

Required Orientation Training for All Preschool and SACC Staff Members

The updated training has been shortened to 3 hours and now includes rule revisions from July 2021.

Individuals who completed a previous version of this Orientation should review the July 2021 Revised Rules Summary posted on the [Preschool Program Licensing](#) and [School-Age-Child-Care-Licensing](#) webpages or choose to complete the updated orientation training.

The ODE Orientation training must be completed for all preschool and school-age (before and after school care) program members used in ratio or left alone with a child. The training must be completed within 30 days of starting employment and prior to being left alone with children.

The orientation is online and must be accessed through the Ohio Professional Registry (OPR) housed at the Ohio Child Care Resource and Referral Association (OCCRRA). OCCRA provides statewide coordination of professional development, training and technical assistance services for early learning and afterschool programs and professionals. Staff members must **create a profile** in the registry to access the orientation. Please visit <https://www.occrra.org/> and click on the “Manage your Profile” tab on the homepage and follow the steps to create a profile.

The training can be found by typing “**ODE Orientation**” or the Training ID “**ST10128746**” in the *Search Event Title* box. Each module is a self-contained unit that includes a quiz at the end. Once all 8 modules and quizzes are completed, participants will be able to print a certificate. The certificate should be printed and kept as part of the staff file. The orientation may be completed in one sitting or taken over several days. The training covers Federal Child Care and Development Block Grant and Ohio Administrative Code requirements.

Completion of the training will automatically be noted in the participant’s profile in the Registry. Please allow up to 24 hours for the completion to be auto populated.

Questions can be directed to odels.licensing@education.ohio.gov