



How to Register for Trainings:

1. Find the AFC list of monthly trainings posted on our website in the “Provider + Professionals” section. www.actionforchildren.org Make sure you are using either Mozilla Firefox or Google Chrome. Internet Explorer, Edge, or other browsers will not work.
2. Click on the title of any training you’d like to consider. This will take you to the full listing of this training. To register, 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 AFC 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 that training.

Setting up or editing your profile: If you are new to the Professional Development Registry, you’ll need to set up your Profile in order to register for trainings. This same process can be used to update your profile information.

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.
- For questions regarding the Ohio Professional Registry, please call OCCRRA at 1-877-547-6978 or email support@occrra.org

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

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