Ohio Child Care Resource & Referral Association

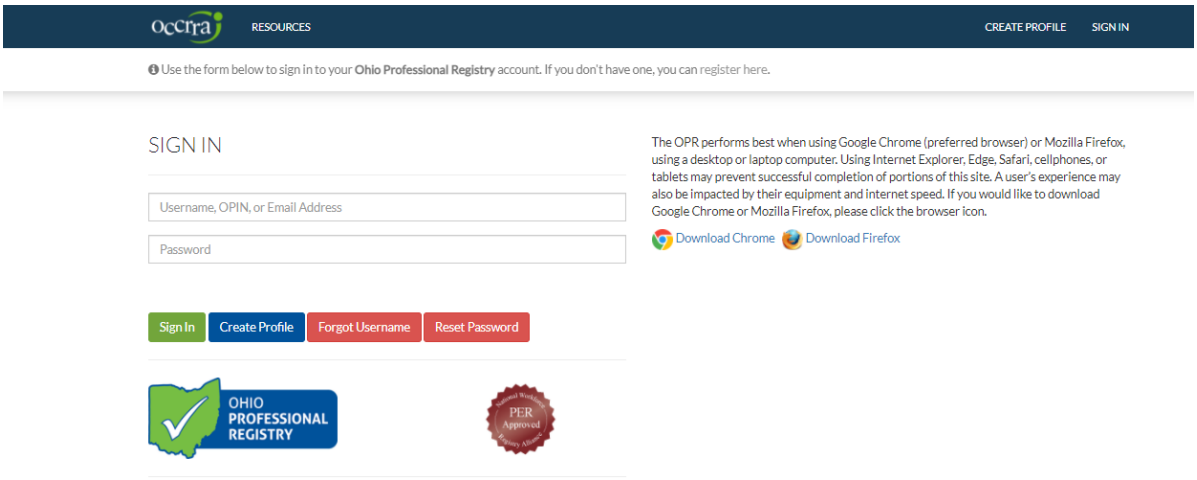
Foster Care Recruitment & Retention Agency Create Account Guidance Document

Foster Care Recruitment & Retention Licensing Agency Designee
In order to access the Ohio Professional Registry (OPR) to complete the Foster Care Recruitment & Retention Funding Application, it is required to have access to the OPR and be provided specific permissions. The first step is creating a profile to create your account in the OPR. The next step will be assigning permission for you to access the applications.

Follow these steps to create your profile and enter an employment record**. Once that is complete, please e-mail the Ohio Professional Registry at support@occrra.org with your name, OPIN number, and program name/SACSWIS Agency ID so that the Foster Care Recruitment & Retention application dashboard permission can be granted. Once permission is granted, you will follow the directions in the Organization Dashboard – Foster Care Application User Guide for guidance on accessing the dashboard and for completing the applications.**

1. Create Profile
   a. Go to www.occrra.org/ and click "Create Profile" on the top right of the page.
   b. Enter the required information
   c. Your user name will automatically generate
   d. Enter a password
   e. IMPORTANT: Please document your OPIN number and password and keep for future sign in use.
   f. Click "Create Profile" button.
   g. An email will be sent to the email address you entered. Follow the prompt in the confirmation e-mail to verify your account. If you do not receive the email in your inbox, be sure to check your junk mail and spam folders.
   h. Your Ohio Professional Identification Number or OPIN will be assigned to you and is provided in the confirmation email. Please keep your OPIN with your password.
2. Sign in to your Profile
   a. Go to www.occrra.org/ and click "Sign In" on the top right of the page.
   b. Using the fields provided, enter OPIN or Email Address.
   c. Enter Password

d. Click “Sign in” button



e. IMPORTANT: Upon your first sign in, the system will require you to complete one employment record.

3. Employment Entry
   a. The Foster Care Recruitment & Retention programs have been added to the system as a program type under Ohio Department of Job & Family Services agency. A specific role has been added for Foster Care Licensing Agency, and following these steps will finish the creation of your profile. This is a one time process.
   Note: If your agency also participated in the QRTP Menu of Services or Incentive Project and you have an account in the OPR, do not create a new account in the OPR, you only need to add an employment record. You will add the Foster Care Recruitment & Retention employment record to your existing profile to access the Foster Care Recruitment & Retention Project. Follow these directions to complete your additional employment role. Users can have multiple employment records in the OPR.

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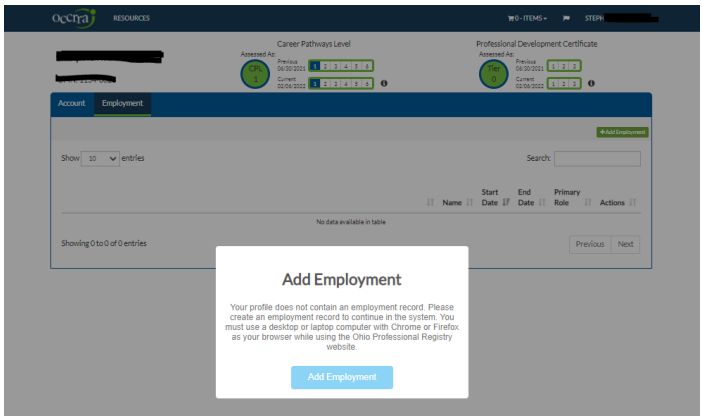
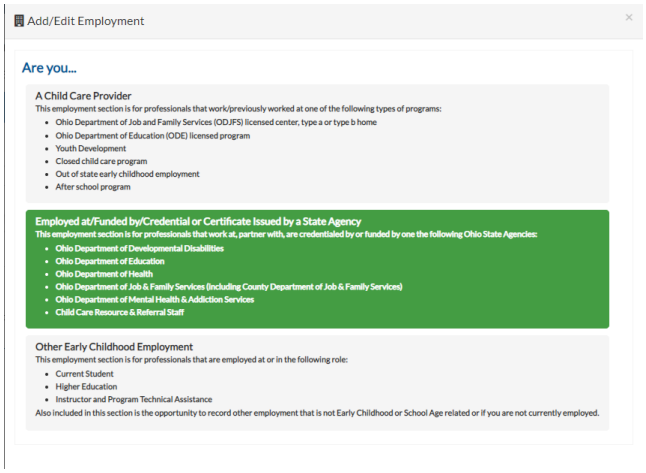
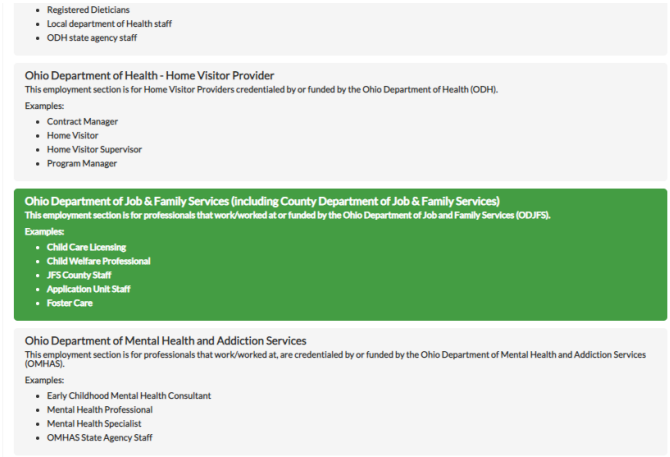
b. When you log in the first time, a pop-up will appear that an employment record is required to be entered.



c. Click on Add Employment



d. Select Ohio Department of Job & Family Services



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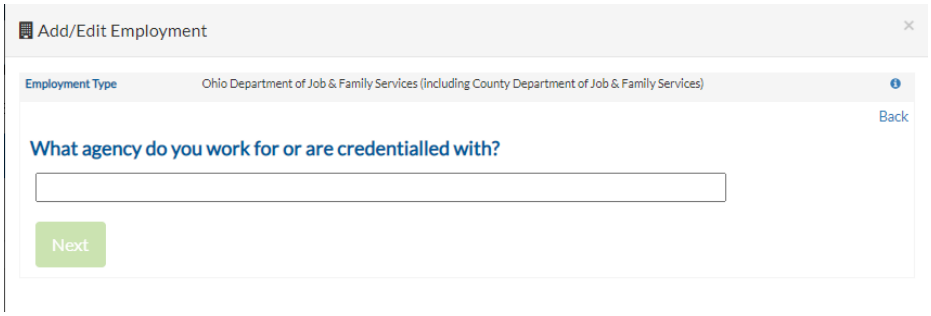
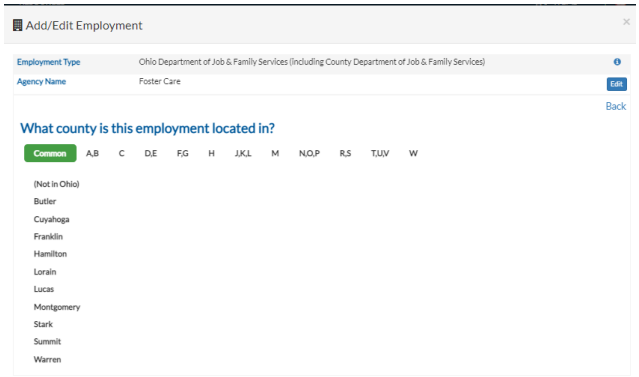
e. Next, enter agency name



f. Select the county where the agency is located



g. Enter your role on the next screen. Foster Care Licensing Agency employment type and Foster Care Licensing Agency Designee role have been created specifically for this project. Choose the specific role highlighted below:

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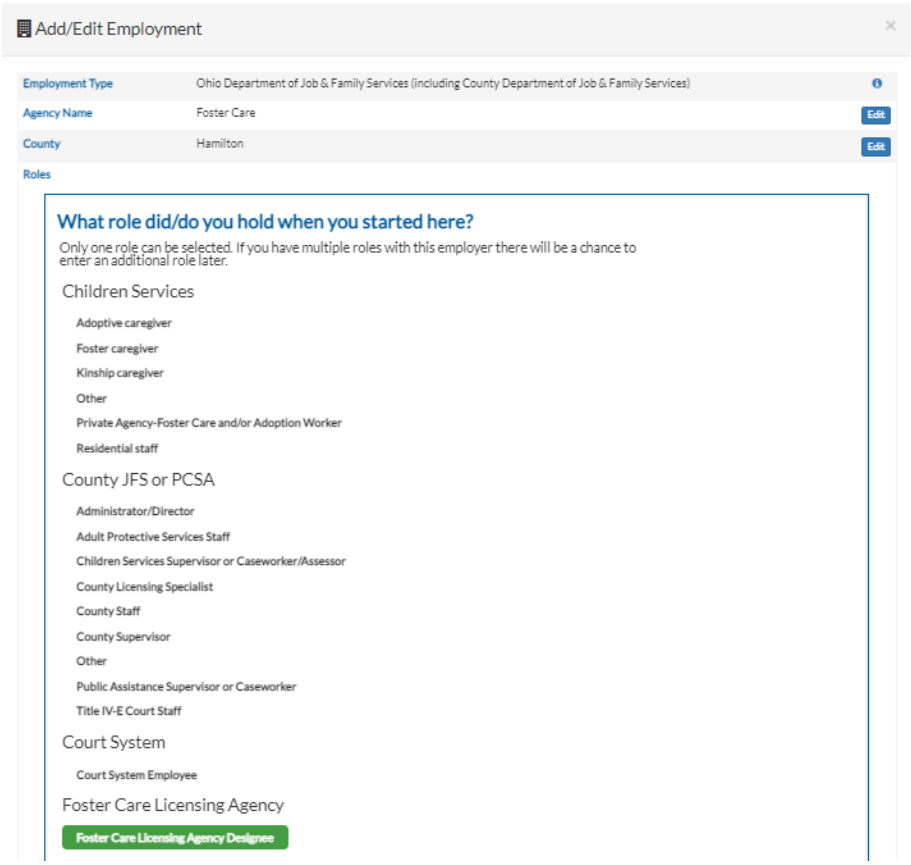
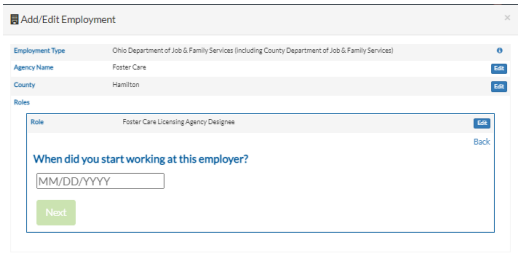


h. System will ask for your date of hire.



i. System will ask if still employed at this employer.

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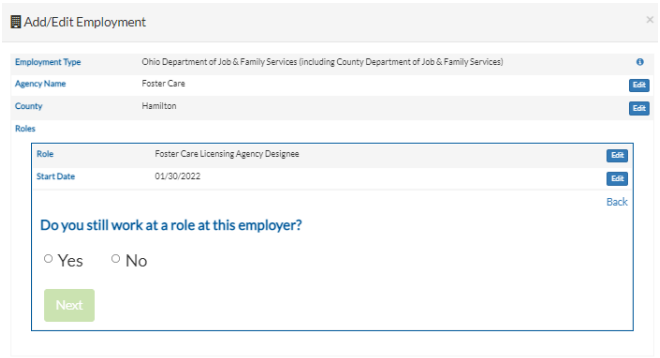
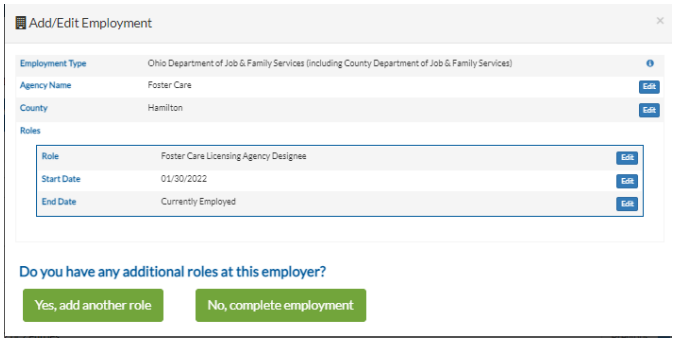


j. On the final screen, Select Save Employment and your employment record is complete.



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4. Please e-mail the Ohio Professional Registry at support@occrra.org with your name, OPIN number, and Foster Care Licensing Agency name and SACWIS license number (if available). OCCRRA staff will grant the permission needed to access the application dashboard. Once permission is granted, you will have access to the Agency Organization Dashboard and funding application. Please refer to the Organization Dashboard User Guide for further instructions.

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