

## Registry Fact Sheet



The Registry is an online tool for early childhood and afterschool professionals to document and measure career accomplishments. Professionals can use the Registry to:

- create a profile
- post education, training and credential information
- track employment
- calculate a personal Career Pathway Level that can be applied to Step Up To Quality indicators

### What is the history of the Registry?

- 1990s** The Career Pathways model was developed. Subsequently it was modified to create the current frame that quantifies professional growth and accomplishments.
- 2002** EC Q-Net received a contract to begin designing a database platform for a Registry for early childhood and afterschool professionals.
- 2003** A year later, five local child care resource and referral agencies tested the Registry software with help from the Ohio Professional Development Network (OPDN).
- 2005** During the pilot phase of Step Up To Quality, the Ohio Department of Job and Family Services (ODJFS) used the Registry to collect information on staff qualifications.
- 2007** Statewide implementation of Step Up To Quality will bring thousands of professionals to the Registry, creating a rich database of the early childhood and afterschool workforce.
- Future** Plans are underway to enhance the Registry to offer personal reports for those who are registered and serve state departments, trainers and programs.

### Why is the Registry important?

The Registry will meet the needs of individuals to track their professional growth and development. It will also provide a platform to link the early childhood and afterschool workforce into a common system. More than 57,000 professionals work in the formal early care and education industry in Ohio. The Registry is designed to accommodate these professionals along with those in related services such as home visiting, family support and health specialties, and offers the ability to unite this broad field around common issues.

### How does the Registry work?

The Registry is an online tool accessible from any computer with an internet connection. It is managed by the Ohio Child Care Resource and Referral Association (OCCRRA).

- The Registry is currently free to use
- The early care and afterschool professional is responsible for creating and updating their profile
- Personal information is confidential and password protected
- Documentation of some accomplishments must be sent to OCCRRA for verification
- Important information is generated for Step Up To Quality programs
- The Registry will allow for future workforce report generation

## Want to start tracking your success?

Follow these directions to get started.

- 1 Set up a user I.D. and password. Contact the Registry office toll-free at 877-547-6978 or send an email to [registry@occrra.org](mailto:registry@occrra.org).
- 2 Once you've received login information, go to [www.ohpdnetwork.org](http://www.ohpdnetwork.org) and click on Registry to log in.
- 3 Follow the links to enter your data.
- 4 Send in copies of certificates for education, training and credentials to:  
OCCRRA  
OPDN Registry  
6660 Doubletree Ave., Ste. 11  
Columbus, OH 43229
- 5 Update and maintain your record frequently. You may log in to the Registry to view or update your profile anytime.

## What does the future hold?

Work is underway to enhance the Registry. Future potential is unlimited! For example, the Registry could:

- Track and produce all information for ODJFS staff verifications including background checks and required training
- Link to scholarship information
- Send reminders on expiring credentials and certifications
- Provide information on training, conferences and more
- Find state approved trainings and trainers
- Host online registration for training
- Gather feedback on training
- Post job openings
- Provide samples of documents including personnel policies, scheduling templates and staff orientation handbooks
- Generate workforce reports including turnover and retention, education and qualifications, and salary and benefits

## How do I find out more?

If you have questions about the Registry, please call 877-547-6978 or send an email to [registry@occrra.org](mailto:registry@occrra.org).

