Organization Dashboard User Guide for online T.E.A.C.H. Applications

We are excited to officially offer our T.E.A.C.H. Early Childhood OHIO Applications online as of July 1, 2022. This new process requires both the professional and the sponsoring program to complete portions of the online application. Professionals (The Applicant), will be responsible for inputting their personal information. Once the professional completes their portion, they will click "Save and Submit." An Application with the status "submitted" means that their application was successfully submitted to their Sponsoring programs "Organization Dashboard." Program Admininstrators are responsible for verifying the information the professional has entered as well as input the requested program information. Once the application has been reviewed by the program administrator, the administrator should set the status to "Program Approved." The "Program Approved" status means the application has been successfully submitted to OCCRRA fo review.

Where do I find my Organization Dashboard?

1. **Sign into your Registry Profile**
    a. Go to https://registry.occrra.org/ and sign in
    b. On the lefthand side click on Organizations (make sure you are clicking on the down arrow)
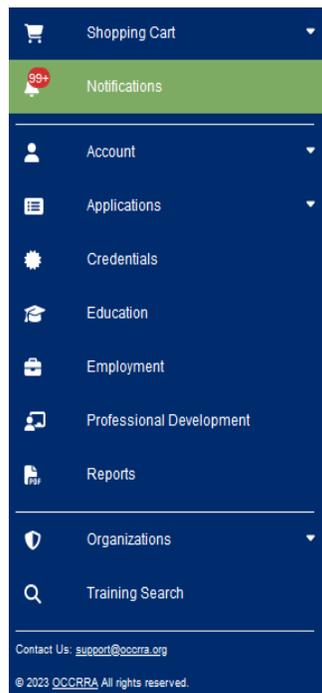
2. **Select your organization from the drop down menu**
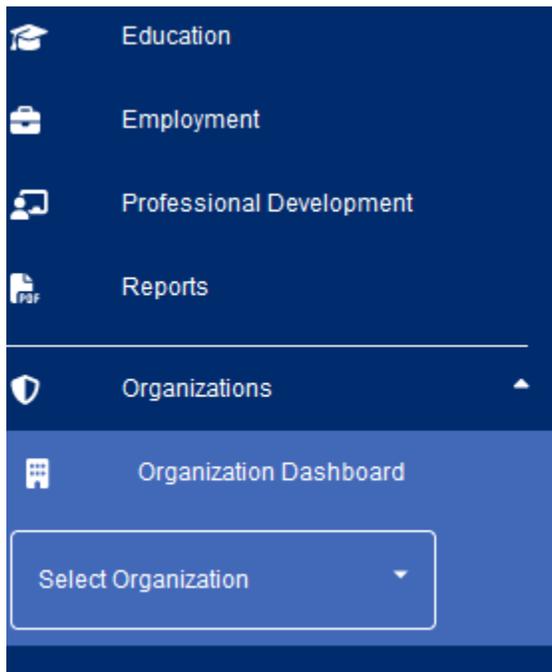
3. **Click on the Applications Tab**

4. **To the right of the screen you will see all of the organizations application**

a. If you have professionals that have submitted a T.E.A.C.H. Application they will be listed in your T.E.A.C.H. Applications category and you want to hit on edit

Great Beginnings Academy 2345 Demorest Rd.
License #: 400316 Grove City, OH 43123-0000

STABILIZATION GRANT APPLICATIONS

Name	Application Phase	Submitted Date	Approved Date	Status	Action
Stabilization Grant Application	Phase 1	2022/03/14	2022/02/07	Approved ✓	👁 View
Stabilization Grant Reconciliation	Phase 3	2023/07/27	2023/07/31	Approved ✓	👁 View
Stabilization Grant Application	Phase 2	2022/03/10	2022/03/10	Approved ✓	👁 View
Stabilization Grant Reconciliation	Phase 3	2023/07/27	2023/07/31	Approved ✓	👁 View
Stabilization Grant Application	Phase 3	2022/07/12	2022/07/12	Approved ✓	👁 View
Stabilization Grant Reconciliation	Phase 3	2023/07/27	2023/07/31	Approved ✓	👁 View

OHIO HEALTHY PROGRAMS (OHP) APPLICATIONS

Application Name	Submitted Date	Approved Date	Expiration Date	Status	Action
OHP Application					✐ Edit

T.E.A.C.H APPLICATIONS

Name	Application Subtype	Submitted Date	Approved Date	Status	Action
Sara Sebbane	CDA Assessment Fee	2023/05/16			👁 View
Amel Oukaci	Associate Degree	2023/08/24			✐ Edit

5. **The Administrator portion of the T.E.A.C.H. Application can be completed by selecting "edit"**

6. **Admininstrators should review the information input by the applicant by selecting each drop down section and checking for accuracy.**
    a. If information is correct, Administrators should continue on to completing the Program Information. See Step 8

    b. If information is incorrect, the application will need to be returned to the professional. See Step 7

    c. Applications should be reviewed by the admininstrator within 30 days of submission.

7. **Returning an application for revisions can be done by selecting the "Add'l Info" from the status drop down box.**

    a. Applications with Add'l Info should be returned to the professional with a note describing what is needed.

    b. Let your applicant know that they need to revise their application and resubmit it to you once corrections have been made.

    c. Once the application has been resubmitted, the Administrator should move forward with completing the Program Information.

T.E.A.C.H. Early Childhood® OHIO Application

Current Status: Submitted
Last Updated: 2022-07-01 01:52:00

Submitted Date	Name	OPIN
07/01/2022	Zayla Green	1127-8845

Program Administrators: Your employee has submitted the application below. Please review the sections by clicking on each drop down arrow. In the section titled 'Program Information/Questions', please enter the additional information for your program. The recipient has completed their portion of the application, and you can review their response by clicking on each dropdown arrow.

Personal Information ⌄

Education ⌄

Employment ⌄

Demographics ⌄

Participant Questionnaire ⌄

8. **Complete all of the Program Information/Questions**

Program Information / Questions

Please enter responses to the questions about your program.

Please provide your Step up to quality rating.

3

Is your program accredited?

○ Yes ○ No

Part day program

○ Yes ○ No

Number of children enrolled

Number of children on state subsidy

Please select all forms of funding received by your program

Select...

Program Staff:
Number of full-time staff

Number of part time staff (work less than 40 hour per week)

Number of staff that works less than 12 months per year

Program Attestation

My child care center or family child care program is agreeing to the following statements and is listed as the 'Child Care Program' below:

☐ The Child Care Program agrees to allow observation of the scholarship recipient in the center by a representative of the Council for Professional Recognition

☐ At the end of the contract, the Child Care Program agrees to compensate your scholarship recipient with one of the bonus options below:

○ Option 1: Pay $100 bonus award to the recipient after receipt of the CDA Credential (OCCRRA will also pay a $100 bonus award to the recipient)

○ Option 2: Grant the recipient a 1% raise within 30 days after receipt of the CDA Credential (OCCRRA will also pay a $100 bonus award to the recipient)

Signature of Program

9. **Select an option by determining if your scholar will receive a bonus or a raise once they have obtained their CDA Credential.**

Program Information / Questions

Please enter responses to the questions about your program.

Please provide your Step up to quality rating.	Is your program accredited?	Part day program
3	○ Yes ○ No	○ Yes ○ No

Number of children enrolled	Number of children on state subsidy	Please select all forms of funding received by your program
		Select... ∨

Program Staff: Number of full-time staff	Number of part time staff (work less than 40 hour per week)	Number of staff that works less than 12 months per year

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Signature of Program

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10. Upon completion of the Application please select the appropriate staus for the T.E.A.C.H. Scholarship Application by selecting one of the following:

Program Administrators: Please select the appropriate status.

Additional info: this status should be used when you see the professional needs to fix something pertaining to the information they provided. A note should be added to describe what is needed. The application will be returned to the professional and they will be able to view the note.

Program Approved: this status should be used when you have reviewed the application and it is ready to be sent over to the T.E.A.C.H. counselors for review and next steps.

Submitted: the recipient has completed their section of the application. This status is what you will see when the application is in the Organization Dashboard.

Unable to verify: this status means you do not want to move the professional's application forward. A note should be added for reason this status was selected. The application will not be sent to T.E.A.C.H. counselors for review. Examples of when this status might be selected include the program is not able to commit to the scholarship requirements or the professional has left employment before sending the application to OCCRRA.

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11. Once you have selected the appropriate status, Click "submit.

Status

Program Approved

New notes (notification) to professional: *(optional)*

Back To Applications | Save | Submit

12. **Applications will be reviewed by OCCRRA in the order that they were submitted. If additional information is required, a T.E.A.C.H. Counselor will reach out using the contact information provided in the application.**

13. **Upon approval, T.E.A.C.H. Recipients will receive an acceptance package with a handbook page, W9, and Contracts enclosed from their T.E.A.C.H. Counselor.**

14. **If an application is deemed "Unable to Verify" the professional will receive a notification in their OCCRRA profile including an explanation.**

Please submit questions or concerns to teach@occrra.org or support@occrra.org

OCCRRA-Workforce Development
2469 Seltzer Road
Columbus, OH 43219
Phone: 614-596-5959 or 1-877-547-6978
Fax: 614-396-5960
www.occrra.org