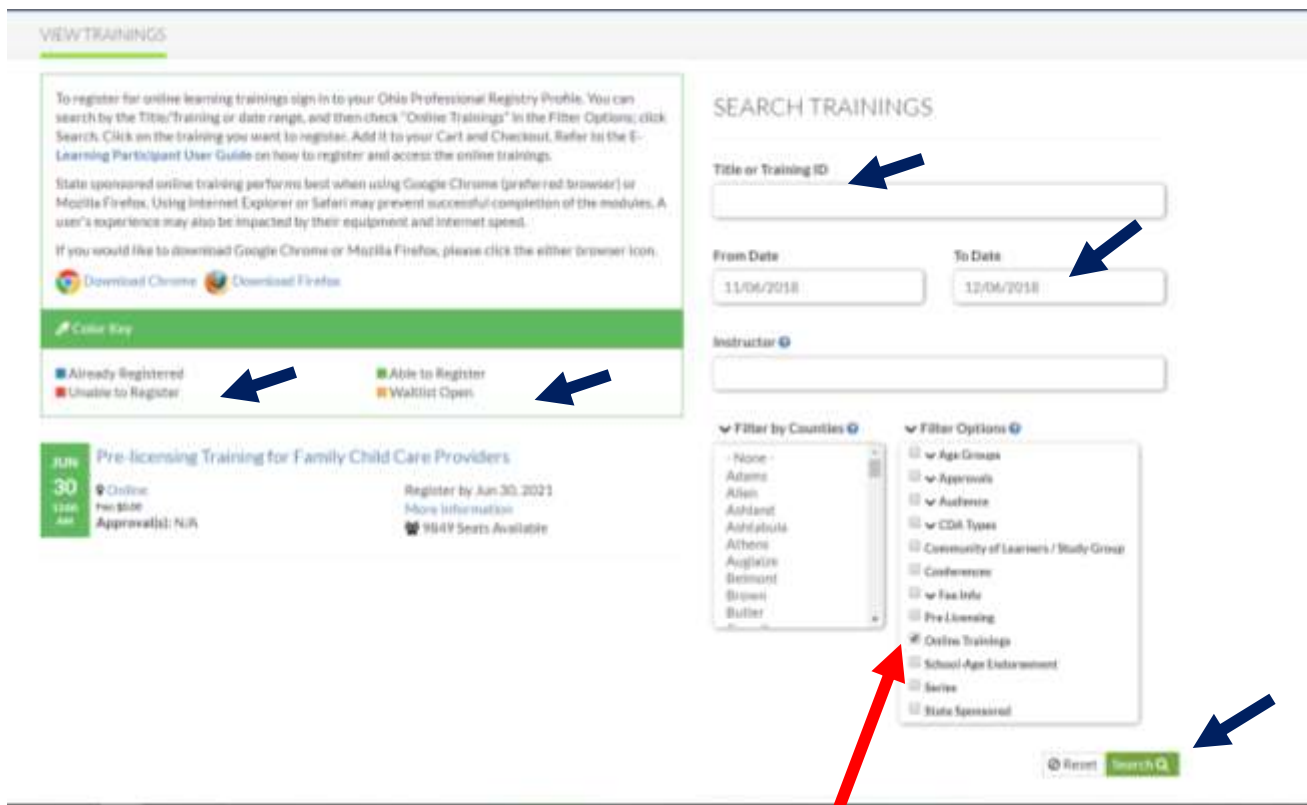
From your profile home page search for trainings by clicking the Find Training button.



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.



Check for Online
Training Search

Registering for a training

Once the training you are looking for appears in the search results list, click on the title of the training.

VIEW TRAININGS

To register for online learning trainings sign in to your Ohio Professional Registry Profile. You can search by the Title/Training or date range, and then check "Online Trainings" in the Filter Options; click Search. Click on the training you want to register. Add it to your Cart and Checkout. Refer to the E-Learning Participant User Guide on how to register and access the online trainings.

State sponsored online training performs best when using Google Chrome (preferred browser) or Mozilla Firefox. Using Internet Explorer or Safari may prevent successful completion of the modules. A user's experience may also be impacted by their equipment and internet speed.

If you would like to download Google Chrome or Mozilla Firefox, please click the either browser icon.

[Download Chrome](#) [Download Firefox](#)

Color Key

- Already Registered
- Unable to Register
- Able to Register
- Waitlist Open

SEARCH TRAININGS

Title or Training ID

From Date: 11/06/2018 To Date: 12/06/2018

Instructor

Filter by Counties

- None -
- Adams
- Allen
- Ashland
- Ashland
- Ashland
- Athens
- Augustin
- Belmont
- Brown
- Butler

Filter Options

- Age Groups
- Approvals
- Audience
- CDA Types
- Community of Learners / Study Group
- Conferences
- Fee Info
- Pre Licensing
- Online Trainings
- School Age Enrolment
- Series
- State Sponsored

Pre-licensing Training for Family Child Care Providers ←

30 Online Register by Jun 30, 2021
Fee: \$0.00 More Information
Approval: N/A 9849 Seats Available

[Reset](#) [Search](#)



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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.**

PROFILES

Training Details

Back to Results

THE PSYCHOLOGY BEHIND CHALLENGING BEHAVIORS

EVENT DESCRIPTION

This unique workshop blends the worlds of psychology and early childhood to help you understand why children (and adults) behave the way they do. We'll take a deep dive into classroom behavior and look at how the brain develops and influences behavior, how children develop negative core beliefs and the self-protecting behaviors that develop, and typical reasons why children misbehave. Teachers will walk away with a better understanding of why the children are doing what they are doing as well as insights into their own reactions. We'll discuss concrete strategies for helping children through

Total Event Fees

\$30

Non-Refundable

Add to Cart +

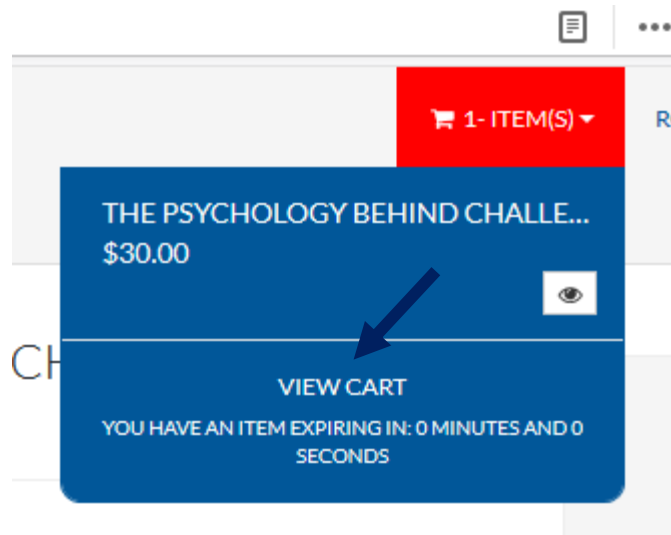
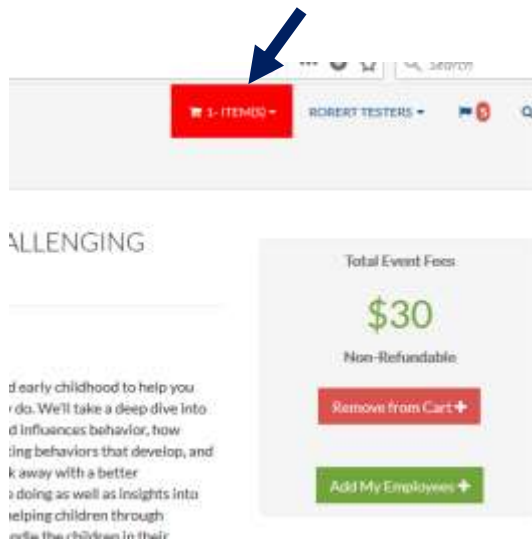
Add My Employees +

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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.

1- ITEM(S) RORBERT TESTERS

SHOPPING CART

Cart Items [+ Add Coupon](#)

Show 10 entries Search:

Product Name	Registration OPIN	Date	Cost	
The Psychology Behind Challenging Behaviors	1108152	01/25/2018 6:00 PM	30.00	Remove

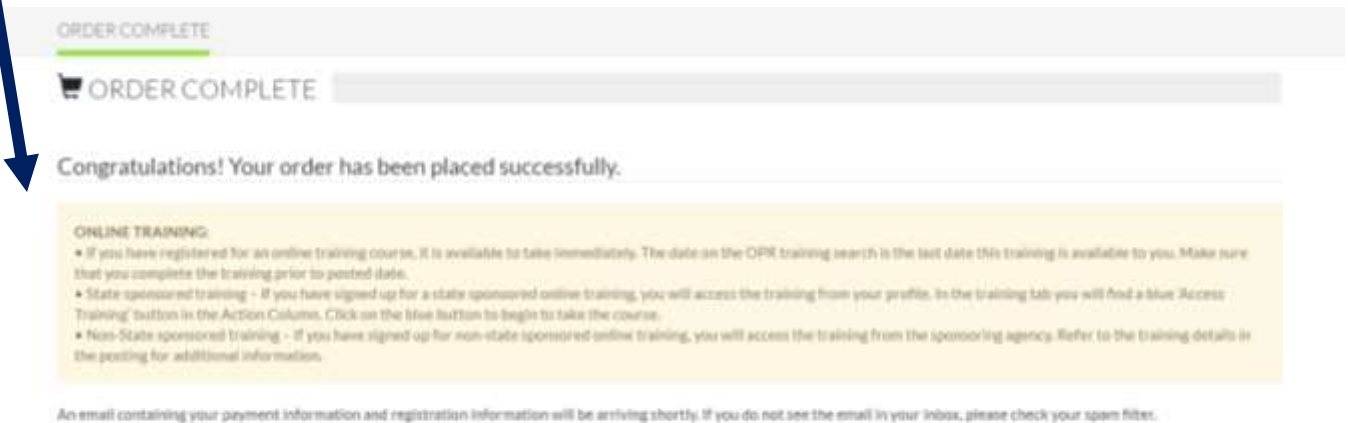
Showing 1 to 1 of 1 entries

Previous 1 Next

Total \$30 [Checkout](#)

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.

Robert Testers
1108-1527





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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.

The screenshot shows a user profile for Holly Scheibe with the ID OPN: 1100-7115. It features two assessment sections: Career Pathways Level (CPL) and Professional Development Certificate (PDC). The CPL section shows a 'Review' of 1/2/2018 and a 'Current' of 1/2/2018. The PDC section shows a 'Review' of 1/2/2017 and a 'Current' of 1/2/2017. A 'Find Training' button is visible in the top right. Below these is a navigation menu with tabs for Account, Applications, Credentials, Education, Employment, Instructor, PDC Certificate, Reports, Training, and Upcoming Trainings. The 'Training' tab is selected. Below the menu, there are buttons for 'Add Courses' and 'Add Trainings'. A search box is present with the text 'Showing 1 to 129 of 129 entries'. A table lists training entries with columns for Training, Contact Hours, Instructor, Date, Status, Approvals, and Action. The first entry is 'January 20 Quality Test' with 0.25 contact hours, instructor Holly Scheibe, date 2018/02/13, status Registered, and approval DA-11. An 'Access Training' button is located in the Action column for this entry. Two blue arrows point to the 'Training' tab and the 'Access Training' button.

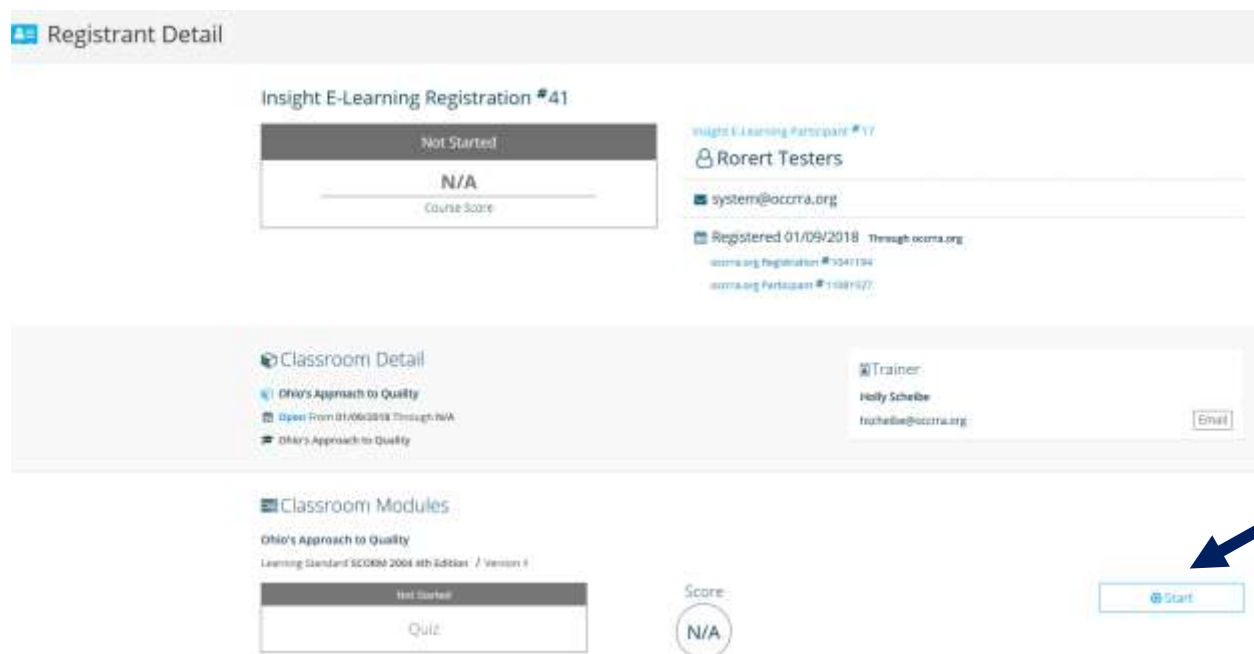
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For Non-State sponsored online training, you will access the training from the sponsoring agency. Refer to the training details in the posting for additional information.

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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.



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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*



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- 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.