

Information for: Cleveland Training Sessions

Time: 8:30 a.m. – 4:30 p.m.

Location: Frank J. Lausche Building
615 W. Superior Avenue
8th Floor Training Room
Cleveland, Ohio 44113

Registration is required.

To register for the training please go to OPDN.org “Administrator Rules Review Training”

- Please arrive early to allow for parking. Training starts promptly at 8:30 a.m.
- Late arrivals are not permitted into the training room.
- You must bring a picture I.D. with you. Large bags are subject to inspection.
- Parking is available across the street from the Lausche Building
- Prices vary from \$5 - \$10.
- There will be a 45-60 minute break for lunch.
- Feel free to pack your lunch.
- There are a variety of fast food restaurants within walking distance of the training site.

THIS TRAINING IS FOR THOSE ADMINISTRATOR’S CURRENTLY NAMED ON THE LICENSE.*

*Contact your specialist if you have questions.

REGISTRATION INSTRUCTIONS FOR THE ADMINISTRATOR RULES TRAINING

- Go to: www.opdn.org
- For questions about this website, contact: 1-877-547-6978
- If you have NOT registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

CLICK: “SIGN UP FOR OPDN.ORG”

Step 1: Enter date of birth and last five digits of social security number

CLICK: NEXT

Step 2: Enter personal information

CLICK: NEXT

Step 3: Choose employment type

CLICK: NEXT

Step 4: Identify communication preference

CLICK: NEXT

- An email will be sent to you so that you can create your password and complete your profile.
- After logging into your account, make note of your assigned OPIN number located at the top of the page

Once registered on the Ohio Professional Development Network, (OPDN) follow these instructions:

Enter your username and password located at the upper right screen

CLICK: PD Track (Trainings)

CLICK: I agree to the disclaimer

CLICK: Basic Search

Enter the date range of your desired training

CLICK: Search

Find the Administrator training session in which you wish to register:

- Administrator Rules Review Training (Must be taken within six months of being appointed administrator.)

CLICK: Register for this training

A message will appear asking “Are you sure you want to register for this training?”
If you wish to register,

CLICK: OK

CLICK: Print PDF for a confirmation sheet.