

## OPDN Instructor Profile Fact Sheet

### Vision for the Ohio Professional Development Network (OPDN)

A system for delivery of quality early childhood services that includes a comprehensive, coordinated, accessible, and flexible professional development system.

### Ohio Professional Development Network Registry

The Registry provides the opportunity for individuals to track their professional growth and development. It will also provide the platform to link the early childhood and afterschool workforce into a common system. The Registry is designed to accommodate professionals from the early childhood field including related services such as home visiting, family support and health specialties, and offers the ability to unite the broad field around common issues. The OPDN website can be accessed at [www.ohpdnetwork.org](http://www.ohpdnetwork.org).

### A Registry Instructor Profile

- Provides instructors an opportunity to enter their specialized training and credentials in order to showcase their unique qualifications
- Gives access to instructors for submission of trainings for approvals to multiple specialized training approval entities
- Allows instructors to view the approval process
- Provides an organized secure repository for approved trainings and professional development
- Provides the opportunity for instructors to market trainings in a searchable database open to the public

### Registration Process for those new to OHPDNetwork.org

- Go to [www.ohpdnetwork.org](http://www.ohpdnetwork.org) and click “Registry” at the top
- Find the “Click here to get started” link below the Log-In box
- Fill in the information (**Note:** You will need to have your six-digit ODJFS license number ready if you work in a licensed child care program.)
- Indicate that you are a trainer (instructor)
- Click “Submit”
- After clicking ‘Submit,’ indicate that you are interested in completing the Instructor Profile
- Read and accept the Terms of Use
- Click the “Finalize Submission” button
- Wait to receive your private, secure username and instructions via e-mail after submittal

### Registration Process for those who already have an OHPDNetwork.org Profile

- Go to [www.ohpdnetwork.org](http://www.ohpdnetwork.org) and log in to your profile
- Click on the ‘Personal Info’ tab
- At the bottom of the ‘Personal Info’, answer ‘yes’ to the statement that reads, “I provide Professional Development / Training and would like to complete the instructor section.”
- Read and accept the Terms of Use
- Click the “Save” button at the top of the ‘Personal Info’ tab
- After saving, the Instructor Profile button will appear

## Next Steps

- Once you receive your OHPDNetwork.org registration confirmation email, click the link to create a new password for your OHPDNetwork.org profile
- Gather your formal education and training documents including transcripts, licenses, certifications and in-service forms which will be used in the verification of your credentials
- Go to [www.ohpdnetwork.org](http://www.ohpdnetwork.org) and click “Registry” at the top
- Log on using your new password and username
- Complete your profile by entering your experience, education, training, credentials and instructor information
- Print and complete a “File Submission Cover Sheet – For Instructors/Trainers” which can be downloaded from the registry homepage at <http://www.ohpdnetwork.org>
- Copy your education and training documents
- Mail the “File Submission Cover Sheet – For Instructors/Trainers” along with copies of your documents to OCCRA-Registry, 6660 Doubletree Ave., Columbus, OH 43229

## Process to Submit a Professional Development/Training for Approval

- At the bottom of the Instructor Profile click on “View/Submit PD Applications”
- Click on “Create a New PD”
- Under “General Information,” you will be able to indicate if you are seeking Step Up To Quality, ODE Approved PD, and/or ODH Help Me Grow approvals. Click on the “[specific requirements]” link for any or each of the approvals that you are seeking
- Click on “PD Information” to complete information specific to the training that you are submitting
- Click on “Content Plan” to describe the outline of your training and identify learner objectives and competencies
- Click on “Upload Files” to upload PowerPoint files, handouts, notes and any other documents you would like to include. Instructions on how to use the File Uploader are located on the Upload Files page.
- Review the training before final submission by clicking on the “Click here to see what information is included.” link in the “Review and Submit” section
- Finalize submission by clicking on “Submit PD for Approval”
- If the system detects any errors with your OHPDNetwork.org Registry Profile or your PD Application it will notify you immediately
- View the submission at any time to check approval status

## Updating Previously Approved Submissions

- Editing a previously approved Professional Development / Training will ***immediately revoke any and all*** existing approvals
- An updated or changed training that had been previously approved can be re-submitted for approval
- To submit a shorter or longer version of a training without changing the status of an approved session, submit the amended training in a separate application, indicating on the application that it is a revision to a previously submitted training

**Questions?** Contact the Registry office at 877-547-6978, ext. 319, or by e-mail at [registry@ocrra.org](mailto:registry@ocrra.org)

