



Application for Ohio Approved Designation User Guide

Trainings and Community of Learners can be submitted for Ohio Approved (OA) Designation. The submission process is managed in the Training Organization Dashboard. **Please note:** The approval process takes approximately **30 business days**. If more action is needed on the part of the professional, the time for the review process may be extended. **Note:** Conference sessions can be Ohio Approved. Create the conference session as a training, then add it to your conference.

****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. ****

If you are not associated with a training organization and are an approved instructor, you can apply to be a Training Organization. This is necessary for you to create and submit training for approval. You can apply to be a training organization following the instructions below:

Apply to be a Training Organization if you are not associated with an organization &/or want to become your own training organization:

1. Visit www.occrra.org and sign in to your profile. Select **Applications** from the blue menu bar. Select **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**.

The Ohio Approved designation represents the state's consolidated approval process to ensure early care and education and afterschool professionals receive high quality professional development to maximize the learning and development of children in their care. Ohio Approved Training Guidelines helps to ensure quality content for training delivery. Certain professional development offerings, such as basic health and safety, may not receive Ohio Approved designation yet may be accepted by credentialing agency and may receive training in-service hours.

Once a training or community of learners is submitted, the Approval Review Team will approve, deny or note that more action is needed. The professional submitting the request will receive notification via the email listed in the professional's profile. **Questions can be emailed to approval@occrra.org**

If you are not an OA Instructor, you must submit an Instructor Application before being able to submit a training for approval. Please see the Instructor Approval Application User Guide for instructions.



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Creating a Training/Community of Learners to submit for OA:

1. Visit www.occrra.org and sign in to your profile. Select Training Organization Dashboard from the drop-down menu below your name in the top navigation bar. **NOTE:** This function is only enabled if you are a training organization
2. Select the **organization** you want to manage. You only have access to organizations associated with your OPIN.
3. Select **Manage Training** from the menu on the left.
4. Select **Create Event** from the menu on the left.
5. Select **New Training or New Community of Learners**.
6. Complete the first page of the application and **SAVE**. The remainder of the application will then appear. **If you are submitting the training as a [conference session proposal](#), click the drop down under the **Related Conference** field, and click on the appropriate conference.** **NOTE:** The Training AT# (which is an identification number for each training) is automatically generated and appears by the Application Information header. **You will want to record this AT number so you can locate/manage this training.**

****When submitting a training application on behalf of a National Speaker for a special event, enter the term “National Speaker” in the Primary Author field, and upload their CV (preferred) or Resume in the Training Materials section of the application. ****

7. Complete Training Description:

- **Training Description** appears on the Ohio Professional Registry, in-service forms, marketing brochures, etc. Word in a way that “markets” the session to professionals.
- **References and Resources** are required to ensure that training content is evidence-based or based on research. All references and sources should be cited.

8. Complete Training Details:

- **Evaluation Method** identifies how this training will be evaluated.
- **Groups Related to Content** identifies what group(s) the training content is written for. The developmental appropriateness of the content will be considered for the group(s) selected.
- Select the **Core Body of Knowledge Category(s)** that this training addresses. The Core Body of Knowledge Areas are derived from Ohio’s Early Childhood Core Knowledge and Competencies (CKC). Please visit the CKC documents to learn more about each competency. These documents can be found on the OCCRRA website by clicking the Resources tab.



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- **Early Learning Development Standards** are indicated when the training content aligns to the Standards. N/A is selected if training content focuses on the afterschool population, parents/guardians or other content areas not covered by the Standards. The Standards can be found at <http://earlychildhoodohio.org/elds.php>
 - **Target Audience** includes all potential audiences that will benefit from this training content.
 - **Child Development Associate Area (CDA)** is a national credential issued by the Council for Professional Recognition and is recognized in Ohio for points on Career Pathways. Most trainings align to one of the eight CDA content areas, afterschool content being the exception.
 - **In-service Information** is marked for sessions receiving in-service from ODFJS, ODE or both.
Sessions not receiving in-service credit cannot be submitted for approval.

9. Complete a **Content Plan**:

A **Content Plan** includes the learner objective(s), alignment to the CKC, outline of training content, time frame and training methods used per objective. A content plan is required for an OA submission. *There is generally one objective per hour of training; for example, a two-hour training will have two objectives, a 2.5-hour training will have 3 objectives.* Select **Add Objective**. **All objectives should be listed individually.**

- Select **Core Knowledge and Competency Document, CKC, subgroup and competency** (click on the competency). The **Select Competency Level** auto populates based on your Competency selection.
- **Timeframe** states the number of minutes per objective. **Minutes must add up to total minutes for the session.** Timeframe per objective should generally not be less than 30 minutes or more than 90 minutes.
- **Learner Objective** states what the participant will “describe, discuss, list, demonstrate, explain (measurable behavior), etc.”. Learner objectives are typically stated as “The participant will be able to...”
- **Outline of Content** provides description of content to be presented for each objective and during that time frame.
- **Teaching Method** includes a list of methods for instruction and assessment to be used during the content for each objective. (i.e. small group activity, discussion, mini-lecture, PowerPoint, charting, demonstration)

10. Upload Training Materials:

- All non-commercial training materials must be uploaded in final form, including Power Point with notes (if a PPT is being used), handouts, workbooks, and agenda(s).
- For PPTs with video links – embedded links should be removed, the URL added in the PPT notes on that slide with a description of the video and how the information will be presented.



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- For commercially produced or copyrighted materials, include a document with details pertaining to permissions for using the materials and how materials will be used.
- **Emailed materials will not be accepted, unless specifically requested.**

11. Enter Prerequisite, if applicable:

- If a participant must take a training prior to attending the session you are applying for OA, enter the AT# of the prerequisite training. Keep in mind that participants will not be able to register for a training until he/she has taken the prerequisite training.

12. Select Application Status:

- Select what approval you are requesting. If you are not requesting approval, select N/A. Click **ADD+**.
- **Submit Approval Requests**

The Approval Review Team will review submissions within approximately 30 business days. The reviewer will approve, deny or note more action is needed. If more action is needed on the part of the professional, the time for review process may be extended. The professional submitting the request will receive notification via the email listed in the professional's profile.

Questions can be emailed to approval@occr.org.