



Ohio Professional Registry Appeal Policy

The Ohio Professional Registry (OPR) is an online professional development tool for Ohio's early childhood and afterschool professionals. The OPR Registry Advisory Committee is made up of representatives from the following state agencies:

- Ohio Department of Developmental Disabilities
- Ohio Department of Education
- Ohio Department of Health
- Ohio Department of Job & Family Services
- Ohio Department of Mental Health and Addiction Services

The OPR follows the [Career Pathways Model](#). This model integrates the many ways early childhood and afterschool professionals gain knowledge and skills in their field assigning points for formal education, training, credentials and work experience in early childhood and afterschool settings. The Registry uses the Career Pathways Model to calculate a total score based on the information entered and verified in your Registry profile.

Individuals accumulate points along each of four pathways-- formal education, training and continuing education, experience, and credentials and certifications. Total points assign one of six professional designations designated as Career Pathways Level (CPL) I - VI.

If a professional believes that they should be placed at a different level than the one assigned in the OPR or that they meet the requirements of the Home Visiting, Service Coordinator, Early Child Mental Health or Administrator Credential, professionals may submit additional education, training, credentials or documentation to support their request to the OPR for review.

Any requests for a review or an appeal are to be submitted to appeals@ocrra.org. The OPR director, in conjunction with the applicable state agency representative, will evaluate the review/appeal request. If additional documentation is required, the OPR Director and state agency representative will evaluate documentation submitted and respond with the results of the review to the professional within 10 business days.

If after this review/appeal process the professional still believes that their CPL is incorrect or that their documents have not been verified correctly, the professional can file a formal appeal to the OPR that will be forwarded to the state agency representative on the OPR Registry Advisory Committee. Appeals forwarded to the state agency will follow the specific state agency appeal guidelines.