



## Submitting a Training Application for Ohio Approval (OA) and Not for Ohio Approval

### Frequently Asked Questions

Directions on how to submit a training application can be found on OCCRRA's Resources page: <https://occrra.org/our-resources-page/>, as well as in the top, right-hand corner of a training application, once an application has been started.

➤ **What is the difference between Ohio Approval and Not for Ohio Approval?**

Trainings that are Ohio Approved (OA) represent the state's consolidated approval process to ensure that care and education and after-school professionals receive high-quality professional development. Ohio Approved trainings count toward Step Up To Quality professional development requirements.

Trainings that are *not* designated as Ohio Approved can be offered and scheduled on Ohio's Professional Registry (OPR) and applied toward licensing in-service hours. Staff meetings, orientation/onboarding, and topics related to licensing, including general health and safety trainings, such as Communicable Disease and First Aid and CPR are not eligible for Ohio Approval.

➤ **I want to provide training to early childhood and out-of-school time programs to count for Step Up To Quality (SUTQ). How do I get it approved for SUTQ?**

Trainings must be designated as Ohio Approved, through the Ohio Approval Application Process, to meet the PD requirement for SUTQ. Training applications must be submitted by approved training organizations through their Training Organization Dashboard. Please see the Application for Ohio Approved Designation User Guide. This guide can be found under the Resources tab on the OCCRRA website: <https://occrra.org/our-resources-page/>.

➤ **Is it necessary to have a training organization to provide Ohio Approved training? I only want to provide training for my staff.**

If you want to provide training to meet the SUTQ professional development requirements, you will need to become a training organization. You may access the Training Organization Application through your OPR profile. For directions, see the Training Organization Dashboard User Guide. This guide can be found under the Resources tab on the OCCRRA website, or by following this link: <https://occrra.org/our-resources-page/>.

➤ **How do I know if I have access to a training organization?**

If you have a training organization or have access to a training organization dashboard, this option will appear in the drop-down under your name at the top of your profile page. If you do not see the training organization dashboard as an option, please see the Training Organization Dashboard User Guide. This guide can be found on the OCCRRA website under the Resources tab under Training and Instructor Approvals, or by following this link: <https://occrra.org/our-resources-page/>.

➤ **I cannot locate my training application.**

Login to your profile, go to the drop-down next to your name in the top right corner and choose Training Organization Dashboard. When you see "Manage Training Organization," click in the box under the Managing Training Organization and choose the training organization where the application was created. From the menu on the left, choose Manage Training; then select Create Event. Type in the AT number or title and click Locate Application. You may also click "Locate Application" which will display all trainings associated with that training organization, including incomplete or submitted applications. To open the training, choose Edit.

➤ **I want to add other instructors to my training; how do I do that?**

All instructors must be Ohio Approved before being added to instruct a training. In the Approved AT, go to "Instructors" and click the green "Add" button. You must have the instructor's OPIN to add them to the AT.

**NOTE:** Instructors whose Ohio Approval level (1, 2, or 3), CKC categories, and/or Groups Related to Content do not match those of the training cannot be added. The instructor will need to resubmit an Instructor application to determine if they meet requirements to add the required categories.

➤ **I am trying to add the name of an instructor to my training. I know he/she is approved, so why can I not locate their name?**

Instructors whose Ohio Approval level (1, 2, or 3), CKC categories, and/or Groups Related to Content do not match those of the training cannot be added. The instructor will need to resubmit an Instructor application to determine if they meet requirements to add the required categories. The instructor can verify their approved level, CKC, and Groups Related to Content in their OPR profile under the Instructor tab. The instructor can resubmit an updated Instructor application to include relevant areas if they meet the requirements. If approved, they can then be added to the training.

➤ **What is the difference between a Community of Learners (COL) and a training?**

A Community of Learners, also known as a Study Group, is an ongoing event and is not a one-time event. A COL entails instructor or facilitator-led discussions, strategies for application, and journaling for investigation and analysis on specific topics. Possible topics may include implementation of curriculum, standards, assessment, instruction, family engagement, business practices, or other developmentally appropriate topics by a cohort of peer members. For Ohio Approval, content plans must include journaling by the facilitator and participants, into practice application activities, and a final project. COL participants receive credit for each session they attend. For a training with multiple sessions participants must attend all sessions to receive credit.

➤ **What is the difference between asynchronous, hybrid, and synchronous online trainings?**

- Asynchronous online training is self-paced, meaning participants take the training at a time and place chosen by them; participants and instructors are not required to be online at the same time for instruction. This type of training requires opportunities for participants to interact directly with the instructor through processes, including discussion boards, conference calls, or direct feedback from student responses or reflections.
- Hybrid training combines both Asynchronous and Synchronous training elements. Participants complete some portions of the training in a self-paced manner and other portions in a scheduled, instructor-led manner.
- Synchronous online training is instructor-led, requiring the instructor and participants to be present together at scheduled times for instruction, discussions, and activities.
- You may click on the “?” beside the Training Format field in the application for the definitions.

➤ **What does training OA-1, OA-2, OA-3 mean?**

The OA stands for the Ohio Approved designation. The training levels (1, 2, and 3) align with the State’s Core Knowledge and Competency documents. Level 1 denotes Entry Level, Level 2 denotes Experienced, and Level 3 denotes Advanced.

➤ **How do I know which Level to pick in the Core Knowledge & Competency (CKC) field?**

Select the level that aligns with the training content. Level 1 is basic and introductory. Level 2 consists of taking foundational knowledge and applying it to practice. Level 3 is elevated content that involves analyzing and evaluating the new knowledge to create new ideas that can improve the professional's practice.

➤ **My training is 3-hours, but the time on the objectives only goes up to 90 minutes. What do I do?**

It is necessary to consider the time needed to present the content as it pertains to each learner objective. The content must be addressed within a learner objective in a time frame no longer than 90 minutes. You will need to create additional learner objectives of no more than 90 minutes each equaling 3 hours of content. Best practice suggests approximately one hour per learner objective. For more information, please refer to the Application for Ohio Approved Designation User Guide. This guide can be found under the Resources tab on the OCCRRRA website, or by following this link: <https://ocrra.org/wp-content/ocrra/opr/opr-overview-ohio-approved-application-user-guide.pdf>.

➤ **If I upload an outline of the training in training materials, do I need to complete the outline of content in the application?**

Yes. All required portions of the training application must be completed before the application can be submitted.

- **I am trying to complete a training application, and I keep getting an error message that I am not an approved instructor.**  
The error message will appear if the instructor approvals for level (1, 2, or 3), CKC categories, and/or Groups Related to Content do not match those chosen in the training details section of the training application. You may only submit content that aligns with your Instructor approvals. Your Instructor approval information can be found in your Ohio Registry profile, under the Instructor tab.
  
- **Can I make any changes to the title, contact hours, or content of a training application once it has been submitted for approval? Can I make changes once it has been approved?**  
Once a training application has been submitted, no changes can be made. Please review and edit your training application *prior* to submission.  
Once a training application has been approved, no changes can be made. If a revision is needed, or you need further assistance, please contact [approval@ocrra.org](mailto:approval@ocrra.org).
  
- **How long does it take to get approval?**  
The Approval Team reviews submissions within approximately **30 business days**. During this time frame, the reviewer will approve, note more action is needed from the author, or deny the training. If more action is needed on the part of the professional, the time for review may be extended. Once applications are revised and resubmitted by the instructor/author, the application will not be subjected to another 30-day review. Resubmitted applications are given precedence. The timing of the review process is contingent on the volume of applications that are currently in the queue.
  
- **How long is the approval good for?**  
Ohio Approval does not expire.
  
- **There is more than one author; why can I only add one? Who should be listed?**  
The author who created the majority of the content would be listed as the primary author. If content was created equally among authors, it is the decision of the authors who to list as the primary.