

Employment Certificate for Child Care Providers Eligible in Priority 1c COVID-19 Vaccination

Employment Certificate is provided in the Ohio Professional Registry (OPR) for eligible employees in their employment record.

Log into your OPR profile and go to the Employment tab. Eligible employees will see a Print Certificate button in the Actions Column:

The screenshot shows the OPR interface with the 'Employment' tab selected. The table displays the following data:

| Name | Start Date | End Date | Primary Role | Actions |
|---|------------|----------|------------------------------|---|
| Child Care Test Center - 999999 202155 | 2017/01/01 | | Administrator on JFS License | Edit Remove Print Certificate |

If the child care employee has multiple roles at the program, yet, the primary role is not the role that is eligible for this vaccination, but the other role is, the Print Certificate option will be available.

Example: This provider is the cook at the program, and also a lead teacher. Cook is their primary role, this is the display on the screen. Open up to edit to view all roles at this program:

The screenshot shows the OPR interface with the 'Employment' tab selected. The table displays the following data:

| Name | Start Date | End Date | Primary Role | Actions |
|---|------------|----------|--------------|---|
| Child Care Test Center - 999999 295207 | 2020/12/01 | | Cook | Edit Remove Print Certificate |

The 'Add/Edit Employment' modal window shows the following details:

- Employment Type: ODJFS Licensed Child Care Program - Type B
- Program Number: 999999
- Program Name: Child Care Test Center - 999999
- County: Franklin

Roles:

| | | |
|--|--------------------|----------------------|
| Role | Lead Teacher | Edit |
| Start Date | 11/01/2018 | Edit |
| End Date | Currently Employed | Edit |
| Hours per Week | 0 | Edit |
| Months per Year | 0 | Edit |
| Pay Rate | 0 | Edit |
| Age Group(s) | | Edit |
| Make Primary Remove Role | | |

| | | |
|--|------------------------|----------------------|
| Role | Cook | Edit |
| Start Date | 12/01/2020 | Edit |
| End Date | Currently Employed | Edit |
| Hours per Week | I prefer not to answer | Edit |
| Months per Year | I prefer not to answer | Edit |
| Pay Rate | I prefer not to answer | Edit |
| Primary Role Remove Role | | |

Sample Certificate:



Ohio
GOVERNOR'S
CHILDREN'S INITIATIVE

Employment
Certificate

This is to certify that on:

March 1, 2021

Mary Beth Test
(OPIN: 1108-1527)
Lead Teacher

is employed at:

Child Care Test Center
1234 r d ave
Columbus OH 432.1



Occrra
Ohio Child Care
Resource & Referral
Association

SAMPLE