

Updating the Oregon Registry Online (ORO)

The Head Start Act 2007 (as amended 12/12/07)

§ 648A (a) (5)

Head Start staff shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

Policy

To improve staff qualifications and enhance professional development, Community Action Head Start will ensure all staff meet their professional development requirements based on job position federal and state regulations. Professional development is provided by a combination of grantee-provided training, trainings offered through community partners, offsite services and by attendance at conferences.

Procedure

Oregon Registry Online

The Oregon Registry Online (ORO) stores all training and education for early childhood professionals in the state. Each staff member will establish an ORO account upon hire and will be required to keep ORO up to date with specific training and education information.

Updating the Oregon Registry Online

Staff who obtain a higher level of education, such as a new CDA, college certificate or degree will upload a copy of their transcript, certificate, or degree to their ORO account. Staff will complete a new Step application for the Oregon Registry Online (ORO) and will upload it to their ORO account. Staff can log into their ORO account by clicking on the following link: <https://my.oregonregistryonline.org/>.

Community Action will submit training records for live training to Oregon Registry Online on behalf of employees. Live training includes training completed during a scheduled training day, and training during pre-service.

Documents that staff will upload to their own ORO account:

- Employee Orientation Checklist (completed at the beginning of each program year, or within the first 10 days of hire)
- CPR/First Aid certification
- Food Handler's Card
- Certificates from community training that occur from agencies outside of Washington County CCR&R
- Certificates provided for trainings that are over one hour in length
- Education transcripts
- CDA's and CDA renewals
- College certificates or degrees

Staff who increase their ORO step must forward a copy of their step award to the Professional Development Supervisor (PDS). The PDS will update the ORO step and upload the document into ChildPlus. The PDS will also send a copy to HR.