



Instructor Approval Application User Guide

The Instructor Approval Application User Guide Function:

- Apply to be an Ohio Approved instructor

****If you are a National Speaker presenting for a special event, please contact the 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
- My Education, including all degree types

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 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**.

2. 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. 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 OCCRRRA website, under the Resources tab.

3. Select the **Group(s)** related to training content that you are qualified to instruct.

4. Complete **Experience Working with Adult Learners**. Two years of experience is required.



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5. For each *Core Body of Knowledge (CKC)* selected, three fields will appear below the **Experience Working with Adult Learners** field. Complete each of the fields for each CKC area:

- **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:** if no credentials, select **Not Applicable**.
- **Select Applicable Training:** Choose training that supports the content of that specific CKC area. Click **ADD**.
- Complete for all CKC areas that appear.

**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, you must choose the "NA" statement and add it to the column on the right. **

5. **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.

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. If more action is needed on the part of the professional, the time for review process may be extended.

When your application is approved, you will need access to a Training Organization Dashboard. This is necessary for you to create and submit trainings for approval. 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