



## Ohio Approved Professional Development: Policy For Participants

Research suggests that high quality professional development must be available to professionals working with young children to maximize the learning and development of children (Martinez-Beck and Zaslow, 2006).

Ohio has developed the following policy to provide clarification to professionals seeking credit for **Ohio Approved** professional development opportunities. More specifically, this policy is targeted for EC professionals, including entities that receive Early Childhood Education funds (ECE) entitlement and expansion grants, Preschool Special Education funds (PSE), Publicly Funded Child Care (PFCC) programs, Step Up To Quality (SUTQ), and Help Me Grow (HMG).

The **Ohio Approved** designation represents the state's consolidated professional development approval process and replaces existing procedures, including the Ohio Department of Education's Early Learning and School Readiness, the Ohio Department of Health's Help Me Grow and the Ohio Department of Job & Family Services' Step Up To Quality (SUTQ) approval processes. Agencies will continue to set agency-specific credential requirements. Certain professional development offerings may not receive the Ohio Approved designation, yet may be accepted by the credentialing agency. **Ohio Approved** professional development can include no-fee, and fee training, and may be agency-provided or privately provided.

The **In-PD-Network** designation indicates that the professional development opportunity is provided through one of the State's PD networks, including the:

- Ohio Department of Education's (ODE) State Support Teams (SSTs),
- Department of Job and Family Services' (JFS) Resource and Referral Agencies (R&Rs),
- Department of Mental Health and Addiction Services' (MHAS) Mental Health Consultants (MHCs) or
- Ohio Department of Health's (ODH) Health Promotion Consultants (HPCs).

**Outside-PD-Network** offerings are developed and provided by private entities.



The **Ohio Professional Registry** (aka “**The Registry**” or “**OPR**”) is Ohio’s learning management system serving as the State’s system to offer and track **Ohio Approved** professional development opportunities and as a professional’s online repository for their education, training, credentials, and employment. For the purposes of this policy, the term “training entity” represents either the training organization/agency or their representative as the specific trainer/instructor, as applicable.

If you participate in an **Ohio Approved** professional development opportunity, the following statewide policies will apply:

## 1) **Registration**

### a) **In-PD-Network**

- i) Participants must register for **In-PD-Network** training via the **Ohio Professional Registry** at <https://login.occrra.org/>. In the case of a fee situation, a center/program director may register and pay for a group of employees.
- ii) A confirmation email will be received once registration is complete.

### b) **Outside-PD-Network**

- i) Registration for **Outside-PD-Network** trainings must occur directly through the instructor or providing entity.

## 2) **Attendance Policy**

### a) **In-PD-Network**

- i) To receive in-service credit, attendees must arrive on time, sign-in and attend the training for the entire scheduled time.
- ii) Attendees who arrive more than 15 minutes late, leave early, or are absent for more than 5 minutes may not receive in-service credit.
- iii) Each participant’s full attention is expected during all trainings to receive in-service credit.
- iv) Non-training participants are not permitted to attend any training. Training facilities are unable to accommodate children and non-participants.



- v) Cell phone use is not permitted during trainings. Please set phones to vibrate. Tablets are permitted for note-taking purposes.
- vi) Evaluation of PD coursework: Participants are expected to complete in-person evaluations to receive their Certificate of Completion and/or In-Service Training Form. Completion of the PD course evaluation will be required for participants to receive verification in the **Registry** of all completed training(s).

**b) Outside-PD-Network**

- i) Items i – vi from **In-PD-Network** apply.
- ii) For a participant to receive credit for an **Outside-PD-Network** course, the individual must enter the completed course information in their **Registry** profile and submit the Certificate of Completion or In-Service Training Form to the **Registry**.

**3) Cancellation Policy (applies to both In-PD-Network and Outside-PD-Network)**

- a) All training dates, times and registration procedures are subject to change at the discretion of the training entity.
- b) The training entity reserves the right to cancel training due to low enrollment (fewer than 5 participants), so please register early.

**c) In-PD Network**

- i) Attendees who are unable to attend **In-PD-Network** training should unregister at <https://login.occrra.org/> at least 48 hours prior to the scheduled training.

**d) Outside-PD Network**

- i) If **Outside-PD-Network**, individuals should contact the training entity.

**4) No-Show Policy (In-PD Network only)**

- a) If a participant registers but fails to attend a training session more than three times in a 6-month period, the individual will be locked out of the registration system (<https://login.occrra.org/>).
- b) Participants who have been locked-out will be unable to register for training until the lock is removed. Please contact your local training entity to have the “lock out” released to schedule additional training.



## 5) Fee Policy

### a) In-PD-Network Offerings

- i) **State-Funded** training is supported by the Ohio Departments of Education, Health, Job and Family Services, and Mental Health & Addiction Services
- ii) **Non-State-Funded** training may carry a fee for the class or associated materials. Pricing for these classes is contained in the **Ohio Professional Registry**.
- iii) Check the **Ohio Professional Registry** to see if specific training is state-funded or non-state funded.
- iv) Private on-site training may be scheduled for a group sizes between 5 to 40 participants based upon trainer and facility availability for an additional fee. As part of a private on-site training, fees are assessed for the coordination and instructor. These fees are set by the instructor. Typically, there are no fees assessed to the participants. If you are interested in scheduling a private on-site training, please contact your local training entity.

### b) Outside-PD-Network Offerings

- i) Private entities may create and provide **Outside-PD-Network** offerings that can be **Ohio Approved**. Private entities and trainers are free to set their fee structures. These offerings are **Non-State-Funded**.

## 6) Payment Policy

### a) In-PD Network

- i) If applicable, all fees are due upon registration for a **Non-State-Funded** training, workshop, or event. Training seats are not secured until payment is verified in the **Ohio Professional Registry**. If a class fills up before payment arrives, your seat may be offered to a paid registrant.
- ii) Most training entities have a non-refundable, non-transferable policy for all class fees. Each training entity reserves the right to review any special circumstances related to the refund policy.



**7) Walk-In Policy (applies to both In-PD-Network and Outside-PD-Network)**

- a) Walk-ins are discouraged for most training due to space limitations. If you are not registered for the training, please contact your training entity prior to attending training to determine if walk-ins space is available.

**8) Accommodation for Special Needs (applies to both In-PD-Network and Outside-PD-Network)**

- a) Contact the training entity if you have special needs to be accommodated.