



**Training Bulletin**  
SFY2016  
July 2015 — June 2016

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[www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov)





## WELCOME!

Welcome to the 2015-2016 training bulletin. The opportunities on the pages that follow are designed to help guide you in your professional development and in your work with infants, toddlers, and families.

Full descriptions of courses are available online. Please refer to OhioTrain and Help Me Grow calls for periodic updates as we update training-related information throughout the year. Course dates and locations are subject to change.

If you have any questions, please contact any member of the Help Me Grow team, and we will be happy to assist you.

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# Help Me Grow

## HOME VISITING

1. Increase healthy pregnancies;
2. Improve parenting confidence and competence;
3. Increase family connectedness to community and social supports; and,
4. Improve child health, development, and readiness.

## MIECHV

1. Improve maternal and newborn health;
2. Prevent child injuries, child abuse, neglect, and maltreatment;
3. Improve school readiness and achievement;
4. Reduce domestic violence;
5. Improve family economic self-sufficiency;
6. Improve the coordination and referrals for other community resources and supports.

## EARLY INTERVENTION

1. Enhance the development of infants and toddlers with disabilities;
2. Reduce the educational costs to society by minimizing the need for special education and related services;
3. Maximize the potential for individuals with disabilities to live independent lives in society;
4. Enhance the capacity of families to support the development of their children; and,
5. Enhance states' ability to coordinate funding to provide services for infants and toddlers with disabilities.

# FOUNDATIONAL COURSES

## Reflective Supervision

**Course ID:** 1049291

8:30 am — 4:30 pm

**Purpose/Goals:** Examine and discuss your own supervision style; understand techniques of relationship-based supervision; discuss the role of emotion in working with young children, families, and colleagues; observe and practice reflective supervision skills.

**Audience:** Required for HMG Supervisors.

September 25, 2015	Franklin County
October 2, 2015	Athens County
November 19, 2015	Montgomery County

January 29, 2016	Stark County
March 18, 2016	Franklin County
May 2, 2016	Hancock County

## Training Institute

**Course ID:** 1034150

9:00 am – 5:00 pm

**Purpose:** This course provides foundational knowledge for professionals entering the Help Me Grow System. Participants will learn the goals and objectives of the HMG Home Visiting and Early Intervention programs and their role as part of the HMG community, and develop awareness of how culture, safety, boundaries and family engagement are infused throughout HMG.

**Audience:** Required for all professionals working in the Help Me Grow system.

July 7, 2015	Franklin County
August 4, 2015	Summit County
September 8, 2015	Franklin County
October 6, 2015	Warren County
November 3, 2015	Guernsey County
December 8, 2015	Franklin County

January 5, 2016	Franklin County
February 9, 2016	Cuyahoga County
March 8, 2016	Montgomery County
April 5, 2016	Hancock County
May 3, 2016	Holmes County
June 7, 2016	Franklin County

# FOUNDATIONAL COURSES

## Principles of Home Visiting

**Course ID:** 1047701

9:00 am – 4:30 pm

**Purpose:** Participants will learn about HMG Home Visiting: roles and functions of a home visitor, program rules and identify and practice collaborative strategies for working with families and service programs.

**Audience:** Required for all HMG Home Visitors and Home Visiting Supervisors.

July 8, 2015	Franklin County	January 6, 2016	Franklin County
August 5, 2015	Summit County	February 10, 2016	Cuyahoga County
September 9, 2015	Franklin County	March 9, 2016	Montgomery County
October 7, 2015	Warren County	April 6, 2016	Hancock County
November 4, 2015	Guernsey County	May 4, 2016	Holmes County
December 9, 2015	Franklin County	June 8, 2016	Franklin County

## Principles of Service Coordination

**Course ID:** 1047684

9:00 am – 4:30 pm

**Purpose:** Participants will learn about the role and responsibilities of a service coordinator, IDEA Federal regulations and HMG program rules, parent's rights, and family-centered practices.

**Audience:** Required for all HMG Service Coordinators and Early Intervention Supervisors.

July 8, 2015	Franklin County	January 6, 2016	Franklin County
August 5, 2015	Summit County	February 10, 2016	Cuyahoga County
September 9, 2015	Franklin County	March 9, 2016	Montgomery County
October 7, 2015	Warren County	April 6, 2016	Hancock County
November 4, 2015	Guernsey County	May 4, 2016	Holmes County
December 9, 2015	Franklin County	June 8, 2016	Franklin County

# HOME VISITING COURSES

## HFA Integrated Strategies “Core” Training

**Course ID:** 1034399

8:30 am – 4:30 pm

**Supervisors’ Day (5 day):** 1034400

**Purpose:** Four full days for the home visitor, plus an additional fifth day for supervisors and contract managers, the training outlines the specific duties of the home visitor in their role within Healthy Families America.

**Audience:** All contract managers, supervisors and home visitors working for agencies affiliated with Healthy Families America.

September 21-25, 2015	Stark County
October 19-23, 2015	Hocking County
November 16-20, 2015	Hamilton County
December 14-18, 2015	Franklin County

March 21-25, 2016	Franklin County
April 18-22, 2016	Lucas County
June 23-27, 2016	Marion County
June 20-24, 2016	Highland County

## HFA Parent Survey for Community Outreach

**Course ID:** 1058087

8:30 am – 4:30 pm

**Supervisors’ Day (5 day):** 1058088

**Purpose:** This training focuses on building skills to engage parents in the assessment process, learning how to gather comprehensive information from parents related to their strengths and needs.

**Audience:** Required for all program staff that will administer HFA’s Parent Survey/Family Assessment tool. Supervisors and program managers are also required to attend.

- Training dates will be announced and posted to OhioTrain as they become available through HFA.
- Per HFA guidance, each training has a 12-person capacity. Priority will be given to those agencies whose staff has not yet received training.
- Until you attend the training, please continue to use the HFA PSCO stopgap training. Please speak with your program consultant for details and guidance.

# HOME VISITING COURSES

## HFA Great Beginnings Start Before Birth

**Course ID:** 1046503

8:30 am – 4:30 pm

**Purpose:** Service providers will learn strategies for supporting families during the prenatal period, with a special emphasis on the psycho-social issues facing expectant parents.

**Audience:** HMG Home Visitors and Home Visiting supervisors.

October 8, 2015	Hamilton County	March 10, 2016	Franklin County
November 5, 2015	Guernsey County	April 7, 2016	Highland County
December 7, 2015	Franklin County	June 9, 2016	Cuyahoga County

## Growing Great Kids: Prenatal to 36 Months

**Course ID:** N/A

9:00 am – 5:00 pm

**Purpose:** This course provides practitioners with home visit conversation guides for engaging parents, cultivating secure attachments and bolstering child development, while building parenting, family strengthening and other life skills with parents who have experienced childhood adversity and other traumatic events.

**Audience:** HMG Home Visitors.

- *There are 6 training sessions available. Trainings are a full week and are limited to 9 participants.*
- *Trainings are not posted on OhioTrain. If you are interested in this training, please contact Shelly for scheduling information: [Shelly.Palumbo@odh.ohio.gov](mailto:Shelly.Palumbo@odh.ohio.gov) or 614-644-9167.*

## Parents as Teachers Foundational Training

**Course ID:** 1050640

8:30 am – 4:30 pm

**Purpose:** This three-day training lays the foundation for Parents as Teachers' approach to home visitation within an early childhood system. Coursework centers around parent-child interaction, development-centered parenting and family well-being.

**Audience:** HMG Home Visitors and Home Visiting Supervisors.

October 13-15, 2015	Franklin County	April 12-14, 2016	Franklin County
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# EARLY INTERVENTION COURSES

## Battelle Developmental Inventory (BDI)

**Course ID:** 1009401

9:00 am – 4:30 pm

**Purpose:** Participants will learn how to administer the Battelle 2 Developmental Inventory and discuss the purpose of this evaluation tool in the Help Me Grow system.

**Audience:** Any service provider who will be using this instrument should attend.

September 24, 2015	Cuyahoga County	April 25, 2016	Hamilton County
November 20, 2015	Franklin County	May 11, 2016	Franklin County

## Bayley III

**Course ID:** 1009447

9:00 am – 4:00 pm

**Purpose:** Participants will learn how to administer the Bayley III Scales of Infant and Toddler Development and discuss the purpose of this evaluation tool in the Help Me Grow system.

**Audience:** Any service provider who will be using this instrument should attend.

September 30, 2015	Franklin County	February 18, 2016	Cuyahoga County
November 18, 2015	Hamilton County	May 18, 2016	Lucas County

## Bayley Advanced

**Course ID:** 1028643

9:00 am – 4:00 pm

**Purpose:** The Bayley Scales of Infant and Toddler Development-Third Edition is an individually administered test designed to assess developmental functioning of infants and toddlers in five areas: cognitive, language, motor, social-emotional and adaptive behavior.

**Prerequisite:** Participants must be familiar with administration, scoring and interpretation of the Bayley III.

October 14, 2015	Franklin County	April 21, 2016	Franklin County
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# EARLY INTERVENTION COURSES

## Ohio's Individualized Family Service Plan

**Course ID:** 1054433 (facilitated web-based training)

9:00 am – noon

**Purpose:** This training focuses on the HMG Individualized Family Service Plan (IFSP), the family's written plan which guides the Early Intervention services that the eligible child and their family will receive.

**Audience:** Required for HMG EI Service Coordinators and EI Supervisors.

July 9, 2015

September 10, 2015

August 13, 2015

October 8, 2015

- Please follow registration instructions on OhioTrain as there is an additional webinar registration link.
- Additional dates, November-June, will be announced later this year.

## The Key to Writing High Quality IFSP Outcomes

**Course ID:** 1054433 (facilitated web-based training)

10:00 am – 11:30 am

**Purpose:** This course is an overview of key components of the IFSP, describing the process of how teams develop IFSP outcomes, identify strategies, and EI services needed to address each outcome.

**Audience:** All HMG EI personnel including service coordinators and EI Supervisors, evaluator and assessment team members, and EI service providers, including CBDD EI personnel and contractors, Payor of Last Resort Contractors, and Regional Infant Hearing personnel.

July 16, 2015

October 15, 2015

August 20, 2015

November 19, 2015

September 17, 2015

December 17, 2015

- Please follow registration instructions on OhioTrain as there is an additional webinar registration link.
- Additional dates, January-June 2016, will be announced later this year.

## Eligibility and Determination of Needs

**Course ID:** TBA (coming in Fall 2015 — stay tuned for announcements)

**Audience:** Required for all new Service Coordinator IIs.

# EARLY INTERVENTION COURSES

## Visual Impairment Series

**Course IDs:** [See below](#)

10:00 am – 4:00 pm

**Audience:** This series of trainings is open to all providers, parents, advocates, students, or other early childhood professionals. Please see OhioTrain for a description of each course.

Social Work, DODD CEUs available.

Date	Location	Training	OhioTrain Course ID
August 19, 2015 November 18, 2015	Madison County Ross County	Hands on Literacy! Emergency Literacy for Infants & Toddlers who are Blind or Visually Impaired	<a href="#">1034398</a>
September 1, 2015 December 3, 2015	Noble County Medina County	Good Lookers! Helping Infants and Toddlers with Visual Impairments to Use their Remaining Vision	<a href="#">1034397</a>
September 23, 2015 May 11, 2016	Summit County Washington County	Hold Everything! Creating ‘Stay-Put’ Play ‘n Learn Spaces for Young Children with Multiple Special Needs	<a href="#">1020825</a>
October 2, 2015 May 24, 2016	Montgomery County Erie County	Home Sweet Home: Home Environment Considerations for Families of Infants and Toddlers who are Visually Impaired	<a href="#">1028651</a>
October 19, 2015 April 29, 2016	Defiance County Delaware County	Communication...On the Go! Supporting the Communication and Mobility Skills of Infants and Toddlers who are Visually Impaired	<a href="#">1023105</a>
November 6, 2015 June 10, 2016	Richland County Butler County	Playful Parenting! Resources and Play Ideas for Families of Infants and Toddlers with Visual Impairments	<a href="#">1023466</a>





# ONLINE COURSES

oh.train.org

## ASQ/ASQ:SE

Course ID: 1019133

*NOTE: copy written material. To register, you will need to receive a course approval code from your supervisor or consultant.*

**Purpose/Goals:** Define the use of the ASQ & ASQ:SE developmental screening instruments; discuss the purpose of screening in the Help Me Grow system.

**Audience:** Any HMG professional using this screening instrument must be trained on the tool prior to using it. Home Visitors and Service Coordinators and Supervisors are required to complete this training.

## Central Coordination Orientation

Course ID: 1056868

**Purpose/Goals:** Participants will understand the role that Central Coordination plays in Help Me Grow, best practices when contacting families, and Early Track data entry requirements.

**Audience:** Required for Central Coordination Contract Managers.

## Dealing with Stress While Raising Infants and Toddlers

Course ID: 1028648

**Purpose/Goals:** Identify common stresses related to becoming a parent and build resilience in parents of young children.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Early Track 3.0

Please speak with your consultant to access the self-study.

**Purpose/Goals:** This course provides an overview of the Help Me Grow Early Track data system. Information about adding and updating a child record will be reviewed, as well as report and administration functions.

**Audience:** All professionals using Early Track.

## Edinburgh Postnatal Depression Scale

Course ID: 1023285

**Purpose/Goals:** After completing this webinar, participants will be able to discuss and describe the purpose, administration and interpretation of the Edinburgh Postnatal Depression Scale (EPDS); understand and recognize the signs and symptoms of postnatal depression; and develop and use a local care path for screening and referral.

**Audience:** Help Me Grow Home Visitors and Home Visiting Supervisors are required to complete this training.

## Genetics 101: Basic Genetic Concepts and Resources

Course ID: 1056777

**Purpose/Goals:** After completing the webinar participants will be able to understand basic genetic concepts, know features and inheritance of conditions screened for on the Ohio Newborn Screen, and be familiar with available genetics related resources; know the Genetic Center in their region; describe the purpose/process of the genetics evaluation; and identify when patients would benefit from a referral, and more.

**Audience:** All professionals working in the Help Me Grow system (elective).

**Credits:** 1.5 Attendance; 1.5 Social Work

## Genetics Testing Basics

Course ID: 1051246

**Purpose:** After completing this webinar, participants will be able to identify current methods, billing issues, ethics dilemmas and gene therapies associated with genetic testing.

**Audience:** All professionals working in the Help Me Grow system (elective)

**Credit types:** 1.0 Attendance; 1.0 Social Work





# ONLINE COURSES

oh.train.org

## Hearing Status Questionnaire

Course ID: 1023379

**Purpose/Goals:** Describe the purpose, administration and interpretation of the Hearing Status Questionnaire; learn techniques on explaining tool results to parents; understand when to refer.

**Audience:** Help Me Grow Home Visitors and Service Coordinators are required to complete this training.

## HOME (Home Observation and Measurement of the Environment) Inventory

Course ID: 1019134

*NOTE: copy written material. To register, you will need to receive a course approval code from your supervisor or consultant.*

**Purpose/Goals:** Discuss and describe the purpose, administration and interpretation of the HOME Inventory; develop appropriate interventions.

**Audience:** Home Visitors and Home Visiting Supervisors are required to complete this training.

Credits: 3.5 Attendance; 3.5 Social Work; 2 Developmental Disabilities

## Home Visiting: The First 60 Days

Course ID: 1034402

**Purpose/Goals:** Understand how to operationalize HMG Home Visiting screening and assessment tools in family plan development; understand HMG Home Visiting program goals; understanding of the connection between Home Visitor/family relationships and goal outcomes.

**Audience:** Home Visitors and Home Visiting Supervisors are required to complete this training.

## Home Visiting with Prenatal Moms

Course ID: 1028655

**Purpose/Goals:** Understand the rights and responsibilities of childbearing women; understand the process and value of prenatal care; support a family's plan for positive outcomes of pregnancy.

**Audience:** Home Visitors and Home Visiting Supervisors are required to complete this training.

## Home Visiting with Prenatal Moms and Dads

Course ID: 1028656

**Purpose/Goals:** Recognize the importance of building trust between the home visitor and both parents; learn infant and mother's needs and care; understand important skills for dads.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Immunization Update

Course ID: 1028657

**Purpose/Goals:** Learn about the immunizations recommended for children from birth to age 6 years and learn about immunization resources available for staff and families.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Involving Fathers, Grandparents and Other Caregivers

Course ID: 1028676

**Purpose/Goals:** Understand family dynamics; understand how to support all who are the "village" for a baby.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Mandated Reporting

Course ID: 1028677

**Purpose/Goals:** Understand the nature of abuse; understand Ohio's Mandated Reporting Laws; identify the reporting process in Ohio.

**Audience:** Home Visitors and Home Visiting Supervisors are required to complete this training.



# ONLINE COURSES

oh.train.org

## Prenatal Development and Care

Course ID: 1028681

**Purpose/Goals:** Understand the importance of preconceptional health care; understand the principles of embryology related to preconceptional health; learn ADA dietary guidelines related to pregnancy; review measures to prevent preterm birth and low birth weight.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Social Emotional Development in Infants and Toddlers

Course ID: 1028686

**Purpose/Goals:** Identify the components of an emotionally and socially nurturing environment for infants and toddlers; learn how to collaborate with other professionals to support social and emotional development of infants and young children.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Smoking Cessation

Course ID: 1028684

**Purpose/Goals:** Learn the 5As approach to tobacco cessation; provide smoking cessation support at follow-up visits and assist with any necessary referrals.

**Audience:** Home Visitors and Home Visiting Supervisors are required to complete this training.

## The Role of the Health Care Professional in Birth Defects Prevention

Course ID: 1051247

**Purpose/Goals:** Describe the prevalence and impact of birth defects and the role of the health care professional in the prevention of birth defects.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Transition: Connecting the Dots

Course ID: 1021622

*NOTE: This course requires an access code. It will be sent to you as an attachment to your registration confirmation e-mail once you register on OhioTrain.*

**Purpose/Goals:** Learn how to support the child and family in transition from Help Me Grow.

**Audience:** Early Intervention providers. Note that this is no longer required for credentialing (elective).

## Understanding Visual Impairment in Early Childhood

Course ID: 1028694

**Purpose/Goals:** Understand the impact of various types of visual impairments on early childhood development.

**Audience:** All professionals working in the Help Me Grow system (elective).

## Vision: Taking a Look

Course ID: 1023291

**Purpose/Goals:** Learn how to administer the Vision Status Questionnaire; learn how to explain tool results to parents; learn when to refer a child for further evaluation.

**Audience:** HMG Home Visitors, Service Coordinators, and Supervisors are required to take this training.

## When Parents of Infants Have Mental Health Challenges

Course ID: 1028695

**Purpose/Goals:** Learn how to recognize common mental health challenges present in parents of young children; understand the strategies that HMG providers can use to access support.

**Audience:** All professionals working in the Help Me Grow system (elective).



# ONLINE COURSES

oh.train.org

## Working with Military Families

Course ID: 1028697

**Purpose/Goals:** Describe military culture; understand the unique stressors of military families; identify sources of support for military families; support appropriate follow-up care.

**Audience:** All professionals working in the Help Me Grow system (elective).



## Special Topics Online Trainings \*

Coming Soon!

Course IDs: TBA

- How to Access Services in Ohio for Families of 0-3 Year-Olds Who are Developmentally Delayed
- Improving the Parent-Child Relationship
- Motivational Interviewing
- Parent Stress Management
- Service Coordinator Orientation
- Working with Local Child Protective Services
- Working with Parents: Considerations for Cultural Respect

\* These courses are all elective.

# CREDENTIAL REQUIREMENTS

Help Me Grow Home Visiting — OAC Rule 3701-8-03

Home Visiting		
Credential Type	Course Name	Oh-Train Course ID
<b>Supervisors of Home Visitors</b>	1. Training Institute	1034150
	2. Principles of Home Visiting	1047701
	3. Home Visiting with Prenatal Moms	1028655
	4. Smoking Cessation	1028684
	5. Mandated Reporting	1028677
	6. Reflective Supervision	1049291
	7. Early Track 3.0 (or self-study)	1034050
	8. Screening tools:	
a. ASQ/ASQ:SE	1019133	
b. Edinburgh Postnatal Depression	1023285	
c. Hearing Status Questionnaire	1023379	
d. HOME	1019134	
e. The First 60 Days: Tools from Theory to Practice	1034402	
f. Vision: Taking Look	1023291	
<b>Home Visitors</b>	1. Training Institute	1034150
	2. Principles of Home Visiting	1047701
	3. Home Visiting with Prenatal Moms	1028655
	4. Smoking Cessation	1028684
	5. Mandated Reporting	1028677
	6. Early Track 3.0 (or self-study)	1034050
	7. Trainings on tools:	
	a. ASQ/ASQ:SE	1019133
b. Edinburgh Postnatal Depression	1023285	
c. Hearing Status Questionnaire	1023379	
d. HOME	1019134	
e. The First 60 Days: Tools from Theory to Practice	1034402	
f. Vision: Taking Look	1023291	
<b>Home Visiting Contract Managers</b>	1. Training Institute	1034150
	2. Principles of Home Visiting	1047701
	3. HMG Home Visitor Orientation	See consultant
	4. Early Track 3.0 (or self-study)	1034050

# CREDENTIAL REQUIREMENTS

Help Me Grow Early Intervention — OAC Rule 3701-8-03

Early Intervention		
Credential Type	Course Name	Oh-Train Course ID
Supervisors of Service Coordinators	<ol style="list-style-type: none"> <li>1. Training Institute</li> <li>2. Reflective Supervision</li> <li>3. All requirements for “Service Coordinator I” by next naturally occurring renewal</li> </ol>	<p>1034150 1049291</p>
Service Coordinator I	<ol style="list-style-type: none"> <li>1. Training Institute</li> <li>2. Principles of Service Coordination</li> <li>3. Ohio’s Individualized Family Service Plan (IFSP)</li> <li>4. Screening tools               <ol style="list-style-type: none"> <li>a. ASQ/ASQ:SE</li> <li>b. Hearing Status Questionnaire</li> <li>c. Vision: Taking a Look</li> <li>d. Bayley-III (if used by agency)</li> <li>e. Battelle-2 (if used by agency)</li> </ol> </li> </ol>	<p>1034150 1047684 1054646  1019133 1023379 1023291 1009447 1009401</p>
Service Coordinator II	<ol style="list-style-type: none"> <li>1. Eligibility and Determination of Needs Process</li> <li>2. Ten (10) contact hours of department approved training</li> </ol>	TBA Fall 2015
Service Coordinator III	None (however – SC IIIs must retake any SC I trainings that have been substantially revised)	None
Early Intervention Service Coordination Contract Managers	<ol style="list-style-type: none"> <li>1. Training Institute</li> <li>2. Principles of Service Coordination</li> <li>3. Early Track 3.0 (or self-study)</li> </ol>	<p>1034150 1047684 1034050</p>

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# CREDENTIAL REQUIREMENTS

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## Help Me Grow Centralized Coordination — OAC Rule 3701-8-03

<b>Centralized Coordination</b>		
<b>Credential Type</b>	<b>Course Name</b>	<b>Oh-Train Course ID</b>
<b>Individuals used for Centralized Coordination activities</b>	<ol style="list-style-type: none"><li>1. Training Institute</li><li>2. Early Track 3.0 (or self-study)</li></ol>	1034150 1034050
<b>Central Coordination Contract Managers</b>	<ol style="list-style-type: none"><li>1. Training Institute</li><li>2. Central Coordination Orientation</li><li>3. Early Track 3.0 (or self-study)</li></ol>	1034150 1056868 1034050

## Helpful Tips and Reminders

- ODH does not directly monitor credential expiration dates. It is expected that personnel and their supervisors ensure that credentials are kept up to date.
- Be sure to keep your training certificates in a safe place. You cannot reprint certificates for in-person trainings from your OH-Train record unless you have manually uploaded them in the Transcripts section of your record.
- All courses labeled on OH-Train as “Ohio Help Me Grow” receive credit towards the credential. To request Help Me Grow credit for an outside course related to the field of early childhood development, please request ODH approval. Be sure to check out the many early childhood-related training offerings available through the Ohio Professional Registry.
- For additional guidance, please call 614-644-8389 or visit the Professional Development section on our website: [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov)

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# OHIO PROFESSIONAL REGISTRY GUIDANCE

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## Online Profiles and Record Submission

Follow these instructions to develop your professional profile – recording your employment, education, and training in order to fulfill Help Me Grow credential requirements. OPR also provides information about professional development opportunities and resources to help you in your career as you move within or even out of Help Me Grow and into the broader early care and education system across Ohio.

### Creating a Profile

Go to <https://login.occrra.org/>

1. Click the “Create a Profile” button above the log in box
2. Fill in required information
3. Click “Submit”

Receive your private, secure username and log-in instructions via e-mail after submittal

### Submitting your Records

1. Gather your formal education and training documents including transcripts, licenses, certifications and in-service forms

Go to <https://login.occrra.org/>

1. Log in using your new password and username
2. Complete your profile by entering your experience, education, credential (licensure) and training(s)
  - a. Make sure to enter your Hire Date(s) on the Employment History
  - b. Type of employment: ODODD/Early Intervention/Help Me Grow
  - c. Print and complete a “HMG File Submission Cover Sheet” found on the Registry home page
  - d. Copy your education and training documents

Send the “HMG File Submission Cover Sheet” along with copies of your documents to:

OCCRRA-Registry  
2760 Airport Drive, Suite 106  
Columbus, Ohio 43219  
- or -

Scan and e-mail to: [credential@occrra.org](mailto:credential@occrra.org)

If you have questions about the credential process, contact the Registry Office at OCCRRA:

Phone: 614-396-5959  
Toll-free: 877-547-6978  
E-mail: [credential@occrra.org](mailto:credential@occrra.org)

### Tips and Reminders:

**If you change employers:** Your registry profile remains yours regardless of where you are employed. If you leave your current employer **do not** create a new registry profile. Simply enter your termination date in that employment record and click on "add new record" to enter the information about your new employer.

**Update and maintain your record.** Whenever you complete training, acquire education and credentials, or if you change employment, update your professional profile as soon as possible. Be sure to send in required documentation for verification after changes are made.

**Check back regularly.** You may log in to the Registry to view or update your profile wherever you have internet access. You generate a transcript from your registry profile at any time.

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# OHIO TRAIN GUIDANCE

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## Course Registration — [www.oh.train.org](https://www.oh.train.org)

**If you are a first-time OH-Train user, please follow these instructions –**

Go to the OH-Train website: <https://oh.train.org>

1. Click “Create Account” on the left hand side of the page.
2. You will need to agree to the Train policies prior to registering. Each policy is an active link that leads to more information detailing the specific policy.
3. Fill out the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (\*). Do not hit the “Back” button at any time during the process.
4. Answer the two secret questions at the bottom of the page. In the event that you forget your password, you will be asked to answer these questions as a security measure during the password retrieval process. Click “Next” when finished.
5. Make sure to select “Receive e-mail notifications from OH-Train” to get email updates and notifications about courses you have registered for.
6. On the next page, you will be asked to provide your agency, location, or job role. Please answer appropriately.
7. Please select up to three professional roles that best match your job description. Click “Next” when finished. On the resulting page, please select the three settings that best fit your work environment. Click “Next” when finished.

On the resulting page, additional demographic information will be requested. This information is **not** required for registration. Click “Continue” to finish registering for OH-Train. Click “Continue” again to register for the training. You will automatically be directed to the OH-Train home page to begin searching for the training(s) you want to register for.

Listed under each training topic on the following pages are instructions on registering for a specific training.

### **To search for a course:**

Log in to OH-Train: <https://oh.train.org>

1. Click on Course Search
2. Click on Keyword box and type the title or course number of the training you are interested in
3. Click Search

You should be directed to a list of courses that match your search

### **To withdraw from a course:**

1. Please log-in to OH-Train
  2. Go to “My Learning Record” – located on the right hand side of the screen
  3. Click on “My Learning”
  4. Click on the name of the course you wish to withdraw from
- Click on the “Withdraw” button

You will receive an email indicating that you have officially withdrawn from the course.



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# GENERAL INFORMATION

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## Registration and Attendance

The training sessions listed in this bulletin are offered for Help Me Grow personnel. However, staff from other State and local agencies in Ohio may register if space is available.

In-person trainings provide a unique opportunity for HMG staff to come together, learn new information and practice new skills in a safe and constructive learning environment. It is the expectation of ODH that all training participants behave as professionals during these trainings. All trainers reserve the right to remove an individual from a course as they see fit.

In order to meet the training needs of Help Me Grow personnel and maintain efficiency, we need your help in ensuring that **no spaces go to waste**. In consideration of HMG trainers and fellow training participants, we ask that you:

- Attend all trainings for which you have registered
- Withdraw your registration on Ohio Train if you cannot attend
- Arrive on time for the training
- Stay for the entire training

ODH/Help Me Grow will set a **minimum number of registrations** for each training to occur. If the minimum is not met, registrants will be notified at least 48 hours in advance if the training is cancelled.

**Please make sure your OH-Train notification settings allow you to receive e-mail updates from the system** and that your email address is correct (writing on sign-in sheets does not change your information).

There is **no cost** for any ODH/HMG sponsored sessions listed in this bulletin for HMG staff. (For outside entities, please contact us for clarification; fees may apply for trainings that are provided by outside consultants.)

(614) 644-8389

[HMG@odh.ohio.gov](mailto:HMG@odh.ohio.gov)

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# CALENDAR OF NATIONAL OBSERVANCES

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2015-2016

## July 2015

- Cord Blood Awareness Month
- Juvenile Arthritis Awareness Month
- 28 World Hepatitis Day

## August 2015

- Children's Eye Health and Safety Month
- National Breastfeeding Month
- National Immunization Awareness Month

## September 2015

- National Childhood Obesity Awareness Month
- National Preparedness Month
- Newborn Screening Awareness Month
- 28 - October 02 Malnutrition Awareness Week
- 30 National Women's Health & Fitness Day™

## October 2015

- Domestic Violence Awareness Month
- Health Literacy Month
- National Down Syndrome Awareness Month
- Sudden Infant Death Syndrome Awareness Month
- 4 - 10 Mental Illness Awareness Week
- 19 - 23 National Health Education Week

## November 2015

- American Diabetes Month
- 20 Great American Smokeout
- 26 National Family Health History Day

## December 2015

- Safe Toys and Gifts Month
- 1 World AIDS Day
- 7 - 13 National Influenza Vaccination Week

## January 2016

- National Birth Defects Prevention Month
- National Folic Acid Awareness Week
- MLK Day of Service

## February 2016

- International Prenatal Infection Prevention Month
- National Children's Dental Health Month
- National Wear Red Day

## March 2016

- Patient Safety Awareness Week
- National Women and Girls HIV/AIDS Awareness Day
- National Poison Prevention Week
- Brain Awareness Week
- National Youth Violence Prevention Week

## April 2016

- Alcohol Awareness Month
- National Autism Awareness Month
- National Child Abuse Prevention Month
- National Minority Health Month
- Sexual Assault Awareness and Prevention Month
- National Infant Immunization Week

## May 2016

- Mental Health Month
- Children's Mental Health Awareness Week
- National Women's Health Week

## June 2016

- Men's Health Month

Source: healthfinder.gov (U.S. Department of Health and Human Services)



Please watch the **Help Me Grow website** and **Facebook page** for more information each month.