

# Guide to Reviewing An Ohio Professional Registry Profile

**Log into your registry profile at:** <https://www.occra.org/user/login>

Follow along step-by-step through the review, making any necessary changes.

## **A. Front Page**

1. Career Pathway level and points (CPL) increase when additional employment, education, or training is verified.
2. SUTQ PD Certificate points shows verified training points for the current biennium.
3. My Scheduled Trainings Box shows trainings you registered for but not completed.
4. Edit/View Registry Profile. Click on this bar to continue review process

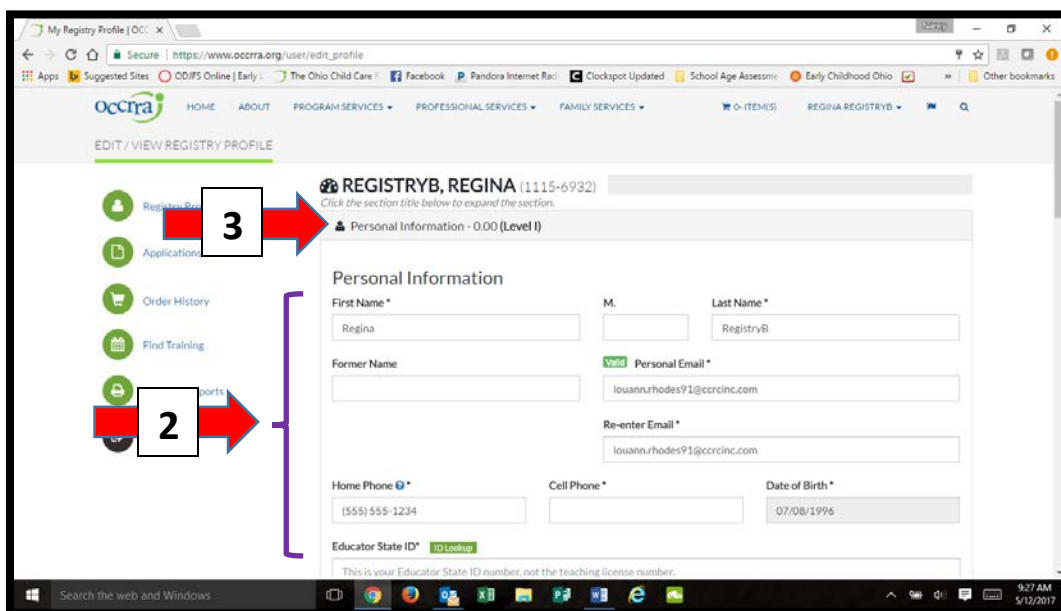
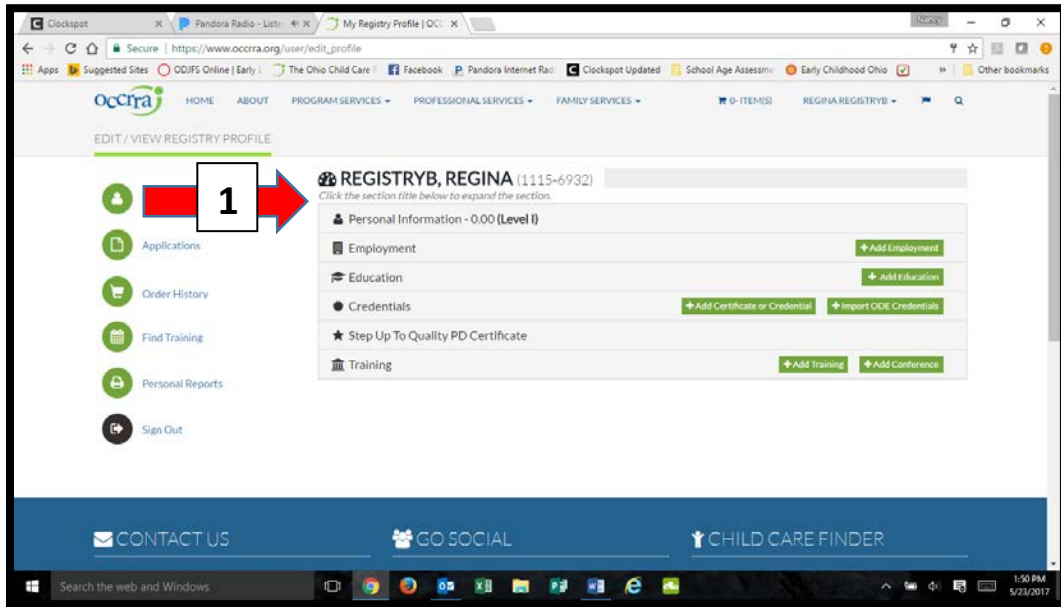
The screenshot displays the 'My Registry Profile' page for 'REGISTRYB, REGINA (1115-6932)'. The page is divided into several sections:

- Left Sidebar:** Contains navigation icons for 'Order History', 'Find Training', 'Personal Reports', and 'Sign Out'. Callout 2 points to the 'Find Training' icon.
- Top Right:** Features an 'EDIT / VIEW REGISTRY PROFILE' button. Callout 4 points to this button.
- Career Pathway:** Shows 'Level I of VI - 0.00 Points' with a progress bar and sub-levels (Level I to VI). Callout 1 points to this section.
- SUTQ PD Certificate:** Displays '0 of 10 Hours' across three tiers. Callout 2 points to this section.
- My Scheduled Trainings:** A box indicating 'Now Available (on-line) Ohio's Overview of C Development'. Callout 3 points to this box.
- GENERAL INFORMATION:** Lists 'OPIN: 1115-6932', 'Position', and 'Registry Points: 0.00 (Level I)'. Callout 1 points to the 'Registry Points' value.
- CONTACT INFORMATION:** Lists 'Email Address: louann.rhodes91@gmail.com' and 'Address: 123 Main St, Any Town, OH 43219'. Callout 1 points to the 'Email Address' field.

## B. Personal Information

1. Click on “Personal Information” tab to expand section
2. Verify and update all sections with current information  
You can change your password at bottom of this page
3. Click on “Personal Information” tab to close section

Click on “save” at the bottom of each open section when making any changes



## C. Employment

1. Click on “employment” tab
2. Current employment should be marked as **primary**
3. Verify all **start** and **end** dates for accuracy
4. Click on “**Edit**” to make any changes
5. Click on “**Add Employment**” for additions to employment

Click on “save” at the bottom of each open section when making any changes

The screenshot displays the 'My Registry Profile' page for 'REGISTRYB, REGINA (1115-6932)'. The page is titled 'EDIT / VIEW REGISTRY PROFILE'. On the left sidebar, there are navigation links: Registry Profile, Add Employment, Order History, Find Training, Personal Information, and Sign Out. The main content area is divided into sections: Personal Information - 0.00 (Level I), Employment, Education, and Credentials. The Employment section is expanded, showing a table with one entry: 'ABC Child Agency' with a start date of '2010/01/04' and a primary role of 'Employee'. The entry is marked as 'Primary'. There are 'Add Employment', 'Add Education', 'Add Certificate or Credential', and 'Import OCEL Credentials' buttons. The table has columns for Name, Start Date, End Date, Primary Role, and actions (Edit, Remove). The page also shows 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next' navigation. The Windows taskbar at the bottom shows the date as 5/12/2017 and time as 9:49 AM.

Name	Start Date	End Date	Primary Role	Actions
ABC Child Agency	2010/01/04		Employee	Edit, Remove

## D. Education

1. Click on "Education" tab
2. Check status on all documents uploaded. If not showing verified, contact OCCRRA at [support@ocrra.org](mailto:support@ocrra.org). Give Name, OPIN#, and specific information about what needs verified
3. Upload new transcripts or final grades by clicking on "add education" tab

Click on "save" at the bottom of each open section when making any changes

The screenshot shows the OCCRRA Registry Profile page for Regina (1115-6932). The page is titled "EDIT / VIEW REGISTRY PROFILE" and features a sidebar with navigation options: Registry Profile, Applications, Order Management, Find Training, Personal Reports, and Sign Out. The main content area is divided into sections: Personal Information - 0.00 (Level I), Employment, Education, Credentials, Step Up To Quality PD Certificate, and Training. The Education section is highlighted with a red arrow labeled "1" pointing to the "Education" tab in the sidebar. A red arrow labeled "2" points to the "Education" section header. A red arrow labeled "3" points to the "+ Add Education" button in the Education section. The Education section also includes a table with columns for Institution, Degree, Focus, Date Awarded, Status, and Actions, and a search bar. The table currently shows "No data available in table" and "Showing 0 to 0 of 0 entries".

## E. Credentials

1. Click on “Credentials” tab
2. Check status on all documents uploaded. If not showing verified, contact OCCRRA at [support@occrra.org](mailto:support@occrra.org). Give Name, OPIN#, and specific information about what needs verified
3. Add new or updated certificates by clicking on “add Certificate or Credential” tab

Click on “save” at the bottom of each open section when making any changes

The screenshot displays the OCCRRA Registry Profile page for REGISTRYB, REGINA (1115-6932). The page is titled "EDIT / VIEW REGISTRY PROFILE" and features a sidebar with navigation options: Registry Profile, Applications, Credentials, Find Training, Personal Reports, and Sign Out. The main content area is divided into sections: Personal Information - 0.00 (Level I), Employment, Education, and Credentials. The Credentials section is highlighted with a red arrow labeled "1". Below the Credentials section, there is a table with columns for Credential, Points, Effective Date, Expiration, Status, and Actions. The table is currently empty, with a message "No data available in table". A red arrow labeled "2" points to the "Status" column header. To the right of the table, there are buttons for "+ Add Certificate or Credential" and "+ Import ODE Credentials". A red arrow labeled "3" points to the "+ Add Certificate or Credential" button. The page also shows a search bar and pagination controls. The Windows taskbar at the bottom indicates the time is 12:07 PM on 5/22/2017.

## F. Step Up to Quality PD Certificate

1. Click on Step Up to Quality PD Certificate tab
2. Review for completed and verified trainings in current biennium
3. Print for your records according to your PD policy

If any discrepancy, look at list of trainings in the Training section

The screenshot shows the Occrra website interface. The left sidebar contains navigation options: Registry Profile, Applications, Order History, Financials, Personal Reports, and Training. The main content area is titled 'Personal Information - 0.00 (Level I)' and includes sections for Employment, Education, and Credentials. A red arrow labeled '1' points to the 'Step Up To Quality PD Certificate' tab in the sidebar. Another red arrow labeled '2' points to the 'Step Up To Quality PD Certificate' section, which contains a table with the following data:

PD Certificate:	SUTQ Hours:	Required SUTQ Trainings:	Completed	Hours	Date
In Progress	0 of 10	Ohio's Approach to Quality Ohio's Overview of Child Development	No No	2.00 3.00	

Below this table is a 'Training' section with a table header: Training Title, Trainer Name, Date, Hours, CEUs. A red arrow labeled '3' points to the 'Print' button in the top right corner of the certificate section. The bottom of the screen shows the Windows taskbar with the date 5/22/2017 and time 12:17 PM.

## G. Training

1. Click on Training tab
2. Review all columns for accuracy (this is where you check status/approval)
3. Click “add training” to upload ODJFS in-service form
4. Click here to access online trainings.

Training completed but not verified, email OCCRRA at the address at bottom left-hand corner of any page-[support@occrra.org](mailto:support@occrra.org)

The screenshot shows the OCCRRA user profile page. The left sidebar contains navigation options: Applications, Order History, Find Training (highlighted with a red arrow and box 1), Personal Information, and Sign Out. The main content area is titled 'Personal Information - 0.00 (Level I)' and includes sections for Employment, Education, Credentials, Step Up To Quality PD Certificate, and Training. The Training section has a '+ Add Training' button (highlighted with a red arrow and box 3) and a table of existing training entries. The table has columns for Training, Contact Hours, Instructor, Date, Status / Approvals, and Action. One entry is visible: 'Ohio's Overview of Child Development' with 3.00 contact hours, instructor Kimberly Shibley, date 2018/06/30, and status 'Expires 2018/07/30 OA-L1'. The Action column for this entry has a 'View' link and an 'Access Training' button (highlighted with a red arrow and box 4). A search bar and pagination controls are also present.

Training	Contact Hours	Instructor	Date	Status / Approvals	Action
Ohio's Overview of Child Development	3.00	Kimberly Shibley	2018/06/30	Expires 2018/07/30 OA-L1	View Access Training