

Infant and Toddler and Early Childhood Cohort 1 Additional Instructions

In order to do field hours in an Ohio Licensed Day/Preschool, students must be registered with OCCRRA (Ohio Child Care Resource & Referral Association). In order to complete this registration, fingerprints must be sent electronically to ODJFS (Ohio Department of Job and Family Services).

When you have fingerprints done you must request 2 things.

1. Send prints electronically to ODJFS
2. Mail a hard copy to:

The University of Toledo
Judith Herb College of education
Office of Student Services, Gillham Hall 3100
2801 W. Bancroft St., Mail Stop #914
Toledo, OH 43606-3309

The code to use is 5104.013

To create the account on OCCRA go to: occrra.org

Go to: Create Account

Fill in the required information. Make sure to write down your username and password as well as the OPIN number that OCCRRA will give you.

After the account is created you will go to the top right side in the drop down menu under your name and "Request Background Check"

Follow instructions

You will not be able to register with OCCRRA until your background check/fingerprints have been done