

## Ohio Professional Registry Tip for Administrators

How to view a report of your staff's PD Certificate hours:

1. Log into your registry profile
2. Select your name in the top right-hand corner and a menu will drop down
3. Select "Organization Dashboard"
4. Select your program
5. Look at the menu running down the left side of the page
6. Select Reports
7. Select Program Detail Report
8. Look at each professional's report to find their PD information for the current Biennium. Select Program Detail Report and Generate Report.
9. Check that each employee has completed BOTH of the two required online trainings:
  - a. [Ohio's Approach to Quality](#)
  - b. [Ohio's Overview of Child Development](#)
10. Check that each employee has completed 20 hours of PD in the current biennium.
  - a. When an employee has met the requirements, the marker on the left will change from "In Progress" to "Complete."
11. Watch this video for more help:  
<https://www.youtube.com/watch?v=IDI2SHShwZI>