

## Action for Children



### How to Register for Trainings:

1. Find the AFC list of monthly trainings posted on our website under announcements. Make sure you are using either Mozilla Firefox or Google Chrome. Internet Explorer will not work.
2. 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 clicking on each of the trainings you select to place them in your cart.
3. 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.
4. To complete your registration, click on “Item” (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. In order to complete your registration, you must complete the “check out” process, regardless of whether or not there is a fee for the training.
5. You can check your registrations by returning to your profile where your upcoming trainings are listed.

To register for private trainings, type the training ID# in the space provided. Then click on “Search”

To find trainings not on the AFC list, filter your search by selecting a county and choose a limited date range.

**Setting up a profile:** If you are new to the Professional Development Registry, you’ll need to set up your Profile in order to register for trainings.

**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](mailto: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](mailto:support@occrra.org)

**PLEASE KEEP THE INFORMATION ON YOUR PROFILE UP-TO-DATE!!**

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