



How to Register for Trainings:

1. Go to www.registry.occrra.org and log in (sign in) to your profile.
2. From the OCCRRA home page, to find and register for trainings click on “Search for Training”
3. Before searching, set the beginning and ending dates of when you’d like to attend trainings, and select the County/Counties convenient for you. To learn more about each of the trainings that you find in your search, click on “more information” to see details. You can also begin your registration process from the “more information” page.
4. Once you find training(s) you want to register for, click on the title. This will take you to the full listing of this training. Click on the green “Add to Cart” button. If you’re registering for multiple trainings, repeat this same process putting each of the trainings you select to place them in your cart.
5. For some trainings, a fee is charged. Payment using a credit card as part of your registration on the Ohio Professional Registry is required. Payments are non-refundable. If the class that you have paid for is cancelled for any reason, participants will be issued a “Coupon Code” to use toward a future training.
6. To complete your registration, click on “items” (shopping cart icon) , select “view cart” in the drop down, and click on the green “check out” button on the view cart page. At this point fee payment is required if there are fees for the training(s) you’ve selected. You must complete the “check out” process, regardless of whether or not there is a fee for the training.
7. A confirmation of your registration(s) will be sent automatically to whatever email address appears in your profile information.
8. You can check your registrations by clicking on “My Scheduled Trainings” in your profile.

If you are new to the Professional Development Registry, you’ll need to set up your Profile in order to register for trainings. Click here for instructions:

<https://www.occrra.org/documents/Ohio%20Professional%20Registry%20-%20User%20instructions.pdf>

www.occrra.org → Professional Services → Ohio Professional Registry → Create/Update Profile

For additional questions regarding Professional Development please Karen Crockett, Professional Development Coordinator. kcrockett@actionforchildren.org or call 614-224-0222, ext. 111.

For questions regarding the Ohio Professional Registry, please call OCCRRA at 1-877-547-6978 or email support@occrra.org