Ohio Professional Registry (OPR) Reports User Guidance

To provide continuity for use of the Ohio Professional Registry (OPR) and enhance our mobile-friendly user experience, the Reports for Early Childhood professionals, Program Administrators, and Training Organizations are now located in one tab titled, "Reports."

The navigation menu in the OPR profile will list all report features in one, convenient place.
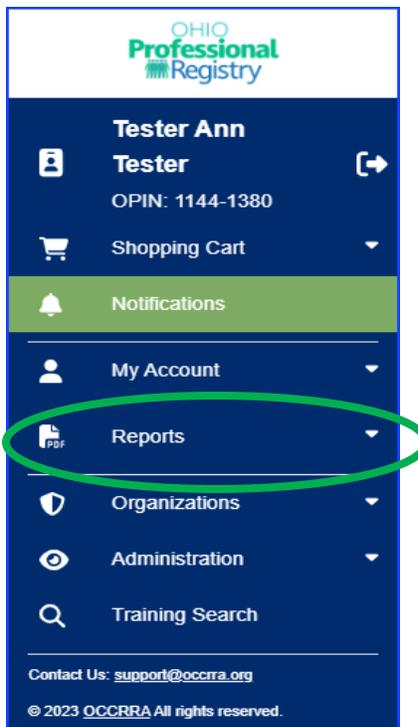
From the options below, click on the type of guidance you would like to view to be directed to that portion of this guidance document.

[Part 1: Guidance for Early Childhood Professionals](#)

[Part 2: Guidance for Program Administrators](#)

[Part 3: Guidance for Training Organizations](#)

Part 1: Reports for Professionals:

1. Click on the "+" located to the right of "My Reports" to open a menu

2. Click on the information icon [i] on the right of each report to view a brief description of each report type.

3. Click on the report name to open that report

Report types and descriptions:

- Career Pathways Certificate: View your CPL Certificate with your achieved points and level/
- Current Career Pathways Summary: View a detailed breakdown of your current biennium Career Pathways Level points
- Profile Training Summary: View a detailed report of Ohio Approved, Non-Ohio Approved Professional Development and Health and Safety courses verified in your profile.
- CDA Registry Transcript: The CDA Registry Transcript Report includes all qualifying Instructor Submitted Ohio Approved PD Events that align to specific CDA content areas and qualifying CDA Subject Area 4: To establish and maintain a safe, healthy learning environment. Please Note: School-Age PD Events are not included in the CDA Registry Transcript because they do not meet any CDA content areas. The CDA Registry Transcript may be submitted with a CDA Credential application.
- Professional Development Certificate (PD Cert) : View your Ohio Approved completed training for programs participating in Step Up To Quality

Part 2: Reports for Program Administrators

1. Find the Program Reports
2. Click on the "+" to open a menu
3. Click "Select Organization"
4. Select the program to view (the list will include all licensed programs that the user has access to)
5. Click on the report title to open and download the report
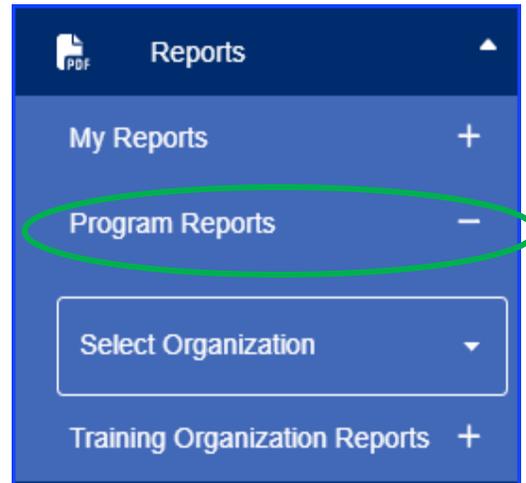
Available Reports:

- Program Summary Report: This report includes only verified OA/SUTQ trainings for each active employee of the program that includes hire date, employment roles, dates of employment, CPL level, education, and age groups assigned to each staff.
- Program Detail Report: This report displays all active employees of the program, and includes the SUTQ requirements (hire date, employment role, age groups, education CPL level and lists OA/SUTQ trainings completed for each employee.
- Professional Development Report: Administrators can select one or all employees and view their OA/SUTQ trainings as a CSV report. The report will list all trainings for an employee that are listed in that employee's Professional Development tab of their profile, includes OA and Non-OA trainings, the training titles, hours, and completion date.

- Program Checklist Report: Information entered in each employee's New Hire Checklist will display on this report if the checklist was completed by the Administrator. This is helpful tool for Administrators to track basic licensing requirements.

Part 3: Training Organization Reports

This option is available to professionals who have access to a training organization dashboard.

1. Find the Training Organizations Report
2. Click on the "+" to open a menu
3. Click "Select Training Organization"
4. Select the program to view (the list will include all training organization that the user has access to)

PDF	Reports	▲
My Reports		+
Program Reports		+
Training Organization Reports		–
Select Training Org.		

ALL EVENTS   CANCELLATION REPORT   TRAINING FREQUENCY   TRAINING REPORT
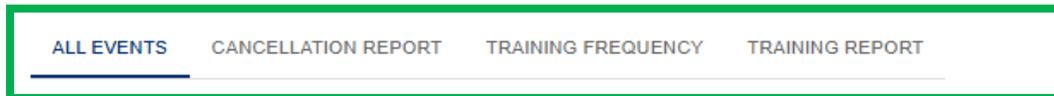
ⓘ Notice: This report may take a while to generate.

AT #

Title

Date Type (Required to filter by ...)

Counties

Choose an SDA

RUN REPORT

Filters:

To view data for a specific PD Event, complete the AT # or Title filter; if an AT# or Title are not entered, the report will list all PD Events in the training organization dashboard.

Date Type: Date Registered or Date Attended.

- Date Registered will display data for all registrants and their attendance status
- Date Attended will display registrant data and the attendance date (specifically for asynchronous trainings where registrants will have various attendance dates)

Counties: all Ohio counties

Choose an SDA: choose your agency (available for SDAs only)

Only show attended registrants: check the box to only list those who have verified attendance in the scheduled event(s)

Show Highest Education: the report will add the highest education for each registrant as well as their registration.

Report Type:

All Events: This report will list all information about the event – the AT#, the title, the ST#, the registrants, the attendance status, and all information from the AT.

Cancellation Report: This report lists the registrants whose registration was cancelled for a specific scheduled event, and if the scheduled event was cancelled by the training organization.

Training Report: This report is similar to the All Events though does not include the AT information.

Training Frequency: This report lists the number of times an AT was scheduled in a time frame that is selected in the date filter.

Contact support@occrra.org for questions.