

The Ohio Professional Development Network, through its free, Web-based Professional Registry, provides you with the opportunity to document and track your professional growth and accomplishments. Use the following instructions to sign up and start using the Registry today.

1. Request a username and password

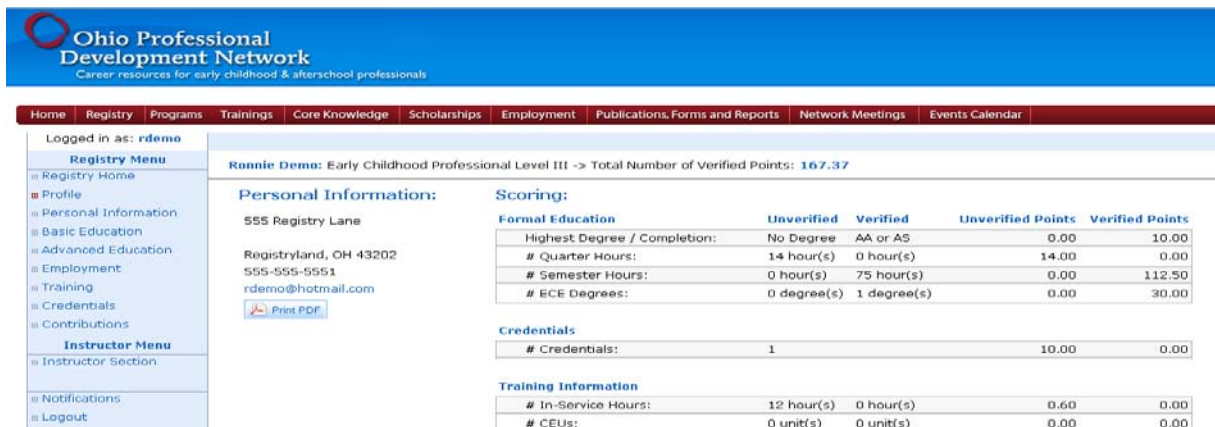
- Go to www.opdn.org.
- Click "Sign up for OPDN" above the log-in box on the right.
- Enter your date of birth and the last **five** digits of your social security number.
- Enter your name, address, and contact information. Required information is marked by a red asterisk.
- Choose your type of employment from the drop-down menu.
- Fill in the requested employer information. **IMPORTANT:** If you work in an ODJFS licensed child care center, you will need the six-digit license number of your program.

2. Set your password

- You will receive your username and instructions for setting your password by email, usually within 30 minutes. If you do not receive the email in your inbox, be sure to check your junk mail or spam folders.
- To set your password, simply follow the link within the email and enter your desired password in the spaces provided. Save the password.
- Once this is completed, you will be prompted to log in with your username and new password.

3. Enter your information in the Registry

- Gather your formal education and training documents, including official transcripts, licenses, certifications, and workshop attendance information.
- Go to www.opdn.org, click "Registry" at the top, and log in. Once you're logged in, choose "Click here to view and edit your Registry Profile."
- The Profile Summary screen, pictured below, will be the first you see. As you enter information in your profile, this page will change to reflect the point totals of what you have added.



The screenshot shows the profile summary page for a user named Ronnie Demo. The page includes a navigation menu on the left, a header with the network logo, and a main content area with several sections:

- Personal Information:** 555 Registry Lane, Registryland, OH 43202, 555-555-5551, rdemo@hotmail.com. There is a "Print PDF" button.
- Scoring:** A table showing formal education and training information.
- Credentials:** A table showing 1 credential with 10.00 unverified points and 0.00 verified points.
- Training Information:** A table showing 12 in-service hours (0.60 points) and 0 CEUs (0.00 points).

Formal Education	Unverified	Verified	Unverified Points	Verified Points
Highest Degree / Completion:	No Degree	AA or AS	0.00	10.00
# Quarter Hours:	14 hour(s)	0 hour(s)	14.00	0.00
# Semester Hours:	0 hour(s)	75 hour(s)	0.00	112.50
# ECE Degrees:	0 degree(s)	1 degree(s)	0.00	30.00

Credentials	Unverified Points	Verified Points
# Credentials:	1	0.00

Training Information	Unverified Points	Verified Points
# In-Service Hours:	12 hour(s)	0.60
# CEUs:	0 unit(s)	0.00

- d. Use the blue left-hand menu to navigate through your profile. High school information would be entered in “Basic Education,” college information in “Advanced Education,” and so on.
- e. To enter new information in a section, click the “Add new record” button, pictured below. When you have finished, be sure to click “Save new record.”

- f. To edit previously entered information, choose “Edit this record.” However, please note that editing an already verified record will remove its verified status.
- g. You may enter as much information in your profile as you need to meet your own professional development needs and goals. If all your achievements can be verified, they will add to your Career Pathways score and overall Early Childhood Level. (For more information on Career Pathways, you may download the Career Pathways worksheet from the Registry home page.)

4. Send in your documents for verification

- a. Information entered under education, training or credentials must be verified in order to count towards Career Pathways points. To have your information verified, complete a “File Submission Cover Sheet” (available for download on the Registry home page). Attach this cover sheet to copies of your education , credential, and training documentation and send to:

OCCRRA
Ohio Professional Development Network Registry
6660 Doubletree Ave, Suite 11
Columbus, OH 43229

- b. Information about acceptable verification documents can be downloaded in PDF format from the Registry home page under “Verification Submission Instructions.”
- c. You will receive an automatic email notification when we have received your documents, and another email once we have verified your file. The time frame for verification varies depending on several factors, including prioritizations for Step Up to Quality.

5. Come back often to update your record

- a. Be sure to keep your contact information current in the Registry, so that we can contact you with notifications about your profile. You may change your home address, email addresses and phone numbers from the “Account Settings” page.
- b. If you change employers, you **do not** need to create a new Registry profile. Simply enter your termination date in that employment record and click on "Add new record" to enter information about your new employer. This will ensure that you get credit for all your years in the field.
- c. As you complete further training, acquire education, and receive new credentials, you may add that information to the Registry. Be sure to send in documentation to verify any new information.

What if I don't own a computer or have an email address?

Most libraries have internet access, and the librarian can assist you in setting up an email account. Free email addresses are available from many websites, including Google (Gmail), and MSN (Hotmail or Windows Live). These email addresses don't require that you have a home computer; they are accessible from anywhere you can connect to the internet – at the library, at a friend's house, or at work.

Note to center directors:

Be sure to apply for access to the Director Information Portal, which allows you to view a complete list of staff with Registry profiles, print reports for Step Up to Quality, edit hire dates, termination dates, or position titles for your staff, and complete the T/A Application for a 2-star rating. More information can be found in the Director Info Portal PDF, available for download from the Registry homepage.

If you are helping to manage your staff's Registry profiles, please be sure that all staff members are familiar with the Registry and know their own login information. It is best to list their personal email addresses in their profiles, even if a center email is serving as their "contact" email. This keeps them connected to their own profiles even if they leave your employment.

We also recommend that directors who plan to set up or access their employees' profiles acquire written permission from staff before doing so.

If you have questions, comments, or need more information, please don't hesitate to contact us.

Email: registry@ocrra.org

Website: www.opdn.org

Phone: 614-396-5959
Toll-free 877-547-6978

Registry office:
OCCRRA
Ohio Professional Development Network Registry
6660 Doubletree Ave, Suite 11
Columbus, OH 43229