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**Ohio Professional Registry (OPR) Instructions**

 Ohio’s web-based professional registry allows professionals to document and track career growth and accomplishments as well as to search and register for training opportunities offered statewide. Use the following instructions to create your registry profile and use the system.

**How do I create a profile?**

1. Go to **https://www.occrra.org/**

2. Click Create Profile near the top right of the page.

3. Enter required information on the form.

4. Click the Create Profile button at the bottom of the form. You will receive a private, secure username and log-in instructions via email after submitting.

5. **NOTE**: Be sure to keep your email address current and to click on “email updates” so you will receive reminders related to credentialing.

**How do I sign in to my profile?**

1. Go to www.occrra.org and click “Sign In” on the top right of the page.

2. Using the fields provided, enter User Name, OPIN or Email Address.

3. Enter Password.

4. Click “Sign in” button.

5. IMPORTANT: Upon your first sign in, the system will require you to complete one employment record.

**How do I build my profile?**

1. Gather your formal education and training documents including transcripts, licenses, certifications, and in-service forms.

2. Go to **https://www.occrra.org/**

3. Log in using your new username and password.

4. Complete your profile by entering your experience, education, credential (licensure) and training(s).

a. Make sure to enter your Hire Date(s) on the employment history.

b. Type of employment: ODODD/Early Intervention

c. Copy your education and training documents.

Step 5. Upload your documents as follows:

a. Click “Edit Registry Profile.”

b. Using the buttons on the right of the accordion, select “add.” Enter the required

fields. For education, certificates and credentials and training/conference, the system will require you to upload a file. IMPORTANT: FILES UPLOADED TO THE OPR MUST BE IN A .pdf FORMAT.

c. When the file is saved, you will receive a Success pop-up message.

d. Repeat for each item you are adding to your profile.

**How do I access the application for an initial credential?**

1. Sign in to your profile.
2. Click on the Application tab on the left side of the blue band.
3. Click on Home Visiting/Service Coordination.
4. Click on New Application on the left side of the page.
5. Select the type of credential.

**How do I renew a credential?**

**THERE IS A TWO-STEP PROCESS FOR RENEWALS**. Step One is to submit a renewal

application. Step Two is to submit required training documents (instructions above).

Here are the instructions for submitting a renewal application:

1**.** Click on “Applications” on the left side of the page,

2. In the Action column of your currently issued credential - click on Action, then select Renew.

4. Submit the application.

**Who do I contact for questions or help with the OPR?**

The OPR is administered by OCCRRA (the Ohio Child Care Resource & Referral Association). Contact the OPR at credential@occrra.org