

Required Documents for Verification

The Ohio Professional Registry only accepts PDF files uploaded by the professional into their profile. Scan and save your documents as .pdf files or download a PDF app from your smartphone to save the files in .pdf format. These documents are required to verify basic education, advanced education, training and credentials entered in your Registry profile.

Basic Education

- ✓ High School Diploma issued from the high school / school district
 - Diploma must include professional's name, graduation date, school name, issuing state, and signatures from school officials
- ✓ Transcript issued from the high school / school district
 - Transcript must include professional's name, graduation date, school name, and either a seal or school official signature
- ✓ Home schooling diploma with letter of excusal from superintendent
- ✓ Ohio High School Equivalency diploma or transcript issued by a State Department of Education

Advanced Education

- ✓ All pages of an **official transcript with visible registrar's signature** issued by an accredited college or university documenting all course work completed that did or did not lead to the achievement of a degree
 - Accreditation status of colleges and universities is verified through the following sources:
 - [United States Department of Education, Office of Post-Secondary Education](#)
 - [Council for Higher Education Accreditation](#)
 - [Accrediting Institute for Independent Colleges and Schools](#)
 - [Distance Education and Training Council](#)
 - Transcripts submitted from an institution which cannot be confirmed as accredited via one or more of these sources will not be verified.
- ✓ Higher Education from an International University will need to be evaluated showing degree completion and major of study. Please review [International Education Guidance](#) for additional information. The original document, as well as the evaluation, must be uploaded into profile for review.

Credentials and Certifications

- ✓ A copy of the credential certificate, with issuing entity identified
- ✓ Licenses issued by a state agency must be issued from an agency within Ohio
- ✓ Credentials must be current and unexpired to count towards the Career Pathway Level

Training – Professional Submitted

Fully completed training documents are required to be uploaded for verification of training sessions not registered for via the Ohio Professional Registry. Approved documentation includes:

- ✓ ODJFS in-service forms (JFS 01307- "Professional Development Documentation for Child Care" or form JFS 01276 "Health Training Documentation for Child Care")
- ✓ ODE in-service training form or SST form
- ✓ ODE Certificate of Attendance or Completion with LPDC Registry form attached
- ✓ Certificates issued by OCCRRA or local Child Care Resource and Referral Agencies
- ✓ Ohio AEYC or other state conference certificates
- ✓ Continuing Education Units (CEUs) from IACET or college issued CEUs

Training – Instructor Submitted

Training registered for through the Ohio Professional Registry will have attendance verified by the training organization and will be added to the professional's profile. Allow three weeks after completion of a training to see the record in your profile.