

Ohio Responds
Enter Trainings, Skills and Certificates

Log on to Ohio Responds at: www.ohioresponds.odh.ohio.gov using your pre-identified username and password (Home screen appears with message and update notifications)

Select 'My Profile' tab near the top (Summary appears with details regarding completeness of each tab)

Select 'Occupations' tab near top or blue link in body to move to that tab

Select 'add occupation' to enter your occupation (select Medical/ non-medical from drop down)

Then select a close match from drop-down box (RN, LPN, many other options as well) and save

Select 'Training' tab

Ohio TRAIN training courses will automatically populate from trainings you have taken on the Ohio TRAIN website

Select +Add Training Course (link is located right under the orange bar with "Training" near top of Page)

Select from drop down box (ICS course, FEMA courses, mental health, many, many others)

Make the best possible fit for the training of interest, utilizing the 'note' section as needed.

(Psychological First Aid = Behavior Mental Health)

Enter institute, dates, etc.

Upload certificate** if you like or mail/email it to me.

This is the place to document proof of all your trainings.

Select ' Skills and Certifications' tab

This section makes a general statement of your abilities and activities that interest you

It does not list your actual certificate or qualification details

This page is divided into "healthcare" AND "other relevant" skills/certifications

Always remember that many non-medical staff members are needed for each and every single nurse

In either section, Scroll down the list to select an item that you are proficient with

Click on the right-facing arrow

That item now appears in the right hand box, stating that you have that skill

If you made a selection in error, merely click that item in the right box and then

Click the left-facing arrow to return it to the list.

****How to upload your certificate**

Scan your certificate and save it wherever you want on your computer.

In Ohio Responds, while you are entering that training on the 'training' tab or reopen that training

Select, 'browse'; then locate and select your saved certificate document

Select save on computer's dialogue box

Certificate name should appear in Ohio Responds

Feel free to call if you have questions.