The Ohio Approved designation represents the state’s consolidated professional development approval process and replaces existing procedures, including the Ohio Department of Education’s Early Learning and School Readiness, the Ohio Department of Health’s Help Me Grow and the Ohio Department of Job & Family Services’ Step Up To Quality (SUTQ) approval processes. The Ohio Approved designation is required for trainings to count toward the SUTQ professional development requirements. Only Ohio Approved instructors can author and present Ohio Approved trainings. Those interested in becoming an Ohio Approved instructor need to complete and submit an application. The application process is outlined below.

**If you are a National Speaker presenting for a one-time special event, please contact the sponsoring training organization for more information. You are not required to complete an instructor application. **

**NOTE:** To apply to be an Ohio Approved Instructor you must have a completed and verified Registry Profile, including:
- Employment History, with Primary Role identified
- Complete Education, including all degree types, and supporting documents.
- For more information on creating a Registry profile, click here: [https://occrra.org/wp-content/occrra/opr/opr-profile-user-guide.pdf](https://occrra.org/wp-content/occrra/opr/opr-profile-user-guide.pdf)

### Minimum Qualifications

for all instructors seeking to be an Ohio Approved Instructor:
- **Education:**
  - Core Knowledge & Competency Level 1: A minimum of an Associate’s Degree in field related to content area of training **and** 3 years’ experience in field related to content area of training OR Minimum Bachelor’s Degree in field related to the content area of training **and** 1-year experience in field related to content area of training
  - Core Knowledge & Competency Level 2: Minimum Bachelor’s Degree in field related to content area of training **and** 3 years’ experience in field related to content area of training
  - Core Knowledge & Competency Level 3: Minimum Master’s Degree in field related to the content area of training **and** 1-year experience in field related to content area of training OR Minimum of Bachelor’s Degree in field related to content area of training **and** 5 years’ experience in field related to content area of training

**Completing the Instructor Approval Application:**

**Please be advised that the best web browsers to use for this process are Google Chrome or Mozilla Firefox. Using other browsers may delay the review process. **

1. Visit [www.occrra.org](http://www.occrra.org) and sign in to your profile.
2. Select Applications from the blue menu bar across the middle of the screen. From the next screen that appears, choose Instructor Application.

3. Select the Core Body of Knowledge Area(s) that you are qualified to provide instruction on, based on your education/coursework and experience in the field. You can choose more than one, including those areas you may want to instruct on in the future. The Core Body of Knowledge Areas are derived from Ohio’s Early Childhood Core Knowledge and Competencies. Please visit the CKC documents to learn more about each competency. These documents can be found on the OCCRA website, under the Resources tab.

4. Select Groups Related to Content based on content areas you are qualified to provide instruction on, and the group(s) that would most benefit from the content. You can choose more than one, pertaining to current and future trainings.

5. Enter your Experience Working with Adult Learners. A minimum of 2 years of experience is required.

6. For each Core Body of Knowledge (CKC) selected, three additional fields will appear below the Experience Working with Adult Learners field. Complete each of the fields for each CKC area. Note: The information that appears in these fields is imported from your profile. If you do not see the applicable information, you must update your profile, then return to the Instructor application. You can click the Save button at any time to save your work.

- **Select Applicable Employment/Content Expertise:** Choose employment that pertains to that specific CKC area, not to all the CKC areas, and Add. *
- **Select Applicable Credentials:** Choose credentials that support that specific CKC area, then Add. *
- **Select Applicable Training:** Choose training that supports the content of that specific CKC area. Click ADD. *
You must highlight the item on the left and then click ADD to move it to the right. If nothing in that field is applicable, or there are no options, you must choose the “NA” statement and add it to the column on the right to complete the application. *

7. Submit Application. The submit button will only appear as an option once the application status bar on the bottom left reaches 100%. This means that all fields have been completed. It is recommended that you click Save one last time prior to clicking the Submit button.

The Approval Review Team will process your application within approximately 30 business days and you will be notified of your application status via the notifications flag at the top of your profile page.

When your application is approved, you will need access to a Training Organization Dashboard. The dashboard is the portal through which training applications are created and submitted for Ohio Approval. This is also where you would schedule and manage training events. To gain access to a Training Organization Dashboard, please choose from one of the following options:

A. If you are not associated with a training organization and are an approved instructor, you can apply to be a Training Organization. You can apply to be a training organization following the instructions below:

Apply to be a Training Organization:
1. Visit www.occrra.org to sign in to your profile. Select Applications from the blue menu bar across the middle of the screen. From the next screen that appears, choose Training Org Application.
2. Select Applicant: within the drop down, choose Create New Organization. Continue, completing all fields.
3. Click Next Step. You will be automatically directed to the Training Organization Dashboard.

B. If you are associated with a training organization (and that organization already manages a Training Organization Dashboard), the administrator of that dashboard will need to grant you permissions for that dashboard. Please see the Training Organization Dashboard User Guide for more information.

Please direct any questions about this process to approval@occrra.org.