## Ohio AEYC | The Ohio Early Childhood Conference

## Sharing a Training That is Already Ohio Approved with Ohio AEYC for the 2026 Ohio Early Childhood Conference

Please email relations@oaeyc.org

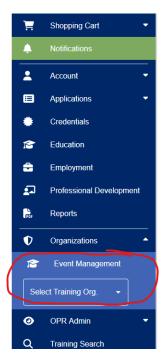
- 1. Your first and last name as it appears in OCCRRA
- 2. Your OPIN number
- 3. Your organizational dashboard name as it appears in OCCRRA (the training organization in

which the training is in OCCRRA)

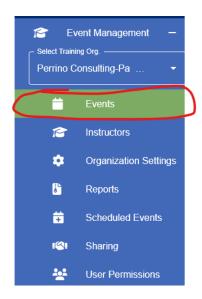
- 4. Title of Training and AT#
- 5. Before you send the email please share the session by:

## **Sharing Your Session with Ohio AEYC Dashboard:**

Sign in to your OCCRRA Account and select the Training Organization Dashboard from the drop-down menu on the left under which you submitted the session:



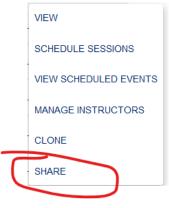
Next, select events on the left-hand side of your screen:



Locate the training/event you want to share with us for the call for proposals for the 2025 Ohio Early Childhood Conference:



Locate the dots to the right, click on them, and select Share:





Enter Ohio AEYC OIN in the OIN Search. It is 21081314, and you will need to hit the search button. Then you should see Ohio AEYC. Then click on Ohio AEYC.

Once this has happened, hit the share button.

Once this is complete, please email me at relations@oaeyc.org to let me know you have shared the session, and I can verify that it is displaying correctly at our end.