



How to renew your Ohio Healthy Program designation

The OHP designation is renewed on an annual basis. The director ensures that all current staff members (one from each age group) complete the HCHW trainings, submit updated menus that meet the OHP criteria, implement one new policy to ensure healthy practices are being maintained and include a parent engagement piece. The following is the step-by-step application process:

1. Visit: www.opdn.org
2. The director must login with his/her 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”
 - a. Please note, if you click on the “Download certificate” it will come up blank. OCCRRA will send you a certificate in the mail.
5. Make sure to scroll all the way to the right and click on the box “view/edit”. You will fill out the same form you completed when you first applied.
6. 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)
7. Program Policies: Program Policy
 - a. You will submit a new healthy policy by attaching it as a document and uploading it at the bottom of the page.
8. 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 (you do not need to submit a pre and post menu).
 - b. Answer questions 1 thru 4 by using the drop down boxes and select at least one significant change.
9. 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.
10. Overall questions
 - a. Check all that apply.
11. File Upload:
 - a. Make sure to upload:
 - i. Current menu (at least one week that meets all OHP recommendations)



- ii. 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.
- 12. Verify you have completed everything on the application then click “agree and submit application” at the bottom of the page.
- 13. Once submitted, email Sara Sanford (ssanford@ocrra.org) at OCCRRA to notify her that your renewal application has been submitted. She will review your submissions and mail you a certificate once approved.