

Administrator Rules Training

REGISTRATION IS REQUIRED FOR ALL TRAININGS

STARK COUNTY

Location: Stark County Department of Job & Family Services-
Midtown Plaza
221 Third Street SE (Third Floor Conference Room)
Canton, OH 44702

Time: 8:30 A.M. - 4:30 P.M.

***** SESSIONS START PROMPTLY AT THE TIME INDICATED***
LATE ARRIVALS WILL NOT BE PERMITTED TO ATTEND THE TRAINING**

Registration: Register via OPDN.org

- You must be present for all hours of training.
- Vending machines are available on site.
- There will be a one hour lunch break. There are fast food restaurant close by. Please feel free to bring a lunch. If you bring your lunch, upon arrival mention to the security guard that you are here for a training, which allows you to bring in food and drink and try to pack it in a lunch type container.

Directions: I-77 North or South to Route 30 East (East Liverpool). Almost immediately, you will get off Route 30 at the Downtown/Cherry Street exit. The exit will circle around- bear to the right to proceed north on Cherry Street. In the left lane, go through the traffic light and proceed over the viaduct. At the second intersection past the viaduct (no light), turn left onto 2ND Street SE. Stay in left lane. Turn left at first light (Walnut St.), you can stay in left lane & turn left on 3rd Street to enter the parking garage. Public entrance to Cornerstone Parking Deck is on 3rd Street only.

Parking: Cornerstone Parking Garage across the street. Public entrance is on 3rd Street SE. **The front lot of the agency is **NOT** available for parking by conference attendees.

Once you have parked, leave the deck via the SW corner of the parking deck and cross the street (Walnut) to building (Stark CDJFS). Building is the beige brick building across the street (Walnut) from the parking deck (entrance is at front of the building).

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 in to 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 6 months of being named 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.