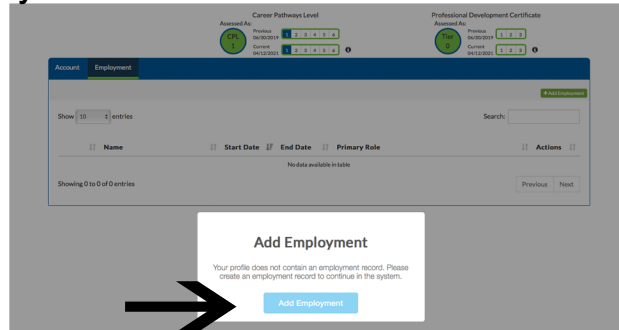
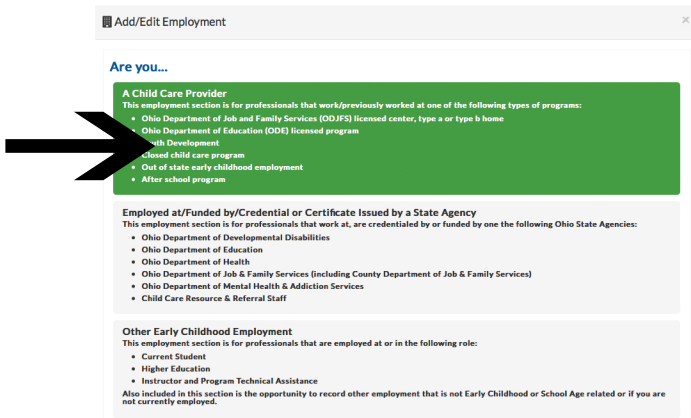


After you have created an account in the Ohio Professional Registry visit [registry.occra.org](http://registry.occra.org)  
 Sign in using the username and password you created.

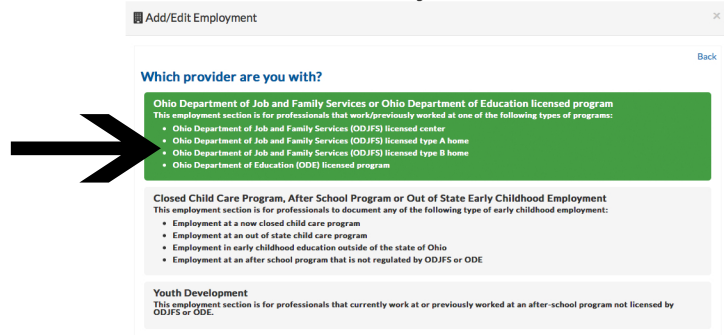
The box (shown right) will appear requesting you to "ADD EMPLOYMENT"



Select the top box- A Child Care Provider

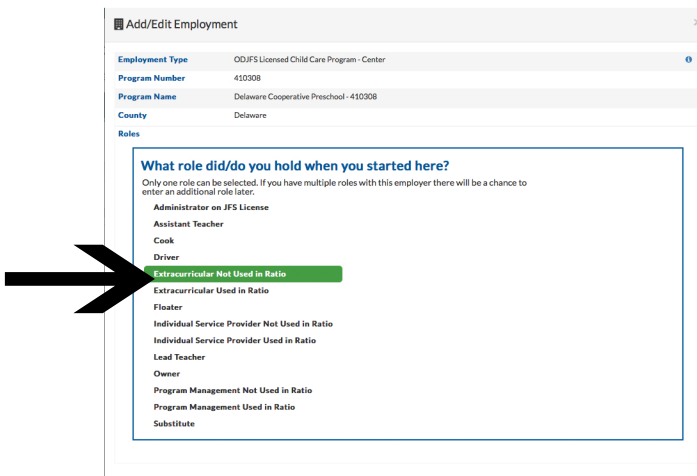


Select the top box- Ohio Dept. of Job and Family Services

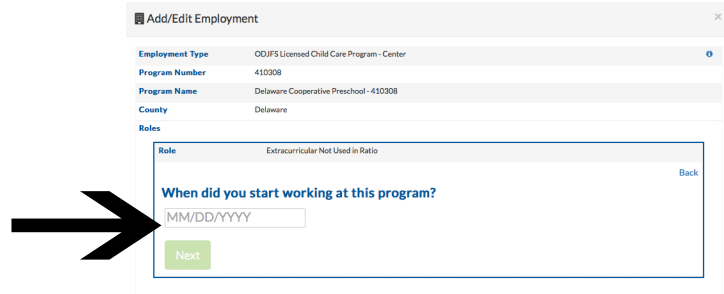


## PROGRAM- DELAWARE COOPERATIVE PRESCHOOL

Select- Extracurricular- Not used in ratio



For your start date please insert the first day of the current school year.



Answers for the following questions:

- 1.) Do you still work in this role? - YES
- 2.) How many hours per week? - PREFER NOT TO ANSWER
- 3.) How many months per year? - 10
- 4.) What is your hourly wage? - It will not allow \$0 therefore PREFER NOT TO ANSWER
- 5.) What ages of children are you attending to? -  
 Select (18 mo+)/ TODDLER AND PRESCHOOL
- 6.) Do you have any additional roles at this employer- NO then select COMPLETE EMPLOYMENT