

Documentation Submission Cover Sheet

Complete and place a copy of this form on top of each individual's documents when submitting materials to the Registry

Today's Date:

Name:	OPIN #: _____ - _____
Program name:	License number:
Contact e-mail address:	Contact phone number:

Is this the first time you have submitted documentation for verification to the Registry?

Yes No I don't know

Is this submission to the attention of a Registry staff member?

Yes No If yes, who?

Please mark if you are any of the following:

Center Staff

Type A in-home child care provider

Type B in-home child care provider

Center Administrator

Instructor/Trainer for Early Childhood or Afterschool Professionals

Help Me Grow/Early Intervention Professional

Is your program Star Rated or applying for a Step Up To Quality Star Rating?

Yes No If yes, please mark all of the following that apply:

Initial application: Date of initial application:

Rating **renewal**: Date of rating expiration:

Newly Appointed?

I am a newly appointed Administrator: Date hired:

I am a newly appointed Lead Teacher: Date hired:

I need a Career Pathways Level _____ verified/calculated for _____ :

my program's Step Up To Quality status

to be considered as an administrator

Documentation to be verified for Career Pathways level: (mark all that apply)

Official transcript

Inservice training {Inservice Training completed from _____ to _____ (date)}

Certifications and credentials

For Administrator Only: Employment history documented by an employee record chart signed by the licensing specialist, a notarized JFS form signed by the administration of the licensed facility where the individual worked and/or a statement from the CDJFS certifying the individual was a Type B provider

Please note: You will receive a confirmation email when the Registry receives your materials. The Registry will prioritize verification based on your submission information and the needs of Step Up To Quality. If any of your submission information has changed, it is your responsibility to contact the Registry.

Mail cover sheet and documents to:

OCCRA – Registry, 6660 Doubletree Ave. Suite 11, Columbus, OH 43229