



How to apply for Ohio Healthy Program designation:

An application process is available using the Ohio Professional Development Network (OPDN) registry at www.OPDN.org. The director ensures that all the necessary trainings have been completed and that staff members have the center name registered under their own personal login. The application is completed under the director's login. The following is the step-by-step application process:

1. Visit: www.opdn.org
2. Login with your username and password
3. On the left hand side of the screen look for "now viewing". Use the drop box below it and click on "director portal"
4. Below "director portal" on the left hand side, click on "OHP Application"
5. Healthy Habits: Training
 - a. Select each age group for your center
 - b. Enter enrollment numbers (approximate number of children you have enrolled for each age group)
 - c. Enter classroom name (i.e. infant, toddler, preschool, school age)
 - d. Select teacher name from drop down box (A teacher can be listed more than once if they teach multiple age groups, i.e. infant/toddler teacher)
6. Program Policies: Program Policy
 - a. You will submit a healthy policy by attaching it as a document and uploading it at the bottom of the page.
7. Healthy Menus: Menu Improvement:
 - a. A current menu (at least one week) will also need to be uploaded at the bottom of the page that meets the OHP recommendations.
 - b. Answer questions 1 thru 4 by using the drop down boxes and select at least one significant change.
8. Healthy Families: Family Participation
 - a. Select an option from the drop down box. In the box below, list what you specifically have done, i.e. monthly newsletters, hosted a parent night, etc.
9. Overall questions
 - a. Check all that apply.
10. File Upload:
 - a. Make sure to upload:
 - i. Pre menu (at least one week)
 - ii. Post menu (at least one week that meets all OHP recommendations)
 - iii. One healthy policy
 - b. Once files have been added click on UPLOAD on the bottom right side. Files will be transferred from the right to the left column once uploaded.
11. Verify you have completed everything on the application then click "agree and submit application" at the bottom of the page.

Please note, if you click on the "Download certificate" it will come up blank. OCCRRA will review your submissions and mail you a certificate once approved.

