

Registry Profile User Guide

[For a visual walk-through, please visit our tutorial on the Career Pathways and Ohio Professional Registry update here.](#)

The Career Pathway Level Model is changing effective July 1st, 2018. In conjunction with this the OPR will be making updates to your registry profile.

Registry Profile



You will notice the layout of your profile looks different. You are directed to your profile immediately upon log in. On the left you will find your name and OPIN listed. In the middle, you will notice a display at the top that will show your current and previous and your assessed as Career Pathway Level and your Professional Development Certificate. You also have the Find Training’s button on the right.

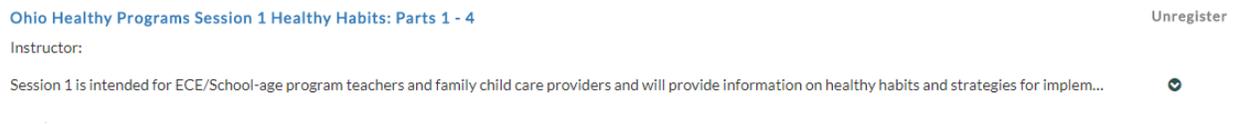
The career pathways level will display your previous CPL that was captured on 6/30/2018 and will display a 1 through 6. If you hover over the progress bar, it will display the points associated with that level. The current biennium will populate the date the profile was opened, and the progress bar will display the level currently at and the points you currently hold for your CPL. The green circle is the indicator to show you which one of the two is higher and is considered your assessed at level.

The PD Certificate is the same. The previous PD Certificate tier is what was achieved in biennium 1 and will list your tier. If you hover over it, you will see the hours you completed. The current PD Certificate will show your current progress on the certificate and will display your current tier when you hover over.

Upcoming Trainings Tab



The default tab is named Upcoming trainings. The upcoming trainings 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.



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

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](#)

Account Applications Credentials Education Employment PD Certificate Reports Training Upcoming Trainings

Personal Information (Full Legal Name Required)

First Name* Middle Name(s) Last Name / Surname* Suffix

Former Name

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

Sally Jones
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 Previous: 06/30/2018 [1 | 2 | 3 | 4 | 5 | 6]
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Professional Development Certificate: Tier 2
 Previous: 06/30/2017 [1 | 2 | 3]
 Current: 06/29/2018 [1 | 2 | 3]

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Account Applications Credentials Education Employment PD Certificate Reports Training Upcoming Trainings

Please select the application you would like to fill out.

- [Home Visiting/Service Coordination](#)
- [Instructor Application](#)
- [Training Org. Application](#)

The applications tab will show you applications you have access to completing. The Home visiting/service coordination, instructor application and the training organization application can all be found under this tab.

Credentials Tab

Sally Jones
OPIN: 1121-8391

Career Pathways Level: CPL 2 (Previous: 06/30/2018, Current: 06/29/2018)

Professional Development Certificate: Tier 2 (Previous: 06/30/2017, Current: 06/29/2018)

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Account Applications **Credentials** Education Employment PD Certificate Reports Training Upcoming Trainings

[+ Import ODE Credentials](#) [+ Add Certificate or Credential](#)

Show: 50 entries

Search:

Credential	Points	Effective Date	Expiration	Status	Actions
CDA (Preschool)	25.00	2018/05/16	2019/05/15	Verified	Edit Remove Download

Showing 1 to 2 of 2 entries

Previous 1 Next

The Credentials tab is the where you can view or add any credentials listed on the Career Pathway Model Credentials list to your profile.

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.

You will see a list of updated credentials now in your profile to select from when clicking “add certificate or credential”. You can also still import your ODE credentials from this screen as well.

Education Tab

Sally Jones
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Career Pathways Level: CPL 2 (Previous: 06/30/2018, Current: 06/29/2018)

Professional Development Certificate: Tier 2 (Previous: 06/30/2017, Current: 06/29/2018)

[Find Training](#)

Account Applications Credentials **Education** Employment PD Certificate Reports Training Upcoming Trainings

[+ Add Education](#)

Show: 10 entries

Search:

Institution	Degree	Major	Date Awarded	Related	Status	Actions
High School	High School		2014/05/15	Unrelated	Verified	Download Remove

Showing 1 to 2 of 2 entries

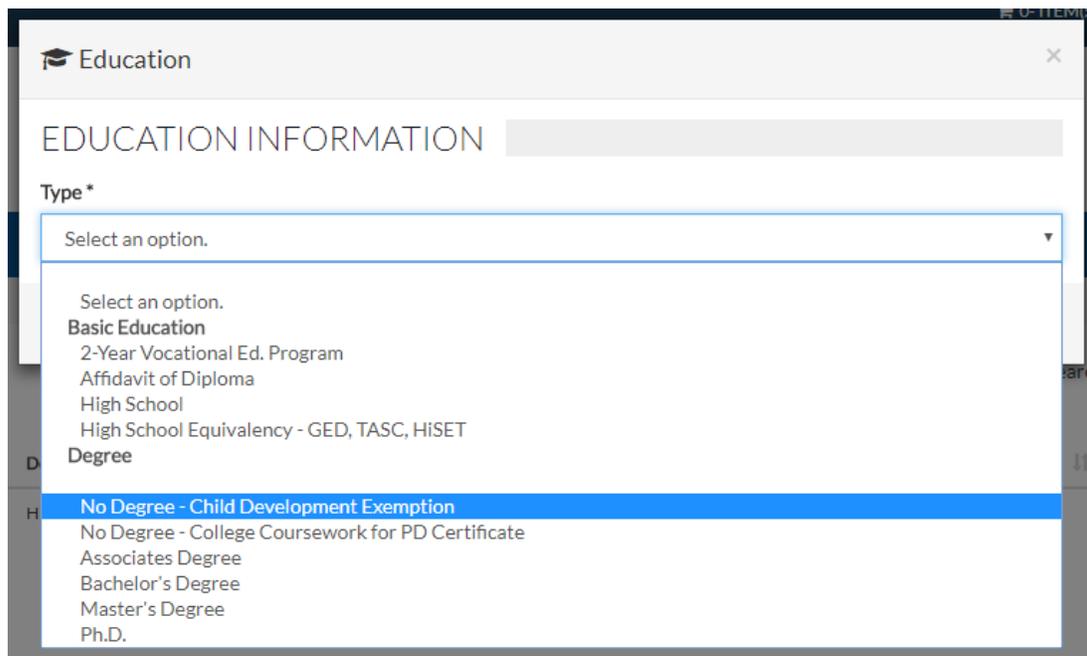
Previous 1 Next

Under the Education tab, you will view all education uploaded into the system. You will notice a column that is new here, named Related. In the new CPL model, it matters whether your education is considered related or unrelated. This is where it will be displayed in your profile whether a certain degree is related or not.

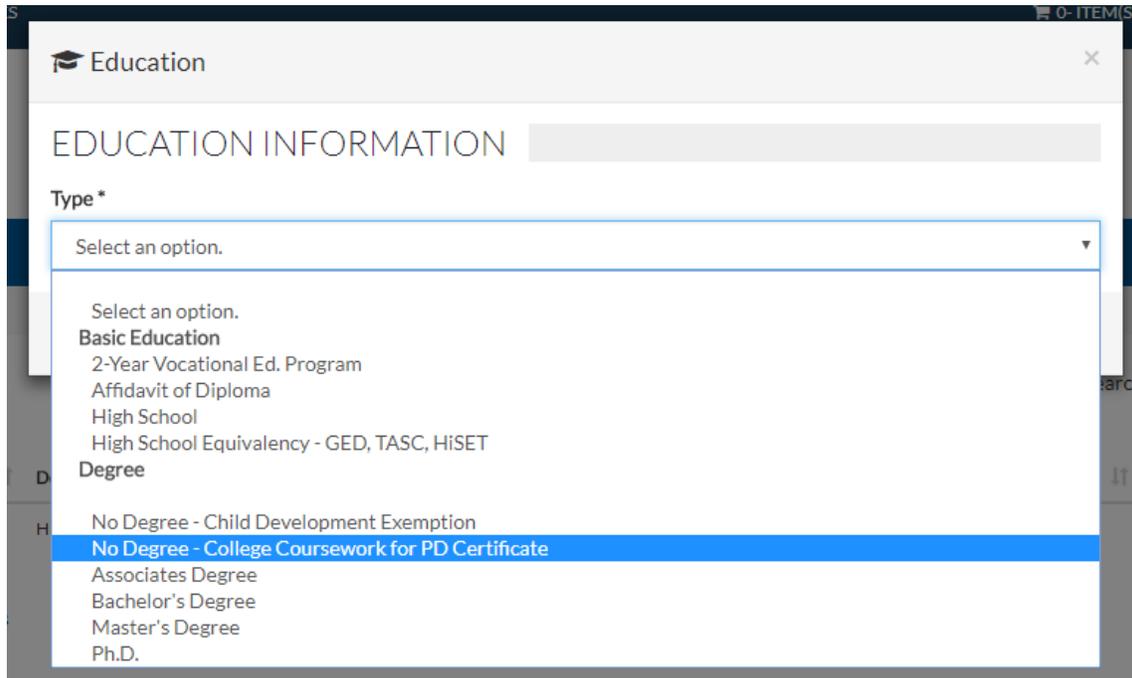
You will also see changes to the drop-down menu when you go to add new education documents.

Since coursework no longer counts for points in the CPL, there is no longer a selection to add additional coursework.

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

Sally Jones
 OPIN: 1121-8391

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 Professional Development Certificate: Tier 2 (Previous: 06/30/2017, Current: 06/29/2018)

[Find Training](#)

Account Applications Credentials Education **Employment** PD Certificate Reports Training Upcoming Trainings

[+Add Employment](#)

Show 10 entries Search:

Name	Start Date	End Date	Primary Role	Actions
<input type="radio"/> Primary Childcare ABC	2011/01/06	2014/06/10	Lead Teacher / Head Teacher / Co-Teacher	Edit Remove
<input checked="" type="radio"/> Primary Testers and Sons - 999999	2014/06/11		Lead Teacher	Edit Remove

Showing 1 to 2 of 2 entries

Previous 1 Next

The next tab is the employment tab. There are not many changes on this screen other than the view. It will still display all employment entered into your profile and provide you the access to adding new employment records by clicking on the ADD EMPLOYMENT button.

PD Certificate Tab

Sally Jones
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Professional Development Certificate: Tier 2
 Previous: 06/30/2017 [1 | 2 | 3]
 Current: 06/29/2018 [1 | 2 | 3]

[Find Training](#)

Account	Applications	Credentials	Education	Employment	PD Certificate	Reports	Training	Upcoming Trainings
PD Certificate Required Ohio's Approach to Quality Ohio's Overview of Child Development		Completed Yes Yes	Date 2018-06-08 2018-06-08	Hours 2 3				
Professional Development Certificate (2017-07-01 to 2019-06-30) Print								
Status: Complete		Tier: Tier 2	OA Hours Completed: 25.00 of 20					
Training Title ECE training Working with Children CEU test Ohio's Approach to Quality Ohio's Overview of Child Development	Trainer Name You Trainer A asdf Kimberly Shibley Kimberly Shibley	Date 2018-05-14 2018-06-04 2018-06-06 2018-06-08 2018-06-08	Hours 6 12 2 2 3	CEUs X 	Total Hours: 25			
Professional Development Certificate (2014-07-01 to 2017-06-30) Print								
Status: In Progress		Tier:	OA Hours Completed: 0.00 of 20					
Training Title There are no completed trainings.	Trainer Name	Date	Hours	CEUs	Total Hours: 0			

On this tab you will see at the top the two required courses, Ohio's Approach to Quality and Ohio's Overview of Child Development. You will see a yes or no indicator and a date of when the courses were completed as well as the hours that go along with that training. Next you will see the two boxes for the Biennium information, the top box is the current biennium as indicated by the dates here, the bottom box is the previous biennium.

For the current biennium, you will see all Ohio Approved hours listed with the total. To receive a Tier, you must have completed all three requirements for the PD Certificate, complete both online courses and obtain the minimum amount of OA training hours needed based on your role date. If you did not obtain a Tier the Tier section will be left blank. If you did achieve one, it will list the number of Tier you received.

You can still print each PD Certificate for each biennium by clicking PRINT.

Reports Tab

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Professional Development Certificate: Tier 2
 Previous 06/30/2017: 1 2 3
 Current 06/29/2018: 1 2 3

[Find Training](#)

Account Applications Credentials Education Employment PD Certificate **Reports** Training Upcoming Trainings

Personal Reports

- [Career Pathways Certificate](#) View your CPL Certificate with your achieved points and level for the current and previous biennium.
- [Profile Summary](#) View a detailed breakdown of your current biennium Career Pathways Level points.
- [CDA Area Report](#) View your completed Instructor Submitted Ohio Approved training that is aligned to specific CDA Content Areas. This report may be submitted with a CDA Credential application. This report will only contain Instructor Submitted Ohio Approved trainings.
- [SUTQ PD Certificate](#) View your Ohio Approved completed training for programs participating in Step Up To Quality. Completed Tier contributes to your CPL points.

For an in-depth review of what each report contains and how it can be a helpful tool for you, please visit our tutorial on the reports section and what they mean for you.

Training Tab

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[Find Training](#)

Account Applications Credentials Education Employment PD Certificate Reports **Training** Upcoming Trainings

[+ Add Conference](#) [+ Add Training](#)

Showing 1 to 7 of 7 entries

Search:

Training	Contact Hours	Instructor	Date	Status	Approvals	Action
Working with Children	12	Trainer A	2018/06/04	Verified	Ohio Approved	Edit Download Remove

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

Your registry profile will look very different soon. Please be sure to review our other resources found on our resources tab for additional information regarding the upcoming Career Pathway Level Model update. You can view that information by clicking the RESOURCES button at the top of your profile. Once your 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 new points now.