

Action for Children



Professional Development Training Policies

- All participants must register for trainings via their Registry Profile account in the Ohio Professional Registry (OPR) <http://ocrra.org> For trainings with fees, payment by credit card is required as part of the registration process. To view the trainings you are registered to attend, go to your profile homepage where upcoming trainings are listed.
- If you cannot attend a class that you have registered for, please cancel your registration by logging on to your OPR profile, click on the training you want to cancel, and then click on “unregister”. If the word “unregister” does not appear next to the training title, call Action for Children to cancel your registration.
- To receive in-service credit, participants must sign in. Participants who miss more than 15 minutes (e.g., arrive late, leave early, take an extended break) will not receive credit.
- Pre-registration is strongly encouraged for any training. Walk-ins are sometimes permitted only trainings with no per participant fees, and only as space allows. To be added to a class, participants must have their Ohio Professional Identifying Number (OPIN) to attend. Please see AFC facilitator for instructions.
- Only registered participants are permitted to attend. Training locations will not accommodate children and non-participants.
- Cell phone use is not permitted during trainings. Participants are instructed to turn off phones or at minimum, set phones to vibrate.
- The building will close and be locked 15 minutes after classes conclude. Please plan transportation accordingly.

PARKING:

- For classes that occur during business hours, parking is available at the City of Columbus meters in front of our building. Participants are responsible for meter fees. There are also a limited number of spaces on the Long St. bridge over I-71. Accessible parking is located next to our back door.
- For classes starting at 5 pm or later Mondays through Thursdays and on Saturdays, free parking is available at the SW corner of Long St. & Jefferson Ave. A parking pass is required for this lot, and is available on our website in the About Us/Parking section. Evenings and weekends limited additional parking may be available behind our building.