



Submit One Professional Development LPDC Registry Form Per Training Certificate, In-service form or Verification of Attendance to the Ohio Professional Registry (OPR)

Section I - Applicant Professional Information

Name Educator ID # OPR OPIN# Organization Name (School District) Teaching/Work Assignment Location (School)

Section II - Professional Development Information

Date of PD Instructor's Name: Title of Training Instructor's Credentials: # of Contact Hours Target Age Group

Select One Professional Development Focus (check as many as apply) Early Learning & Development Standards Core Knowledge & Competencies

Description of PD that clearly describes how it relates to Preschool or School Age (SACC), depending on age group served:

IPDP Goal(s) Applicable to this PD:

By submitting, I attest that this Professional Development is pre-approved for my Individual Professional Development Plan (IPDP)

Signature/Name of Applicant Date

# Instruction Sheet for Professional Development Registry LPDC Form

Administrators, lead teachers, and assistant teachers must complete at least 20 hours of approved specialized training each biennium to achieve and maintain the Professional Development Certificate for SUTQ. The following is the list of criteria for accepting training completed through a licensed professional's LPDC in lieu of Ohio Approved credit for the purposes of Professional Development for SUTQ hours.

1. Administrators, lead teachers, and assistant teachers with an Individual Professional Development Plan (IPDP) can earn credit for non-Ohio Approved (OA) training completed at the local level. The plan must be pre-approved by the individual's LPDC.
2. Child Abuse, Communicable Disease, First Aid, CPR, and general Health & Safety courses will not be considered for approval for SUTQ professional development.
3. Instructor must have a minimum of a BA for training approval. Training must be related to the age group served by the individual and with a focus on one of the Early Learning Development Standards or Core Knowledge and Competencies.
4. A Professional Registry LPDC Form must be completed and a certificate of completion (which includes the signature of the instructor) uploaded to your OPR profile.
5. Completed forms (Professional Registry Form and a certificate of completion or attendance) must be submitted to OPR for verification and approval to be used for SUTQ PD hours. At the completion of the verification process, approved hours will be reflected in the professional's Registry Profile.

## How to Submit to OPR — Log into OPR at <https://www.occra.org/opr>

A

B

Click on your **Profile** and Select "Edit/View Registry" in the right corner.

C

Click "Add Training"

D

Complete Training Information and Upload the Professional Development Registry Form and a Training Certificate, In-service form or Verification of Attendance

Save