



## Ohio Approved Instructor Application

### Frequently Asked Questions

- **What are the qualifications and requirements to become an Ohio Approved Instructor?**

Please see the [Ohio Approved Instructor Application User Guide](#) for information on requirements. The guide can be found on the OCCRRRA website under the Resources tab or by following this link: <https://ocrra.org/wp-content/ocrra/opr/opr-overview-instructor-approval-application-user-guide.pdf>.
- **What do I need to submit to be an Ohio Approved Instructor?**

Instructors must have the following updated in their profile: Education with official transcripts uploaded, Employment with start and end dates with primary role.

A completed Instructor application must be submitted for review. This may be found under the Applications tab within your profile.
- **What kind of documents do I need to prove my education?**

Detailed guidelines are available in the OPR Verification Requirements, and available for download at <https://ocrra.org/our-resources-page/>, under Account Forms and Policies.

  - For advanced education, a copy of an official transcript from an accredited college or university showing earned hours, coursework and degrees earned (if multiple institutions were attended, a copy of an official transcript is required from each – transferred hours cannot be verified)
- **If I am an Ohio Approved instructor, does that mean all the trainings that I instruct count for Step Up To Quality?**

No, it does not. A training application must be submitted and approved for each training before it is designated as Ohio Approved.
- **How do I access the Instructor application?**

It is located under the Applications tab in your Registry profile, within the dark blue bar across the middle of your profile page. It will be available once your transcripts have been verified by the Registry team.
- **I am trying to enter my employment and education in the instructor application. Why won't it accept it?**

The relevant employment, credential, and training fields import information from your profile, and they are click-only; you cannot type in these fields. If you do not see relevant information

listed here, go back to your profile and make the updates in the Education, Employment, and/or the Credentials sections. Detailed guidelines are available under the Resources section of the OCCRRRA website within the OPR User Guides, or by following this link: <https://occcrra.org/wp-content/occcrra/opr/opr-overview-instructor-approval-application-user-guide.pdf>.

➤ **How will I know if my instructor application is approved?**

Notifications regarding instructor application status appear at the notifications flag at the top of your profile home page. Upon approval, you will have an Instructor tab in your profile.

➤ **I am bringing in a speaker from out of state to train my staff. Does he/she have to complete an instructor application?**

Not necessarily. If they are presenting content for a one-time, special event they do not. However, the training presentation will still need to be submitted for Ohio Approval review, and a Curriculum Vitae (CV) or resume for the speaker must be uploaded to the training materials section within the training application.

➤ **I submitted an instructor application over a month ago. Why haven't I heard anything?**

The application review process can take up to **30 business days**. This does not include weekends or holidays.

➤ **What does an instructor Level 1, 2, or 3 mean?**

The instructor approvals are aligned to Ohio's Early Childhood Core Knowledge and Competencies and are based on experience in the field. Level 1 denotes Entry Level, Level 2 denotes Experienced, and Level 3 denotes Advanced. The Ohio Approved Policy for Instructors lists the requirements for each level and may be viewed on page 3:

<http://earlychildhoodohio.org/pdf/Ohio-Approved-PD-Policy-For-Instructors.pdf>. These are the same levels that align to the content plan in the Ohio Approved training application.

➤ **My profile shows my CPL as Level 5, but my instructor level is 3. What is the difference?**

The Career Pathways Level (CPL) model provides a common, point based system for all Ohio early care and education and afterschool professionals to quantify their professional growth and accomplishments to define and assist with professional advancement. A professional's CPL is assigned using a calculation containing formal education, experience, and current credentials. Total points achieved determine *one of six professional levels*. It is not used to determine instructor approval.